

Town of Bon Accord
AGENDA
Regular Council Meeting
September 21, 2021 8:30 a.m.
Virtual Meeting
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; September 7, 2021 (enclosure)**
- 4. DELEGATION**
 - 4.1. Jeff Olson - Service Line Warranties of Canada 8:45 a.m. (enclosure)**
- 5. DEPARTMENT REPORTS**
 - 5.1. Community Services (enclosure)**
 - 5.2. Finance (enclosure)**
 - 5.3. Operations (PW) (enclosure)**
 - 5.4. Planning and Economic Development (enclosure)**
 - 5.5. Chief Administrative Officer (CAO) (enclosure)**
- 6. ACTION ITEM LIST**
 - 6.1. Action Item List to September 7, 2021 (enclosure)**
- 7. UNFINISHED BUSINESS**
 - 7.1. Addition of Treaty Six and Metis Flags (enclosure)**
- 8. NEW BUSINESS**
 - 8.1. ATCO Gas & Pipelines Ltd. Franchise Fee 2022 (enclosure)**
 - 8.2. Skateboard Park Upgrades Phase II (enclosure)**
 - 8.3. Memorandum of Understanding – Bon Accord & District Veteran’s Memorial Society (enclosure)**
 - 8.4. Arena Ice Rental Refund Policy (enclosure)**
- 9. BYLAWS/POLICIES/AGREEMENTS**

POLICIES

 - 9.1. Temporary Permit Policy (enclosure)**
 - 9.2. Town Hours Policy Amendment (enclosure)**
- 10. WORKSHOPS/MEETINGS/CONFERENCES – NONE**
- 11. COUNCIL REPORTS**
 - 11.1. Mayor Greg Mosychuk (enclosure)**
 - 11.2. Deputy Mayor May (enclosure)**
 - 11.3. Councillor Laing (enclosure)**
 - 11.4. Councillor Holden (enclosure)**
 - 11.5. Councillor Bidney (enclosure)**

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- 12. CORRESPONDENCE – NONE**
- 13. NOTICE OF MOTION**
 - 13.1. Hosting Munis 101 (enclosure)**
- 14. CLOSED SESSION - NONE**
- 15. ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
September 7, 2021 7:00 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 – Chief Administrative Officer
Falon Fayant – Corporate Finance Officer
Jessica Caines – Executive Assistant

CALL TO ORDER

Mayor Mosychuk called the meeting to order at 7:06 p.m.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT Council adopt the agenda for the September 7, 2021 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-275

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – August 17, 2021

DEPUTY MAYOR MAY MOVED THAT the minutes of the August 17, 2021 Regular Meeting of Council be adopted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-276

Special Meeting of Council Minutes – August 31, 2021

COUNCILLOR BIDNEY MOVED THAT the minutes of the August 31, 2021 Special Meeting of Council be adopted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-277

ACTION ITEM LIST

DEPUTY MAYOR MAY MOVED THAT Council accepts the Action item list to August 17, 2021, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-278

UNFINISHED BUSINESS

Addition of Treaty Six Flag in Council Chambers

COUNCILLOR HOLDEN MOVED THAT Council accept the RFD for information and for discussion purposes and further direct administration to research and gather information from the flag companies as well as the Gibbons Legion.

CARRIED UNANIMOUSLY RESOLUTION 21-279

Town of Bon Accord
Regular Meeting of Council Minutes
September 7, 2021 7:00 p.m.
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NEW BUSINESS

Purchase of Zamboni Blade Change Safety Equipment and Staff Training

COUNCILLOR BIDNEY MOVED THAT Council approve the purchase of the Zamboni Blade Change Safety Equipment to a maximum cost of \$3097.75.

CARRIED UNANIMOUSLY RESOLUTION 21-280

Service Line Warranties of Canada

COUNCILLOR HOLDEN MOVED THAT Council accept the RFD for information and discussion purposes and further directs admin to contact Jeff Olson at Service Line Warranties of Canada to request a presentation for the September 21, 2021 Regular Meeting of Council.

CARRIED UNANIMOUSLY RESOLUTION 21-281

COVID-19 Briefing Update

DEPUTY MAYOR MAY MOVED THAT Council accept the COVID-19 Briefing Update as information.

CARRIED UNANIMOUSLY RESOLUTION 21-282

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Municipal Borrowing Bylaw – Operating #2021-08

COUNCILLOR LAING MOVED THAT Municipal Borrowing Bylaw – Operating; Bylaw #2021-08 be given first reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-283

DEPUTY MAYOR MAY MOVED THAT Municipal Borrowing Bylaw – Operating; Bylaw #2021-08 be given second reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-284

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

CARRIED UNANIMOUSLY RESOLUTION 21-285

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

CARRIED UNANIMOUSLY RESOLUTION 21-286

Bylaw Enforcement Bylaw #2021-09

COUNCILLOR HOLDEN MOVED THAT Council give Bylaw Enforcement Officer Bylaw #2021-09 first reading and directs administration to amend, bringing back for second and third readings.

CARRIED UNANIMOUSLY RESOLUTION 21-287

Town of Bon Accord
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POLICIES

Town Hours Policy Amendment

DEPUTY MAYOR MAY MOVED THAT Council table the Town Hours Policy Amendment until September 21, 2021.

CARRIED UNANIMOUSLY RESOLUTION 21-288

WORKSHOPS | MEETINGS | CONFERENCE

ACCPA Annual General Meeting

DEPUTY MAYOR MAY MOVED THAT Council direct administration register Mayor Mosychuk, Deputy Mayor May, Councillor Laing and Councillor Holden for the virtual ACCPA Annual General Meeting on September 30, 2021.

CARRIED UNANIMOUSLY RESOLUTION 21-289

NOTICE OF MOTION

Hosting Munis 101

COUNCILLOR LAING MOVED THAT administration research the possibility and financial implications of hosting “Munis 101”, following the election, in Bon Accord Chambers and bring forward findings at the next Regular Meeting of Council September 21, 2021.

CARRIED UNANIMOUSLY RESOLUTION 21-290

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the September 7, 2021 Regular Meeting of Council adjourn at 8:59 p.m.

CARRIED UNANIMOUSLY RESOLUTION 21-291

Mayor Greg Mosychuk

Jodi Brown, CAO

Quick Facts

Help homeowners in your community save time and money by introducing the SLWC Service Line Warranty and In-Home Plumbing Repair Programs! Offered at no cost to municipalities and utilities, the program:

- Educates homeowners about their service lateral responsibilities
- Keeps revenue in the local economy by using licensed, local contractors in the area
- Has low claim denial rates – more than 97% of all submitted claims are approved
- Maintains a customer satisfaction rating greater than 98%
- Ensures timely repairs that help conserve water and reduce ground contamination
- May help generate revenue through royalty payments

About

Service Line Warranties of Canada



Service Line Warranties of Canada working in conjunction with cities, municipalities and utilities, provides water and sewer service line warranties and in-home plumbing repair services to homeowners.

Rural Municipalities of Alberta (RMA)



RMA is an independent association comprising Alberta's 69 counties and municipal districts. We help rural municipalities achieve strong, effective local government, providing Advocacy and Aggregated Business Services (including Trade, PFA Canada and Jubilee Insurance).

Make a Difference in Your Community

To learn more, please contact SLWC:

- by phone at 1-844-696-1277
- online at www.slwofc.ca
- send email to partnerships@slwofc.ca



Building Peace of Mind, One Community at a Time

Service Line Warranty & In-Home Plumbing Repair Program

Helping homeowners save thousands of dollars in service line and in-home plumbing repair costs





Overview

Residential property owners are responsible for the maintenance of the buried water and sewer lines that run from the public (main) connection to the exterior of the home. When these lines break, leak or clog, the homeowner is often surprised to learn that homeowner's insurance does not cover the cost of an often expensive repair.

A homeowner's private lines are subjected to the same elements as the lines that comprise the public infrastructure – ground shifting, tree-root invasion, extreme weather, age and more. While municipalities are responsible for repairs to the public infrastructure, what solution is available to homeowners when the lines on their property fail?

The RMA-endorsed Water and Sewer Line Warranty and In-Home Plumbing Repair Programs educate homeowners about their service line responsibilities while providing affordable and optional repair coverage.

"The City highly recommends this service to other municipalities because it offers residents a low-cost solution to the problem of dealing with broken, leaking, clogged or even frozen water and sewer lines. We have received many compliments from residents for having made this service available to them. Even those who choose not to enroll in this optional program are better educated about their service line responsibilities, which is very important to the City."

John Savoia, Financial Planning and Policy, City of Hamilton

Serving your local community

In partnership with RMA



40+
Municipalities,
participating
in Ontario



97%
Claims approval
rating



98%+
Customer
satisfaction
rating



1.2 Million
Repairs performed
across North America
in the last three years



\$394 Million
in repair costs saved
across North America
in the last three years

Frequently Asked Questions



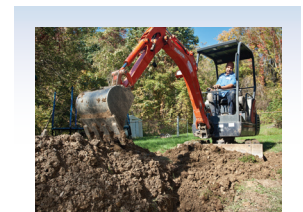
What would the warranty program cost the city and homeowners?

There is no cost to the city for this program and homeowner participation is completely voluntary. For a small monthly fee, homeowners can purchase warranty protection that covers repairs to the buried lateral lines on their property. The Service Line

Warranties of Canada (SLWC) Service Line Warranty and In-Home Plumbing Repair Programs provide generous repair coverage for the homeowner and royalty opportunities for the city. Plus, the program is endorsed in Alberta by RMA.

How does the program work?

SLWC handles all aspects of the program, including marketing, billing, customer service and contractor management and completion of all repairs to local code. SLWC even handles the mailing to homeowners in the community.



What happens when a homeowner experiences a service line break or leak on their property?

With one call to the Service Line Warranties of Canada toll-free number, a licensed contractor from the area will be dispatched to make the repair – usually completed within 24 hours. There is no paperwork to complete, no hidden service fees or deductibles and no annual or lifetime limits on the number of repair occurrences. Contractors are thoroughly vetted through a third-party compliance management vendor that performs extensive background checks.

Why is the warranty program important?

Many people believe that water and sewer lines will last hundreds of years without failing, but the truth is, there are many reasons other than life expectancy of the pipes that contribute to infrastructure failure – such as tree-root intrusion, rust and weather. The SLWC Service Line Warranty Program and RMA endorsement provides peace of mind – to municipal homeowners and leadership.



Council Report

Date: September 15th, 2021

Reporting Period: September 2021

Department: Recreation and Community Services

Submitted by: Jodi Brown

RECREATION AND PARKS

SKATEBOARD PARK

- The new equipment was fully installed and the skateboard park re-opened on Friday, September 10th, 2021.
- Additional options for additional upgrades to the skateboard park were received on September 13th.

PARKS AND GREENSPACE MANAGEMENT

- We have 1 (one) remaining seasonal parks staff continuing to care for greenspace and floral maintenance during the month of September. We expect to fully transition to fall/winter operations by October. We will monitor floral displays and begin slowly removing dying flowers as we move into the winter months.

ARENA

- I have received the arena inspection report from the engineering inspection of the arena that took place in August. I will be reviewing the report and bringing the document forward to Council.
- Ice installation is nearly complete and staff are preparing for ice bookings on Sept. 19th and a tournament is scheduled for the weekend of Sept. 24th.
- Thank-you to Pembina Pipelines for providing arena staff with a disinfectant sprayer to assist with sanitization protocols.
- We are in the process of hiring part-time/casual arena attendants for the upcoming season.

COMMUNITY EVENTS

MEET THE COMMUNITY NIGHT: SEPT. 13TH FROM 6 – 8 PM AT THE COMMUNITY HALL

- Due to staff shortages (illness) this event was postponed. When the new Recreation and Community Services Manager is hired, the event will be rescheduled.

COMMUNITY PROGRAMS: FALL 2021

- **Pickle Ball:** The principal of Bon Accord Community School advised me that community groups will have access to the gym this fall. We hope that we will be able to host a fall session of this program at Lillian Schick School but have not yet heard back from the new principal.
- **Block Party Program:** Two residents held block parties this summer and fall. The first five block parties of the year are eligible for a \$100 gift card, hence two \$100 gift cards given out in 2021.

BOARDS AND COMMITTEES:

COMMUNITY SERVICES BOARD:

- I have tentatively scheduled a virtual Community Services Board Meeting on September 27th, 2021.

OTHER:

COMMUNITIES IN BLOOM COLUMBARIUM PROJECT:

- The CiB volunteers are working on a landscaping project around the columbarium. Approximately 4 feet of mulch and shrubs will border both sides of the columbarium. The project is expected to be completed in September.

MEETINGS

RECREATION TRANSITION GROUP MEETINGS/CAO CHECK IN MEETING: September 10th, 2021

- These meetings are attended by all of the Community Services managers in the Sturgeon region (Bon Accord, Legal, Morinville, Sturgeon County, Redwater, and Gibbons). The purpose of the Recreation Transition Group Meetings (RTG) is to make recommendations to the Sub-regional CAO Group on how to identify, implement, and monitor a system to track resident usage at sub-regional recreation amenities relative to the recreational cost sharing agreement with Sturgeon County.

The RTG group met with the Sub-Regional CAO Group on September 10th to review possible facility user tracking models and the depth of statistical reporting that the CAO group will require for this project.

**COUNCIL REPORT
FINANCE
SEPTEMBER 2021**

GENERAL MUNICIPAL

A 6% penalty will be applied on current outstanding taxes after September 30. Currently, the Town has collected 86% of current outstanding taxes. Last year, at this time, the Town had collected 79% of current outstanding taxes. The TIPPS program remains steady.

In collaboration with Tanmar Consulting Inc., the Town sent out reminders for those residents who have not yet completed their assessment request for information surveys. These surveys are non-mandatory but do provide pertinent assessment information to our assessor to avoid estimates. The reminder letters were mailed on September 7.

The Town received a \$3,058 grant in August to support the Senate election and referendum in conjunction with our municipal election. Should the Senate election and/or referendum be cancelled, the Town will be required to return the grant payment, if requested.

ADMINISTRATION

Administration expenses are expected to be on par or under budget at year end.

PROTECTIVE SERVICES

The fire hall rental payment has been received from Sturgeon County for the 2021 year. The invoice for the fire services agreement has been paid, as well as the third quarter bylaw enforcement services invoice. The RCMP police funding invoice has been received and paid.

PUBLIC WORKS

The portion of MSI operating funding allocated to roads and water in the budget has been received and recorded. Water revenue is over-budget; truckfill sales are approximately \$4k over expected budget to date. Sewer revenue is on par with budget. Garbage revenue is slightly higher than budget, due in part to higher levels of landfill usage over the summer months. Public works expenses for roads, water, sewer, garbage, and cemetery are expected to be close to budget by year end. Water and sewer may be slightly over-budget due to an increase in unexpected repairs.

ECONOMIC DEVELOPMENT

Planning and economic development expenses are expected to be on par or under budget at year end.

RECREATION & COMMUNITY SERVICES

As summer is ending, parks expenses should be minimal from now until the end of the year and are currently under budget. The arena season is now upon us, and therefore arena revenue and expenses will be seeing movement. Currently, the arena revenue includes only the funding received from the Sturgeon Recreation Agreement and the MOST grant for Covid related lost revenue. Recreation programs revenue includes the remaining portion of the Sturgeon Recreation grant which is currently \$128,651.

CAPITAL PROJECTS

JD 324L Wheel Loader – Total Project Expenses: \$81,016
Wetlands Study – Total Project Expenses *to date*: \$44,700
Geotech Road Study — Total Project Expenses *to date*: \$17,000
Road Rehabilitation — Total Project Expenses *to date*: \$28,074
Skateboard Park — Total Project Expenses *to date*: \$26,694

Falon Fayant

*Corporate Finance Officer
Town of Bon Accord*

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2021
Reporting Month: AUGUST

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	2,078,206	2,144,485	- 66,279	210,013	287,818	- 77,805	1,868,193	1,856,667	11,526	1%
TOTAL MUNICIPAL	\$ 2,078,206.00	\$ 2,144,485.33	-\$ 66,279.33	\$ 210,013.00	\$ 287,818.33	-\$ 77,805.33	\$ 1,868,193	\$ 1,856,667	\$ 11,526	1%
Election	-	-	-	295	4,400	- 4,105	(295)	(4,400)	4,105	93%
Council	-	-	-	52,384	68,937	- 16,553	(52,384)	(68,937)	16,553	24%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 52,679	\$ 73,337	-\$ 20,658	-\$ 52,679	-\$ 73,337	\$ 20,658	28%
Administration	4,975	7,933	- 2,958	309,027	321,661	- 12,634	(304,052)	(313,728)	9,676	3%
TOTAL ADMINISTRATION	\$ 4,975	\$ 7,933	-\$ 2,958	\$ 309,027	\$ 321,661	-\$ 12,634	-\$ 304,052	-\$ 313,728	\$ 9,676	3%
Fire Services	9,285	9,285	-	27,603	40,638	-13,035	(18,318)	(31,353)	13,035	42%
Emergency Services	-	-	-	9,258	15,560	-6,302	(9,258)	(15,560)	6,302	41%
Bylaw	39,262	39,236	26	30,308	52,995	-22,687	8,954	(13,759)	22,713	165%
TOTAL PROTECTIVE SERVICES	\$ 48,547	\$ 48,521	\$ 26	\$ 67,169	\$ 109,194	-\$ 42,025	-\$ 18,622	-\$ 60,673	\$ 42,051	69%
Municipal Planning	7,632	6,833	799	101,378	133,254	- 31,876	(93,746)	(126,421)	32,675	26%
Economic Development	-	-	-	62,829	70,390	- 7,561	(62,829)	(70,390)	7,561	11%
TOTAL PLANNING & DEVELOPMEN	\$ 7,632	\$ 6,833	\$ 799	\$ 164,207	\$ 203,644	-\$ 39,437	-\$ 156,575	-\$ 196,811	\$ 40,236	20%
Public Works - Roads	10,184	9,091	1,093	222,885	279,410	- 56,525	(212,701)	(270,319)	57,618	21%
Storm Sewer & Drain	-	-	-	11,489	12,265	-776	(11,489)	(12,265)	776	6%
Water	324,117	301,636	22,481	352,151	370,790	-18,639	(28,034)	(69,153)	41,119	59%
Sewer	185,121	185,092	29	155,982	211,494	-55,512	29,139	(26,403)	55,542	210%
Garbage	92,358	85,488	6,871	97,282	113,588	-16,306	(4,924)	(28,100)	23,176	82%
Cemetery	6,350	4,667	1,683	4,744	6,533	-1,789	1,606	(1,866)	3,472	186%
TOTAL PUBLIC WORKS	\$ 618,130	\$ 585,973	\$ 32,157	\$ 844,533	\$ 994,079	-\$ 149,546	-\$ 226,403	-\$ 408,106	\$ 181,703	45%
FCSS	21,241	28,987	- 7,746	25,229	35,401	- 10,172	(3,988)	(6,413)	2,425	38%
TOTAL FCSS	\$ 21,241	\$ 28,987	-\$ 7,746	\$ 25,229	\$ 35,401	-\$ 10,172	-\$ 3,988	-\$ 6,413	\$ 2,425	38%
Parks	20,200	20,000	200	59,434	90,974	- 31,540	(39,234)	(70,974)	31,740	45%
Arena	38,668	145,846	- 107,178	95,547	183,182	- 87,635	(56,879)	(37,336)	(19,543)	52%
Recreation	140,009	6,122	133,887	46,159	79,222	- 33,063	93,850	(73,100)	166,950	228%
TOTAL REC & COMMUNITY SERVIC	\$ 198,877	\$ 171,968	\$ 26,909	\$ 201,140	\$ 353,378	-\$ 152,238	-\$ 2,263	-\$ 181,410	\$ 179,147	99%
Library	10,480	6,987	3,493	49,446	37,075	12,371	(38,966)	(30,088)	(8,878)	30%
TOTAL LIBRARY	\$ 10,480	\$ 6,987	\$ 3,493	\$ 49,446	\$ 37,075	\$ 12,371	-\$ 38,966	-\$ 30,088	-\$ 8,878	30%
Total Excl. General Municipal	\$ 909,882	\$ 857,203	\$ 52,679	\$ 1,713,430	\$ 2,127,768	-\$ 414,338	-\$ 803,548	-\$ 1,270,565	\$ 467,017	37%
Total Incl. General Municipal	\$ 2,988,088	\$ 3,001,688	-\$ 13,600	\$ 1,923,443	\$ 2,415,587	-\$ 492,144	\$ 1,064,645	\$ 586,102	\$ 478,543	82%

Budget Approved December 15, 2020

Council Report

Date: August 11, 2021 – September 13, 2021

Department: Public Works

Submitted by: Operations Manager

PUBLIC WORKS

- Completed monthly inspections and checked water and sewer stations.
- Completed grass mowing and weed wrecking at Town, cemetery and solar farm.
- Cutdown dead trees at cemetery and 48th highway.
- Pruned trees along 51 Ave and 54 Ave Roads.
- Done walk through to identify trees encroachment in 48 and 49 Ave alleys along with manager economic development and planning.
- Graded LS Road weekly (on every Monday).
- Shift digital speed sign from 49th to 57th Street.
- Start up preparing 2022 public works and utilities operational budget.
- Repair cold shop security alarm sensor at public works yard.
- Completed 78 cemetery marker's fabrication and painted, waiting to rectify details in MuniSight and Informed Finance manager that MuniSight showing the road as graves.
- Discussed with former CAO to complete leftover water and sewer leak asphalt and concrete patches
- Asked Lafarge to provide rate for leftover asphalt and concrete patches.
- Cleaned Town truck for parades.
- Meeting with former CAO and updated on road project progress and residents' complaints.
- Attended council regular meeting.
- Attended management meeting.
- Meeting with CAO and explained 52nd sidewalk concrete and water CC leak at 50th Street.
- Discussed with CAO and manager economic development and planning to cutdown trees in Town property and causing root intrusion in sewer main at 52 Ave and issued notices to residents.
- Meeting with CAO and discussed project status, change orders, budget 2022 and water repairs invoice.
- Talked to sturgeon country supervisor regarding hauling and disposing waste at lagoon site.
- Changed community sign for events information.
- Conduct monthly public works meetings.
- Repaired truck fill station door lock.
- Hauling chair for funeral and harvest events.
- Hauling and layover asphalt mill at 54th Ave, 49th Alley and 57th Street.
- Visited back alleys to assess need for grading and identified trees encroachment.

- Prepared public works preventive maintenance plan draft.
- Pick up walk trail bins garbage.
- Filled water tots weekly at community garden
- Meeting with Leanne and marked for plantation of additional fruit trees at community garden. Raised OneCall Ticket for excavating.

CAPITAL PROJECTS - 2021

- Attended preconstruction meeting and road surveys for marking swale removing at 51 Ave.
- Labelled garbage bin at 51st Ave and 47 street.
- Reviewed 2021 capital project road construction notice.
- Showed concrete and waste dispose location to the contractor at lagoon and provided water fill station code.
- Visited road construction site to monitor work progress and work quality.
- Discussed rate for additional concrete removal and side curb construction at 49th St and 51st Ave.
- Communicated with engineers and contractor and got verbal approval from former CAO. Signed and reply change order No.1.
- Sign off project insurance form for contractor progress and email to finance manager.
- Instructed road contractor to put bridge on excavations and speed sign in the construction area.
- Reviewed progress payment and forwarded to CAO and finance manager to prepare cheque.
- Attended project progress meeting and discussed existing asphalt thickness issue with engineers, that was less 40mm asphalt layer over gravel when started 47th street milling.
- Three options were considered to minimize scope changes and impact on project budget.
- Called Geotech engineer to investigate again the asphalt thickness. Three cross cuts were done at 47th street, at beginning of 47 street up to 40 meters asphalt thickness was just 40mm but remaining street has 100mm thick asphalt, which was assumed to design the road.
- Inspected to identify base repair requirement along with engineers and Geotech. Geotech engineer recommended to remove 300mm Base and using soil cement material to strengthen road structure.
- Discussed concrete base requirement at 51st Ave Road corners and directed contractor to remove old asphalt with light equipment to minimize base construction cost.
- Reviewed change order No.2 and discussed with CAO and engineers to finalize additional estimate.
- Attended site meeting and proof rolling tests at 51st Ave Road base completion.
- Reviewed cost estimate and unit rate submitted by contractor for base repair and its impact on project budget. Discussed change of scope with engineers.
- Approved change order No.2.
- Visited construction site along with engineers and discussed foam laying and modified cement soil material for base repair.
- Attended compaction test along with engineers and discussed change order and base repair rates.

- Supplied two gate valve top casing section to contractor to save \$3600. The contract rate is \$3000 per unit. Now Town has to pay installation charge only.
- Piles extra base material at 46 street cul-de-sacs, because contractor want to charge \$7.5 per meter to dispose the material at lagoon. Now we saved disposal cost plus material, which I have plan to use to fill potholes in alleys.

ROADS

- Showed roads patch for repair to the contractor and got rate for additional works, \$3100 for 11 meters.
- Called another contractor and got asphalt repair rate \$1500. And agreed to complete it next week.
- Picked Jewel Sign from Edmonton.

EQUIPMENT/VEHICLES

- Zamboni repair completed.
- Truck windshield, coolant and water pump replaced.
- Received spray patch augur and parts.
- Gas welding torch and hose replace.
- Prepared vehicle monthly checklist.
- Equipment general maintenance on going.

CEMETERY

- 2 Cremation plot dig.

WATER

- Completed water meter read on September 01, 2021.
- Non- revenue water recorded during august: 9.3 %. Water loss during August: -2.4%
- 5 samples were collected for bacteriological testing.
- 90 % of Town water CC marking and exercise completed.
- Prepared form for Lead test records and communicated with residence for Lead test sample.
- Collected Lead sample for 10 residence and sent to lab. Completed Lead sample entry.
- Replaced faulty fire hydrant at 50Ave. Updated CAO about hydrant repair
- CC leak found at 4915, 50th Ave. Repaired CC leakage along with contractor.
- Ordered new water meter read battery.
- Reviewed fire hydrant and CC repair invoices and discussed with contractor to review it.

SEWER

- Analyzed sewer complaints and discussed sewer main conditions in Town with public works operators.
- Inspected sewer main hole bench to repair. Discussed with contractor and asked repair cost and schedule.
- Started sewer mains flushing at 56 and 55 streets.

SAFETY/TRAINING

- 4 Staff completed Audio/ Hearing tests at Legal.
- Conduct toolbox meeting every day.
- One operator completed confined space entry training
- Enrolled 4 staff for first Aid training course.
- Cancelled public works supervisor training and informed finance manager.

VANDALISM INCIDENTS

- Public works yard main fence door smashed by thieves – The incident happened on 25th August.
- Oncall operator and RCMP attended the incident within 30 minutes.
- The intention of thieves seems to take trailer parked in yard because a spanner was found there.
- Check all equipment and shop after incident and found nothing missing. Removed trailers hitches and kept at the shop.
- Called RCMP to report vandalism to damage community chairs and recorded incident report.

Addressed Concerns / MISCELLANEOUS

- | | |
|-------------------------------------|-------------------|
| • Weed complaint - weed sparry done | Status - Resolved |
| • Fire hydrants repair | Status - Resolved |
| • Complaints ATCO station Tree | Status – Resolved |
| • Sidewalk complaints at 52 Ave | Status – Resolved |

SUMMARY

This concludes the public works report ending September 13, 2021.

Respectfully submitted by:

*Ash Rajput
Operations Manager
Public Works & Utilities*

Appendix – Photos

Fire Hydrants Repair at 50th Ave`



Appendix – Photos

C.C Repair at 50th Ave`



Appendix – Photos

Capital 2021 – Road rehabilitation at 51 Ave & 47th Street



Appendix – Photos

Capital 2021 – Road rehabilitation at 51 Ave & 47th Street



Appendix – Photos

Capital 2021 – Road rehabilitation at 51 Ave & 47th Street



Asphalt mill layover LS Road and 49th Street alley



**COUNCIL REPORT
PLANNING AND DEVELOPMENT
SEPTEMBER 2021**

ECONOMIC DEVELOPMENT

Abandoned Wells

Effective November 1, 2012, the Subdivision and Development Regulation required applications for new development permits to provide information about abandoned oil and gas wells on the subject property. Before an application for development can be considered, applicants must provide this information.

Applicants are to check the AER Abandoned Well Viewer site to determine if abandoned wells are located on the subject property (www.aer.ca) and provide a map of the area indicating no wells or wells onsite. The Town of Bon Accord has two identified abandoned wells located in the NE quadrants – lands annexed which are included in the town’s boundaries (refer attachment).

Canadian Home Builders Association – Countdown to Federal Election

A federal election is underway and housing affordability is a top-of-mind issue for Canadian voters. CHBA is very pleased to see that the extensive outreach and advocacy the Association has done with political stakeholders has resulted in many CHBA recommendations appearing in party platforms. Both the Liberals and the Conservatives have placed a strong emphasis on more market-rate housing supply. In addition, through their proposed changes to the First-Time Homebuyer Plan, the Liberals would essentially create a 30-year amortization system for buyers of entry-level homes; with the NDP in full support of 30-year amortization periods; and the Conservatives are looking to amend the stress test. These are all CHBA recommendations that have been put forward, along with many others, as ways to help widen and diversify the pathway to homeownership, stabilize prices, and take pressure off other parts of the housing continuum. CHBA has also updated its election website with information on housing affordability, ways in which the government can help, and a non-partisan assessment of the housing platforms of the main political parties (<https://affordability.ca/>)

CHBA’s affordability website has provided a non-partisan assessment on how each of the main national parties promise to address matters such as market-rate housing affordability and supply, support labor force development in residential construction and accelerate housing energy efficiency measures without reducing affordability. This website is an excellent resource for members, consumers/voters, media and politicians on unlocking the door to homeownership including the current state of housing affordability and policies that will improve housing affordability.

CHBA remains engaged with all main national parties and will keep members informed of additional policy announcements surrounding affordability.

2021 Code Changes

Still slated for publication in December 2021, the next edition of the National Building Code (NBC) will contain several changes, including requirements for ICF construction, basement insulation, stairs, guards and fire penetrations.

CHBA continues to advocate for due diligence on house system issues related to proposed energy-efficiency requirements and requirements in line to demonstrate performance of Net Zero labelled homes.

Net Zero Home Leadership Summit

November 22/21 CHBA will host the 2021 Net Zero Leadership Summit, a live interactive online event where participants will gain insight and explore the innovative, industry leading efforts in Net Zero for both homes and renovations. Focused on value content and participant engagement, the Summit will convene leaders in the industry such as builders, renovators, energy advisors, product manufacturers, service providers, utilities, developers, government and academia from across Canada.

Bank of Canada

The Bank of Canada kept its key interest rate target on hold as it was concerned the 4th wave of the pandemic and supply bottlenecks could weigh on the economic recovery. The central bank held its target rate at 0.25 per cent. Stats Canada reported that the country's gross domestic product, the total value of goods and services sold, declined in the second quarter.

The Bank of Canada's next interest rate decision is scheduled for October 27/21 when it will also update its outlook for the economy and inflation. Anyone who currently has a variable rate mortgage can expect their rate to remain unchanged until at least the second half of next year. Anyone shopping for a fixed rate mortgage should get pre-approved at this will hold rates for 120 days.

Edmonton Regional Innovation Network Community Initiatives Funding

ERIN is accepting applications for the Community Initiatives funding program. The application deadline is on the 15th of each month and applicants should expect a response from the committee within 60 days of the initial request for funding. Applicants are most successful when funds and requests are between \$500 - \$7500.

Proposed community initiatives are assessed on the basis of:

- Total value, impact, and volume of entrepreneurs benefiting
- Initiative is required filling a need with significant demand in our ecosystem
- Initiative building community and collaborations
- Proven ability of the applicant(s) to execute their initiative
- COVID/situation -awareness is considered

Prefer to support for-profit and not-for-profit organizations and individuals

(<https://www.edmontonrin.ca/community-initiatives>).

Canada Alberta Job Grant

Eligible employers can get government funding to help employees and unemployed Albertan's access training opportunities. Eligible employers are required to contribute a minimum of on-third of the total training costs for existing employees. Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per

fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered up to \$15,000 per trainee. (<https://www.alberta.ca/canada-alberta-job-grant.aspx>)

Travel Alberta Connections Live Webinar Series

Several webinars (past and present) are available and accessible any time

(<https://industry.travelalberta.com/programs-tools/learning-portal/connections-live-2021-webinar-series>)

Market insights are available to understand when and how travellers from different markets are returning to travel.

(<https://industry.travelalberta.com/visitor-market-insight/market-insights>)

Travel Alberta Cooperative Investment Program Applications Open Now

The fall intake of the Cooperative Investment grant program is intended to assist established operators with consumer marketing activities, festivals and events, and the enhancement of visitor products and experiences for the winter season. Eligible applicants include private sector tourism businesses, municipalities and non-profits. All applications must be submitted by September 30, 2021.

(<https://industry.travelalberta.com/programs-tools/tourism-investment-program/coop-investment>)

Community of Practice Speaker Series

Leveraging expertise from across the Government of Alberta, the CoP Speaker Series aims to provide those working with investors across the province an understanding of GoA services, programs, policies and regulations that impact investment attraction in order to help sell Alberta to the world (*refer attachment*).

Weekly Economic Briefing - September 6/21

Have received report on the Weekly Economic Briefing (*refer attachment*).

Sturgeon County Mayors Golf Tournament – September 15/21

The Town of Bon Accord is a proud sponsor of the Golfer Registration & Passport Games Package

Town of Red Water Golf Tournament - Auguste 26/21

The Town of Bon Accord was a proud sponsor of the Beverage Cart.

PLANNING AND DEVELOPMENT

Wet Land Study

A high overview was provided by Associated Engineering to complete a wetland storage study on quarter section SE 18-56-23-4. This report has been shared with the property owner, including the presentation projecting future costs to mitigate water levels and storage volume.

Further information will be forthcoming to Council to consider a Capital reserve fund specific to this project.

Municipal Development Plan

The Municipal Development Plan (MDP) was adopted by Council to provide a cohesive framework to guide local decision making that is necessary to achieve the Town of Bon Accord's long – term vision. The MDP guides the future land use, infrastructure, environment, social, and economic policy decisions in a manner that reflects the municipalities vision.

The MDP is due for revisions and updates. Further information will be forthcoming to Council.

737 Enterprises Ltd

A development permit application has been received with a complete set of engineered drawings for the strip mall across from Town office.

Plan 1854KS Parcel C – East

The new property owner has cleared a pathway to the property from 52nd Ave. to gain access to the site. Discussions have included what are permitted and discretionary uses.

Spruce Meadow Lane – Lot 27 & Lot 29

Development permits have been approved for two single residential dwellings.

Investment and Development Inquires

- Available property for lease
- Land for sale

Complaints

- Unsightly Yard (resolved)

Peace Officer Enforcement Services

Matt Roblin (Supervisor) provided August reports regarding citations and incidents for Council’s review (refer attachments):

August – Bon Accord Citation Report

August – Bon Accord Incident Report

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	0	4	4	1	5	This Period
14	9	11	23	43	23	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Business Meetings – virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- Developer - discussions

- Stakeholders / residents – development questions/inquiries and complaints
- Landowner - meeting
- Bylaw Enforcement discussions
- Regional Small Business Week Breakfast Meeting - virtual

DIANNE ALLEN

*Planning and Development
Town of Bon Accord*



Abandoned Well Map Viewer

Search...

Getting Around

Annotate Analysis

Tool Labels X



Print



Help



Pan



Zoom In



Zoom Out



Full Extent



Previous Extent



Next Extent



Polygon



Rectangle



Export well to excel

Printing Help File

Navigation Tools

Location Info



World To...

Scale 1: 36,112

Go

CoP Speaker Series

Leveraging expertise from across the Government of Alberta (GoA), the CoP Speaker Series aims to provide those working with investors across the province an understanding of GoA services, programs, policies, and regulations that impact investment attraction in order to help sell Alberta to the world.

The Investment and Growth Community of Practice (CoP) is pleased to announce the following three presentations in September.

Alberta's Economic Outlook

Date: Thursday, September 16, 2021

Time: 9:00-10:00 a.m.

Catherine Rothrock, Chief Economist, Treasury Board and Finance

A discussion on the outlook for Alberta's economy, as well as recent trends and challenges, as the province continues to recover from the COVID pandemic.

Microsoft Teams [Meeting Link](#)

By phone: +1 587-415-7406, 22680911#

How can the Alberta Jobs Now Program be used when talking to investors?

Date: Friday, September 17, 2021

Time: 1:30-2:30 p.m.

Nicole Lorrain, Workforce Consultant, Labour and Immigration, Government of Alberta

Join the Alberta Jobs Now Team as they discuss the program and the changes that are being implemented for the second tranche, scheduled to launch September 16th. The program will provide up to \$370 million to help private and non-profit businesses with job supports to get thousands of Albertans back to work. Employers can apply for funding to offset the cost of hiring and training unemployed or underemployed Albertans in new or vacant positions. This federal-provincial investment is the largest job training program in Alberta's history. It will support our province's recovery, help businesses re-open or grow their workforce, and give Albertans an opportunity to gain the skills they need in today's job market.

Microsoft Teams [Meeting Link](#)

By phone: +1 587-415-7406, 511078930#

Emissions Reduction Alberta (ERA): Delivering Climate Solutions the World Needs

Date: Thursday, September 30, 2021

Time: 10:00-11:00 a.m.

Robert Savage, Executive Director, Planning and Performance, Emissions Reduction Alberta

ERA was created in 2009 to help deliver on the province's environmental and economic goals. ERA takes action on climate change and supports economic growth by investing in the pilot, demonstration and deployment of clean technology solutions that reduce GHGs, lower costs, attract investment, and create jobs in Alberta. Scaling up innovation will ensure Alberta succeeds in a lower emissions world.

Microsoft Teams [Meeting Link](#)

By phone: +1 587-415-7406, 972461776#

Who should attend presentations in this series?

- ✓ Account directors, managers, and advisors working directly with investors across Alberta at the federal, provincial, and municipal/regional levels
- ✓ Economic Development Organizations interested in attracting investment
- ✓ Government of Alberta colleagues and external partners who want to learn more about GoA programs, policies, and regulations that impact investment

What is the CoP?

Attracting, retaining and expanding investment in the province is a shared priority across the Government of Alberta (GoA). The purpose of the Investment and Growth Community of Practice (the CoP) is to increase Alberta's competitive advantage and strengthen the province's investment attraction ecosystem by [improving how GoA delivers customized concierge services to investors so they can make well-informed investment decisions](#).

The CoP is comprised of ADM-appointed leads from 18 departments across GoA. These leads acts as a one-window access point for investors in priority sectors to receive tailored information, connections to key contacts, pathfinding through GoA programs, approvals, and regulatory systems, and escalation to senior levels of leadership, if appropriate.

What departments are part of the CoP?

- Advanced Education
- Agriculture and Forestry
- Culture, Multiculturalism and Status of Women
- Education
- Energy
- Environment and Parks
- Executive Council
- Health
- Indigenous Relations
- Infrastructure
- Jobs, Economy and Innovation
- Labour and Immigration
- Municipal Affairs
- Natural Gas and Electricity
- Red Tape Reduction
- Service Alberta
- Treasury Board and Finance
- Transportation

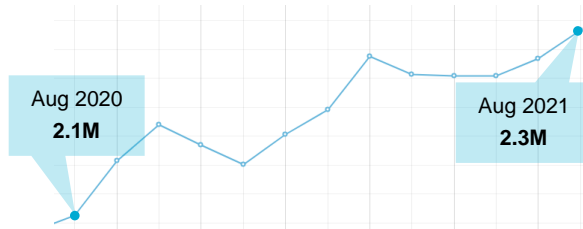
If you have any questions about these events or require support from the CoP to help answer investment-related questions, email cop@gov.ab.ca.

WEEKLY ECONOMIC BRIEFING

Indicators Updated this Week

EMPLOYMENT

+6.0%
2.3M

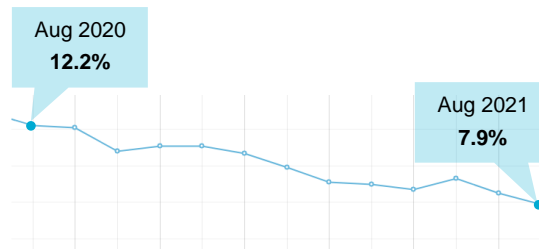


On a year-over-year basis, employment increased by 128,100, or 6.0% in August 2021. Over the same period, Canada's employment increased by 957,800, or 5.3%.

Part-time employment had the largest year-over-year change, increasing 8.8% compared to August 2020, while full-time employment increased by 5.4% over the same period.

UNEMPLOYMENT RATE

-4.3%
7.9%

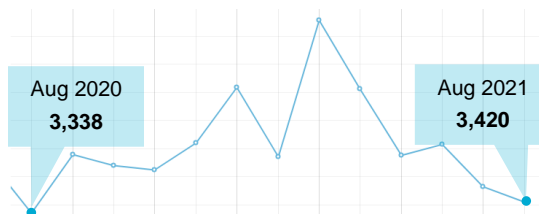


In August 2021, Alberta's seasonally adjusted unemployment rate was 7.9%, down from 8.5% in July 2021, and down 4.3 percentage points from August 2020.

The national unemployment rate was 7.1% in August 2021, down from 10.2% in the same period in 2020.

BUSINESS INCORPORATIONS

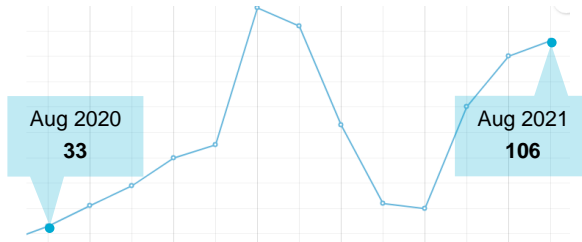
+2.5%
3,420



In August 2021, the number of businesses incorporated in Alberta totaled 3,420, an increase of 2.5% from the same period a year earlier. Alberta incorporations were up 1.1% to 3,062, while non-Alberta incorporations increased by 15.9% from a year earlier to 358.

ACTIVE DRILLING RIGS

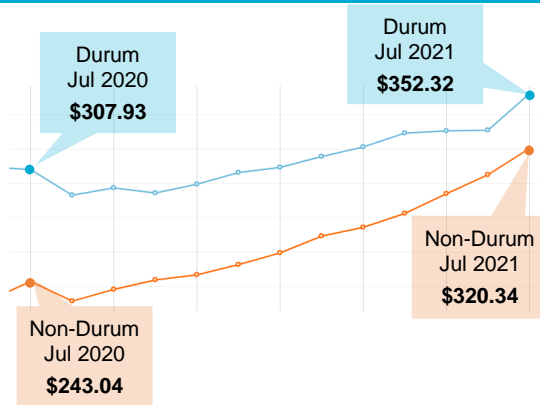
+221.2%
106



The average number of active drilling rigs in August 2021 was 106, increasing by 73 (+221.2%) from August 2020. The number of inactive rigs decreased by 27.0% from 311 to 227 over the same period.

WHEAT PRICES

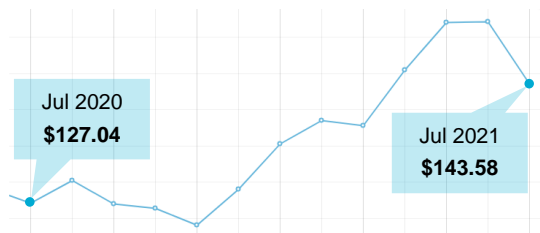
+31.8%
\$320.34
(\$/metric tonne)



In July 2021, Alberta non-durum wheat prices, which include the weighted average prices of milling and other wheat excluding durum, was \$320.34/metric tonne, up 31.8% from July 2020. Durum wheat was \$352.32/metric tonne in July 2021, 14.4% higher than July 2020.

CATTLE PRICE

+13.0%
\$143.58
(\$/hundredweight)



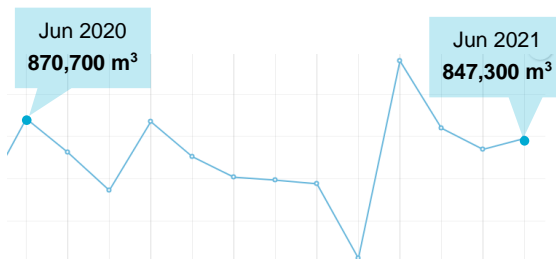
Cattle prices in Alberta increased by 13.0% in July 2021 compared to the same time period a year earlier, to \$143.58 per hundredweight, the highest price in Canada.

Calf prices increased by 6.5% year-over-year in July 2021 to \$181.28 per hundredweight.

Hog prices increased by 121.2% in July 2021 compared to the same period a year earlier, to \$122.28 per hundredweight.

SOFTWOOD LUMBER PRODUCTION

-2.7%
847,300 m³



Alberta softwood lumber production decreased by 2.7% to 847,300 cubic metres in June 2021 compared to June 2020. Nationally, softwood lumber production increased by 0.9% to 4.85 million cubic metres when compared with the same period a year earlier.

News Highlights

- New approach needed for recreation in Alberta's Crown land, says report from tourism association. [Read more](#)
- Calgary-based InceptionU aims to teach next generation of tech workers. [Read more](#)
- International non-stop flights return to Edmonton International Airport. [Read more](#)
- Alberta tourism operators hope for surge, predict a trickle as border opens to overseas visitors. [Read more](#)
- Province and feds provide combined \$340M for ranchers after drought-laden summer. [Read more](#)
- Enbridge advances Gulf Coast strategy with US\$3B Moda Midstream purchase. [Read more](#)
- Calgary restaurants, bars could get help with fourth wave pandemic restrictions. [Read more](#)
- Suncor to increase stake in White Rose offshore oilfield subject to restart decision. [Read more](#)

Major Projects

- Construction started on \$32M geothermal project near Swan Hills. [Read more](#)
- Japan's Mitsubishi partners with Shell Canada in clean energy push. [Read more](#)
- Spruce Grove welcomes GEC Architecture to design new civic centre. [Read more](#)
- Solar power projects take big leap in Alberta. [Read more](#)
- Bird Construction selected as preferred proponent for five Alberta schools. [Read more](#)
- Town of Banff powers up new biomass district heating solar project. [Read more](#)

Publications

- TD: Canadian Employment (August 2021). [Read more](#)
- RBC: Canada's housing markets: low inventories and fatigue dampen activity in August. [Read more](#)

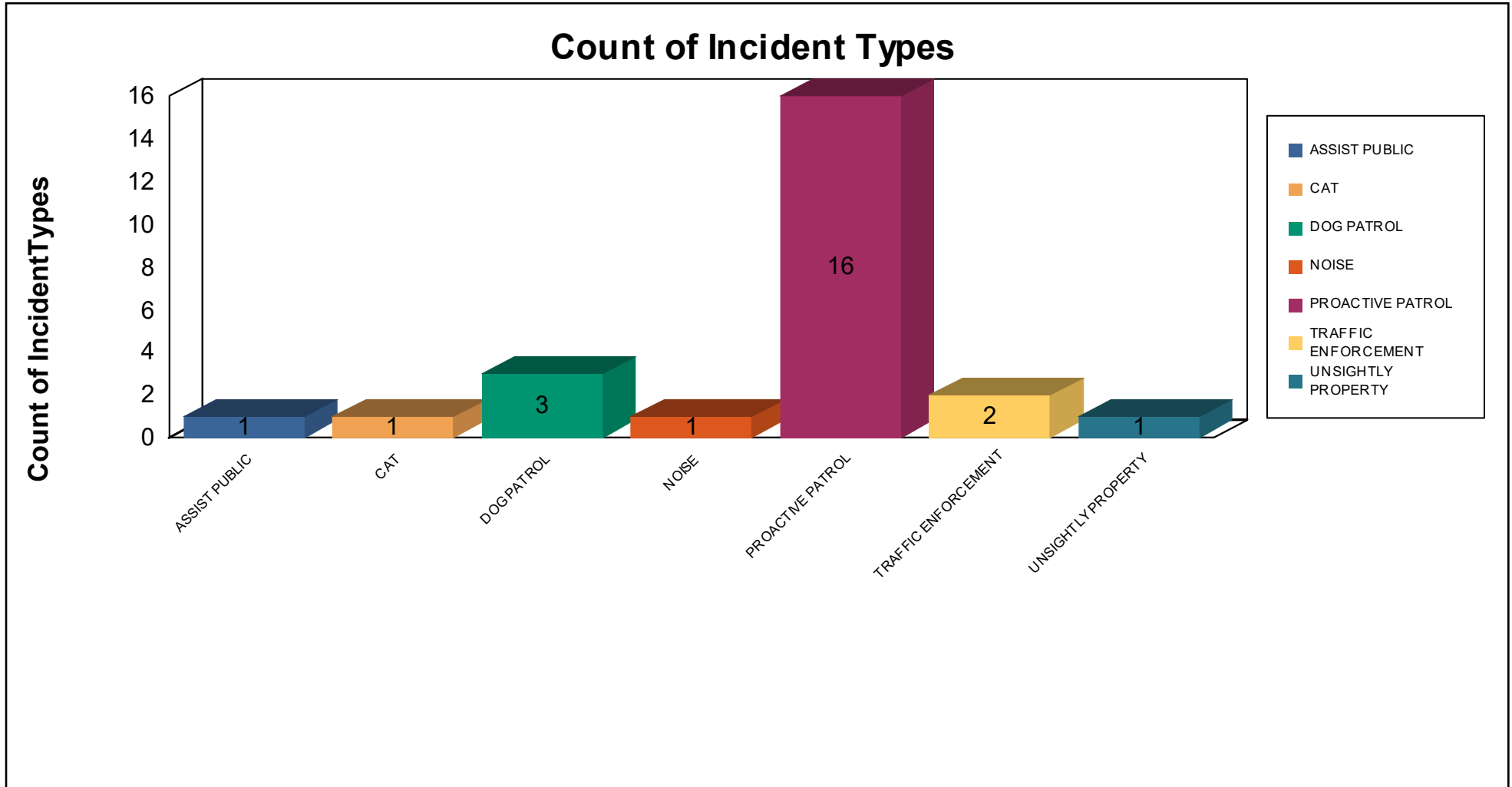
Key Economic Indicators

Period	Indicator	Latest Update	Change	Last Updated
2020	GDP (Basic Prices) <i>yr/yr</i>	\$307.1B	-8.2%	May 2021
Q2 2021	Population <i>yr/yr</i>	4.44M	+0.6%	June 2021
Aug 2021	Unemployment Rate <i>yr/yr</i>	7.9%	-4.3%	September 2021
Sep 6 - Sep 10, 2021	WTI Oil Price <i>wk/wk</i>	USD \$69.62	+0.6%	September 10, 2021 End of day
June 2021	Retail Trade <i>yr/yr</i>	\$7.5B	+9.8%	August 2021

Looking Ahead

Mon 13	Tue 14	Wed 15	Thu 16	Fri 17
	Indicator Release: Manufacturing Sales	Indicator Release: Consumer Price Index	Indicator Release: Wholesale Trade	

Incident Report



ASSIST PUBLIC: 1 4%

Incident Report

CAT: 1 4%

DOG PATROL: 3 12%

NOISE: 1 4%

PROACTIVE PATROL: 16 64%

TRAFFIC ENFORCEMENT: 2 8%

UNSIGHTLY PROPERTY: 1 4%

Grand Total: 100.00% Total # of Incident Types Reported: 25

Sturgeon County

BON ACCORD CITATION REPORT AUGUST 2021 Statistics from: 8/1/2021 12:00:00AM to 8/31/2021 11:59:00PM

Citation Printout Report by Violation

Total Citations of (MOVES/ROADS): 1
Total Mandatory Appearances: 0

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

Total Citations of (ROR S.45(1) IMPROPER PARALLEL PARK): 2
Total Mandatory Appearances: 0

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 3
Total Mandatory Appearances: 0

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

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

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

Grand Total

Total Number of Citations Reported: **12**

Total Fine Amounts Reported: **\$1654.00**

Total Money Collected:

Total Money Still Due: \$1654.00

Total Mandatory Appearances: 0

Council Report

Date: September 15th, 2021

Reporting Period: September 2021

Department: CAO

Submitted by: Jodi Brown

COVID-19 UPDATES

Staff are reviewing and updating COVID-19 hazard assessments, safe work practices, the business continuity plan and protocols given the recent addition of new public health orders on September 03rd, 2021. We are limiting in-person meetings. Staff have been directed to stay home if feeling unwell and to follow provincial protocols. We continue to monitor and respond to provincial health orders.

STAFF RECRUITMENT

We are in the interviewing process for the Recreation and Community Services Manager position. We hope to have this position filled by October 01st, 2021.

STAFF UPDATES:

I have assigned Dianne Allen the role of Acting CAO. Therefore, any time that I am out of the office, Dianne will automatically assume this role.

MUNICIPAL ACCOUNTABILITY PROGRAM REVIEW (MAP)

The Municipal Accountability Program (MAP) is conducted by Municipal Affairs and reviews municipal processes and procedures to help develop knowledge of mandatory legislative requirements.

Our MAP review process is almost complete. However with the retirement of the previous CAO and the upcoming election, we have asked for an extension to ensure that all requirements are met appropriately. The original completion date was August 31st, 2021. The requested extension date is December 31st, 2021.

ARENA SERVICES AGREEMENT AND ICE RENTAL CONTRACTS UPDATE:

We have finalized the 2021-2022 ice rental contract with the Community League and the Arena Services Agreement is in the signature process.

MEETING WITH GIBBONS LEGION:

I met with the President of the Gibbons Legion and the Legion contact person for Bon Accord that takes care of the flags in Veteran's Park. Verbal permission has been granted for the addition of Metis and First Nations Flags. I am waiting for written confirmation of permission. Further, it was noted that the military flags are in poor condition and need to be replaced. The local contact person is no longer able to take care of the flags (lowering and rising as per protocols). The existing agreement between the Town and the Legion will therefore need to be reviewed and updated.

OTHER:

STAFF INTRODUCTORY MEETINGS: I have met with all of the department managers and department teams since moving into the role of CAO on September 01st to introduce staff to my leadership style and to establish our priorities over the next few months.

2022 BUDGET: Staff are in the process of building the 2022 budget and setting budget timelines including workshops with Council. We will update Council on proposed dates once finalized.

ELECTION: I have met with staff to review the election plan, staff scheduling and protocols for the election.

MEETINGS:

- Sept. 02nd: Sturgeon Region Emergency Management Meeting
- Sept. 07th: Council Meeting
- Sept. 09th: Management Meeting
- Sept. 10th: Recreation Transition Group Meeting with CAOs
- Sept. 10th: Meeting with the Gibbons Legion
- Sept. 21: Council Meeting
- Sept. 27th: Tentative (Community Services Board Meeting)

Resolution	Resolution #	Assigned to	Status
07-Sep-21			
Addition of Treaty Six Flag in Council Chambers COUNCILLOR HOLDEN MOVED THAT Council accept the RFD for information and for discussion purposes and further direct administration to research and gather information from the flag companies as well as the Gibbons Legion.	21-279	Administration	Sept 21 RMC
Purchase of Zamboni Blade Change Safety Equipment and Staff Training COUNCILLOR BIDNEY MOVED THAT Council approve the purchase of the Zamboni Blade Change Safety Equipment to a maximum cost of \$3097.75.	21-280	Administration	Complete
Service Line Warranties of Canada COUNCILLOR HOLDEN MOVED THAT Council accept the RFD for information and discussion purposes and further directs admin to contact Jeff Olson at Service Line Warranties of Canada to request a presentation for the September 21, 2021 Regular Meeting of Council.	21-281	Administration	Sept 21 RMC
Bylaw Enforcement Bylaw #2021-09 COUNCILLOR HOLDEN MOVED THAT Council give Bylaw Enforcement Officer Bylaw #2021-09 first reading and directs administration to amend, bringing back for second and third readings.	21-287	Administration	ongoing
Town Hours Policy Amendment DEPUTY MAYOR MAY MOVED THAT Council table the Town Hours Policy Amendment until September 21, 2021.	21-288	Administration	Sept 21 RMC
ACCPA Annual General Meeting DEPUTY MAYOR MAY MOVED THAT Council direct administration register Mayor Mosychuk, Deputy Mayor May, Councillor Laing and Councillor Holden for the virtual ACCPA Annual General Meeting on September 30, 2021.	21-289	Administration	Complete
Notice of Motion COUNCILLOR LAING MOVED THAT administration research the possibility and financial implications of hosting "Munis 101", following the election, in Bon Accord Chambers and bring forward findings at the next Regular Meeting of Council September 21, 2021.	21-290	Administration	Sept 21 RMC

Resolution	Resolution #	Assigned to	Status
17-Aug-21			
<p>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.</p>	21-263	Administration	ongoing
<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
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
<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
February 16, 2021 Regular Meeting of Council			

Resolution	Resolution #	Assigned to	Status
<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: September 21, 2021
AGENDA ITEM: Addition of Treaty Six and Metis Flags

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:

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.

At the RMC September 7, 2021:

COUNCILLOR HOLDEN MOVED THAT Council accept the RFD for information and for discussion purposes and further direct administration to research and gather information from the flag companies as well as the Gibbons Legion. CARRIED UNANIMOUSLY RESOLUTION 21-279

TREATY SIX, METIS OR BOTH

Alexander First Nation recommends the installation of both the Treaty Six and Metis flags.

LEGION APPROVAL

Administration met with members of the Gibbons Legion and discussed feasibility of installation and flag placement. The Legion has given their approval to add both the Treaty Six and Metis flags at Veteran's Memorial Park in Bon Accord. At the park, right of the Canadian flag, the order should be as follows: Alberta flag, Treaty Six flag, Metis flag, and Bon Accord flag.

INSTALLATION

Installation of outdoor flagpoles will require drilling a hole in the ground and adding a concrete base. This work can be performed by the Town of Bon Accord Public Works staff and will be roughly \$30 per flag for materials.

OUTDOOR FLAGS AND FLAGPOLES

VETERAN’S MEMORIAL PARK

Option 1 – Recommended & Lowest Priced Setup: Prairie Flag and Pole \$1,289.19.

The flagpoles situated at Veteran’s Memorial Park were purchased from Prairie Flag and Pole. These poles have a plastic base and make raising and lowering difficult to manage in the winter, as water freezes into the opening at the base and the use of methyl hydrate is required to melt the ice. Nevertheless, the flags from Prairie Flag and Pole are an exact match to the ones currently situated in the park and other flagpole options would look out of place. For this reason, Administration recommends Option 1, which is also the lowest price.

TOWN OFFICE LAWN

Option 2 – Lowest Priced Setup: Prairie Flag and Pole \$1,289.19

Option 3 – Recommended Setup: Flag Outlet Ltd. (no tilt) flagpole with Prairie Flag and Pole Flags \$6, 569.40

The last two flagpoles purchased for the Town office lawn were from Flag Outlet Ltd. Administration recommends the same company for the best match, paired with the lowest priced outdoor flags.

INDOOR FLAGPOLES, STANDS AND FLAGS

COUNCIL CHAMBERS

Option 4 – Lowest Priced Setup: Prairie Flag and Pole \$541.17

Option 5 – Recommended Setup: Aurora Flags \$562.49

Administration recommends a lower-priced local company and a double flag base for a streamlined setup with poles and finials in gold colouring consistent with the indoor setup already in Council Chambers.

FINANCIAL IMPLICATIONS:

BUDGET:

Indoor flagpoles – the budget under Admin Building Maintenance may be applicable because this would be considered an upgrade to the Council Chambers space and would reasonably fall within building maintenance. The remaining budget in that GL for the year is \$1,853.00.

Outdoor Flagpoles – if purchased in 2021, could reasonably be allocated to the following GLs:

- Community Enhancement: remaining budget of \$2,088 (this budget usually covers the cost of summer flowers, which has already been expensed and any winter décor, which is yet to be purchased).
- Parks – Supplies: remaining budget of \$4,067.
- Parks – Contracted Services: remaining budget \$6,332.

Going into the winter season, minimal costs are expected from this point forward, however, any unexpected building maintenance or park maintenance required between now and the end of the year may result in being over budget for 2021.

PRICING:

Please see attached quotes and itemized breakdown.

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: Jodi Brown, CAO

Date: September 16, 2021

Outdoor Quotes

QUOTE

Quote Number 00002395
 Expiration Date 11/10/2021
 Created Date 14/09/2021
 Prepared By Monica Spence
 Email monica@auroraflags.com

Prepared For:

Account Name	Town of Bon Accord	Contact Name	Jessica Caines
Bill To	Canada	Phone	(780) 921-3550
Ship To	Canada	Email	exec.asst@bonaccord.ca

Product	Line Item Description	Quantity	Sales Price	Total Price
Custom Flag-Nylon	Treaty 6 Flag 200D Nylon Size: 6'w x 3'h Rope & toggle	1.00	\$159.95	\$159.95
Custom Flag-Nylon	Metis Flag: 200D Nylon Size: 6'w x 3'h Rope & toggle - no charge as per agreement	1.00	\$0.00	\$0.00
Flag Pole-Aluminium	Architectural Flag Pole Incl: 30 feet, Architectural Econoline Cone tapered Aluminum Flagpole, Internal Halyard System, Fixed Base	2.00	\$2,496.77	\$4,993.54
Shipping-Other	from manufacture to Bon Accord, AB	1.00	\$565.00	\$565.00

Notes Flag Pole includes: B-5 fixed shoe base and anchor bolts, standard spun aluminum base cover, revolving clear anodized (silver) ball top. Internal Halyard System includes: Single halyard of plastic chain and stainless-steel cable, retaining weighted loop, flag extension with flag snaps, door, lock and key.

Totals

Subtotal	\$5,718.49
Tax Rate	GST- 5%
Tax	\$285.92
Grand Total	\$6,004.41

Quote based on ordering total quantity of items as stated. Any changes to turnaround time, quantities, or sizes may be subject to an adjustment in price due to production and/or volume considerations.

Quote based on receiving print-ready vector graphics or high-resolution artwork. Artwork fees may apply if adjustments or modifications are required. Artwork charges are \$95/hour (minimum 1 hour).

Order pre-payment is required for all new client custom work.

Shipping costs may fluctuate pending carrier's rate changes.

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

30' Cone Tapered Flagpole

September 10, 2021

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

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

Attn: Jessica Caines

Our flagpoles are cone taper designed and engineered for long life and beauty. We use 6063 T-6 aluminum, which is standard in the industry. These poles have a brushed finish for that professional look. Optional anodized finish (\$291).

Standard equipment at no extra charge is our stationary ball which is used with external halyard. Consists of; high quality aluminum pulley, chrome cleat, and superior quality 1/4-inch dia. white braided polyester rope.

Rotating assembly (\$175) is used with the internal halyard system. The pulley is made from delrin which has low wear properties. The sealed bearing is enclosed in aluminum housing and not exposed to the weather. The rotating 6" ball is made of 14-gauge gold anodized aluminum and designed to rotate with the wind; (all parts are aluminum, delrin or S/S).

Internal halyard system (\$300) comprised of high quality .125-inch stainless steel cable, 28' white plastic chain, stainless steel snap hooks, vinyl covers, 1" nylon bead retainer ring, counterweight, flush mount halyard door and cam lock.

Flag Outlet offers our customers a unique tilt base (\$116 option) with a spun aluminum cover that gives the flagpole a finished look by hiding the base. This low-profile tilt base looks like any ordinary base from an external view, and features security for the flag and easy maintenance for pole. Aluminum cover which is made of spun aluminum alloy 6061, standard wall thickness .060-inch, wall thickness and diameter in accordance with pole size (3" to 12"), finished to match pole.

There is a two-year limited warranty on all flagpoles. This limited warranty will be extended to the duration of time that the purchaser purchases their flags from Flag Outlet. Items not included under warranty are outside interference with flagpole, such as damage by car collision, vandalism or likewise. Ask for full details on warranty documentation.

Flag Outlet is Canada's finest flagpole manufacturer!

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

30' Cone Tapered Flagpole

September 10, 2021

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

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

Attn: Jessica Caines

Quote

Qty	Product	Price	Total
2	761600 Alum Cone Taper 30' Flagpole	\$2,185.00	\$4,370.00
2	772350 Rotating Truck Assembly & Ball	175.00	350.00
2	790300 Internal Halyard (Deluxe)	300.00	600.00
2	800800 Anodize	291.00	582.00
2	814400 Anchor Bolt Cone 3/4"x17" Tilt	116.00	232.00
1	Blue Metis Flag Heavy Duty Nylon 3'x6'	60.00	60.00
1	Treaty 6 Heavy Duty Nylon 3'x6' Custom	223.00	223.00
	Subtotal	3,127.00	6,417.00
	Shipping & Insurance		480.00
	Subtotal		6,897.00
	GST		344.85
	Total		\$7,241.85

Specifications:

Height 30', Butt Dia 5", Top Dia 3", Wall Thickness .125"
Recommended Flag 3'x 6', 45"x 90", 4.9'x 9', 5'x 10'
Base shield 12"x.091, Concrete foundation 3.5'x 16"
All Parts Stainless Steel & Alum
Weight pole only 64 lbs, extras 20 lbs
Max unflagged working wind speed: 159 Kph
Maximum working wind for 36"x72" flag: 144 Kph
Maximum working wind for 45"x90" flag: 120 Kph

Prices subject to change within 90 days of quotation date

Flag Outlet is Canada's finest flagpole manufacturer!

Prairie Flag and Pole

111 Vanderbilt Dr
Winnipeg MB R3Y 1M9
+1 2049955504
prairieflagandpole@gmail.com
GST/HST Registration No.: 753937879

Estimate

ADDRESS

Jessica Caines

ESTIMATE # 20039

DATE 14/09/2021

EXPIRATION DATE 14/10/2021

SERVICE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
20' Flagpole	20' Silver Telescoping Flagpole	GST	2	619.00	1,238.00
20% Discount		GST	1	-247.60	-247.60
72x36 Metis Flag	72x36 200D Metis Flag	GST	1	62.40	62.40
72x36 Treaty 6		GST	1	105.00	105.00
Freight		GST	1	70.00	70.00

Quotes are guaranteed for 30 days on the products. Shipping is estimated only but deemed to be accurate for the purpose of this quote.

SUBTOTAL	1,227.80
GST @ 5%	61.39
TOTAL	\$1,289.19

Please call Steve with any questions 204-995-5504

TAX SUMMARY

	RATE	TAX	NET
	GST @ 5%	61.39	1,227.80

Accepted By

Accepted Date



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

Quote

Date	Quote #
6/16/2021	31299

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
	6/16/2021
Your Rep	Phone Number
JESSICA	(780) 921-3550

Description	Qty	Rate	Total
Supply only Architectural aluminum flagpole, 30', c/w econoline internal halyard system The above price includes a B-5 fixed shoe base and anchor bolts, standard spun aluminum base cover, revolving silver ball top, single halyard of plastic chain and stainless steel cable, retaining weighted loop, flag extension with flag snaps, door, lock and key, Satin brushed finish. To prevent staining, pole must be stored in a dry place, or packaging around pole must be removed immediately. The use of a forklift voids the manufacturer's warranty. It is the customer's responsibility to read the terms and conditions.	2	2,378.00	4,756.00
Shipping & Handling from Ontario to Bon Accord - your team will have to be available to off load the flagpole (estimate)		917.65	917.65
Treaty 6 flags, 3'x6', 210D nylon	1	114.95	114.95
Metis 36x72 210D, blue	1	90.00	90.00
QUOTE SENT TO: exec.asst@bonaccord.ca GST On Sales		5.00%	293.93
Please circle the items above you wish to order, if necessary		Subtotal	\$5,878.60
Signature _____		Total	\$6,172.53

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

Indoor Quotes



- 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.



- MATERIAL +
- CONTACT US +



BLUE MÉTIS POLYKNIT FLAG



\$122.95

Size

36" X 72" (STANDARD SIZE) 27" X 54"

Finishing

GROMMETS ROPE AND TOGGLE

ADD TO CART Buy with PayPal



More payment options

BUY ONLINE - BLUE MÉTIS FLAG

This is an official Blue Metis Flag. FlagMart Canada provides this Blue Metis Flag to a number of Schools, First Nations Groups, Government and other organizations across Western Canada.

SIZING

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

5535 Gateway Blvd NW
Edmonton Alberta T6H 2H3
Canada
(780) 450-4173

AURORA FLAGS & BANNERS

Your source for custom fabric printing

QUOTE

Quote Number 00002396
Expiration Date 11/10/2021
Created Date 13/09/2021
Prepared By Monica Spence
Email monica@auroraflags.com

Prepared For:

Account Name	Town of Bon Accord	Contact Name	Jessica Caines
Bill To	Canada	Phone	(780) 921-3550
Ship To	Canada	Email	exec.asst@bonaccord.ca

Product	Line Item Description	Quantity	Sales Price	Total Price
Custom Flag- Polyknit	Treaty 6 Flag: 115g polyknit, 72"w x 36"h, grommets on left	1.00	\$119.95	\$119.95
Custom Flag- Polyknit	Metis Flag: 115g polyknit, 72"w x 36"h, grommets on left	1.00	\$119.95	\$119.95
Indoor Aluminium 8' pole	2 piece aluminum pole 8' available in Brass colour 1" diameter	2.00	\$44.95	\$89.90
Acorn Finial	Plastic Acorn Topper in brass colour	2.00	\$7.95	\$15.90
Indoor Wire Base	Double Star Base - chrome plated	1.00	\$150.00	\$150.00
Shipping- Other	to: Bon Accord, AB	1.00	\$40.00	\$40.00

Totals

Subtotal	\$535.70
Tax Rate	GST- 5%
Tax	\$26.79
Grand Total	\$562.49

Quote based on ordering total quantity of items as stated. Any changes to turnaround time, quantities, or sizes may be subject to an adjustment in price due to production and/or volume considerations.

Quote based on receiving print-ready vector graphics or high-resolution artwork. Artwork fees may apply if adjustments or modifications are required. Artwork charges are \$95/hour (minimum 1 hour).

Order pre-payment is required for all new client custom work.

Shipping costs may fluctuate pending carrier's rate changes.

QUOTE

Quote Number 00002396
Expiration Date 11/10/2021
Created Date 13/09/2021
Prepared By Monica Spence
Email monica@auroraflags.com

Prepared For:

Account Name	Town of Bon Accord	Contact Name	Jessica Caines
Bill To	Canada	Phone	(780) 921-3550
Ship To	Canada	Email	exec.asst@bonaccord.ca

Product	Line Item Description	Quantity	Sales Price	Total Price
Custom Flag- Polyknit	Treaty 6 Flag: 115g polyknit, 72"w x 36"h, grommets on left	1.00	\$119.95	\$119.95
Custom Flag- Polyknit	Metis Flag: 115g polyknit, 72"w x 36"h, grommets on left	1.00	\$119.95	\$119.95
Indoor Aluminium 8' pole	2 piece aluminum pole 8' available in Brass colour 1" diameter	2.00	\$44.95	\$89.90
Acorn Finial	Plastic Acorn Topper in brass colour	2.00	\$7.95	\$15.90
Indoor Plastic Base (Gold Finish)	Plastic Hollow Brass coloured base for 1" or 1.25" poles	2.00	\$69.95	\$139.90
Shipping- Other	to: Bon Accord, AB	1.00	\$40.00	\$40.00

Totals

Subtotal	\$525.60
Tax Rate	GST- 5%
Tax	\$26.28
Grand Total	\$551.88

Quote based on ordering total quantity of items as stated. Any changes to turnaround time, quantities, or sizes may be subject to an adjustment in price due to production and/or volume considerations.

Quote based on receiving print-ready vector graphics or high-resolution artwork. Artwork fees may apply if adjustments or modifications are required. Artwork charges are \$95/hour (minimum 1 hour).

Order pre-payment is required for all new client custom work.

Shipping costs may fluctuate pending carrier's rate changes.

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

September 10, 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
2	752600 8'x1" Silver	33.00	66.00
2	550100 Gold Anodized 9"	75.00	150.00
2	560110 Acorn	5.95	11.90
1	460000 3'x6' Treaty 6 Flag - Heavy Duty 200 Nylon	223.00	223.00
1	435130 Blue Metis Flag 3'x6'	65.00	65.00
1	Shipping	65.00	65.00
	Subtotal	466.95	580.90
	GST		29.05
	Total		609.95

Prairie Flag and Pole

111 Vanderbilt Dr
Winnipeg MB R3Y 1M9
+1 2049955504
prairieflagandpole@gmail.com
GST/HST Registration No.: 753937879

Estimate

ADDRESS

Jessica Caines

ESTIMATE # 20040

DATE 14/09/2021

SERVICE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
8' Gold Aluminum Flagpole		GST	2	59.00	118.00
Gold Single Floor Stand		GST	2	75.00	150.00
72x36 Metis Flag	72x36 200D Metis Flag	GST	1	62.40	62.40
72x36 Treaty 6		GST	1	105.00	105.00
Freight		GST	1	80.00	80.00

Quotes are guaranteed for 30 days on the products. Shipping is estimated only but deemed to be accurate for the purpose of this quote.

SUBTOTAL	515.40
GST @ 5%	25.77
TOTAL	\$541.17

Please call Steve with any questions 204-995-5504

TAX SUMMARY

	RATE	TAX	NET
	GST @ 5%	25.77	515.40

Accepted By

Accepted Date



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" silver aluminum pole	2	50.00	100.00
1" acorn plastic finial - silver	2	9.00	18.00
2 hole chrome stand	1	110.00	110.00
Treaty 6 flags, 3'x6', 210D nylon	1	114.95	114.95
Metis 36x72 210D, blue	1	90.00	90.00
**flags finished with open sleeve for indoor use			
Shipping & Handling- this is an estimate. The actual cost will be determined at time of packing and shipping.	1	50.00	50.00
QUOTE SENT TO: Jessica Caines <exec.asst@bonaccord.ca> GST On Sales		5.00%	24.15
Please circle the items above you wish to order, if necessary			Subtotal \$482.95
Signature _____			Total \$507.10

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

QUOTE BREAKDOWN

OUTDOOR FLAGPOLES

1 – The Flag Shop – \$2,378.00 each – 1-year warranty.

2 – Flag Outlet Ltd. – \$3,067.00 each **with tilt**. 2-year warranty. Warranty continues indefinitely if the Town purchases a replacement flag each year from the company.

3 – Flag Outlet Ltd – \$2,951.00 each **without tilt**. The three flagpoles we currently own do not have tilt. 2-year warranty. Warranty continues indefinitely if the Town purchases a replacement flag each year from the company.

4 – Aurora Flags – \$2,496.77 each – 1-year warranty, free flag with purchase of 2-5 outdoor poles.

5 – Prairie Pole and Flag – \$619.00 each – Lifetime warranty on the interlocking connections and 7-year warranty on the pole.

OUTDOOR FLAGS

Administration has compared quote pricing of the Treaty Six and Metis flags with online pricing. One company addressed a price difference stating that poly knit flags are made of a lower quality poly knit material and recommend heavy-duty denier nylon for outdoor use. All flags are 3' by 6'. **Pricing does not include GST or shipping fees.**

1 – Flagmart Canada (online) – Treaty Six and Metis \$122.95 – poly knit.

2 – The Flag Shop – Treaty Six \$114.95 & Metis \$90.00 – both are 210 denier nylon. *Flags would not incur shipping fees if purchased without the pole and picked up in Edmonton.*

3 – Flag Outlet Ltd. – Treaty Six \$223.00 & Metis \$60.00 – both are 200 denier nylon.

4 – Aurora Flags – Treaty Six \$159.95 and Metis \$99.95 – 200 denier nylon.

5 – Prairie Flag and Pole – Treaty Six \$105.00 and Metis \$62.40 – 200 denier nylon.

INDOOR FLAGPOLES AND STANDS

1 – The Flag Shop – \$228.00 **Double flag base** (chrome plated only), pole (silver colour), and finial (silver colour).

2 – The Flag Shop – \$219.00. **Single flag base** (gold colour), pole (gold colour), and finial (gold colour).

3 – Flag Outlet Ltd. – \$113.95. **Single flag base** (gold anodized), pole (silver colour only) and finial (brass colour).

4 – Aurora Flags – \$202.90. **Double flag base** (chrome plated), pole (brass colour), and finial (brass colour).

5 – Aurora Flags – \$122.85. **Single flag base** (brass colour), pole (brass colour), finial (brass colour).

6 – Prairie Flag and Pole – \$134.00. **Single flag base** (gold colour), pole (gold colour), finial (gold colour).

INDOOR FLAGS

Administration has compared quote pricing of the Treaty Six and Metis flags with online pricing. The lower quality, poly knit material is suitable for indoor use, however, some companies do not offer the lower quality flags. This is reflected in the pricing. All flags are 3' by 6'. **Pricing does not include GST or shipping fees.**

1 – Flagmart Canada (online) – Treaty Six or Metis \$122.95 – **poly knit**.

2 – The Flag Shop – Treaty Six \$114.95 & Metis \$90.00 – both are **210 denier nylon**. *Flags would not incur shipping fees if purchased without the pole and picked up in Edmonton.*

- 3 – Flag Outlet Ltd. – Treaty Six \$223.00 & Metis \$19.99 – **poly knit** (no option for Treaty Six poly knit).
- 4 – Flag Outlet Ltd. – Treaty Six \$223.00 & Metis \$65.00 – both are **200 denier nylon**.
- 5 – Aurora Flags – Treaty Six \$119.95 & Metis \$119.95 – both are **poly knit custom** (Quantities of 2-5 incur a discount).
- 6 – Aurora Flags – Treaty Six \$159.95 & Metis \$99.95 – both are **200 denier nylon**.
- 7 – Prairie Flag and Pole – Treaty Six \$105.00 & Metis \$62.40 – both are **200 denier nylon**.

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: September 21, 2021

AGENDA ITEM: ATCO Gas & Pipelines Ltd. Franchise Fee 2022

RECOMMENDATION:

THAT... Council review the ATCO Gas franchise fee letter and provide a motion to...

BACKGROUND:

ATCO Gas and Pipelines Ltd. Franchise Fee Agreement allows for a year-over-year reconsideration of franchise fees. The Town of Bon Accord is required to set its franchise fees by November 1 of the year prior to a change taking effect. The 2021 rate was set at 25%; never will the percentage exceed 35% without prior Commission approval.

FINANCIAL IMPLICATIONS:

In 2022, ATCO, at an unchanged rate of 25%, would provide an estimated revenue of \$428,378. Therefore, based on the current 25% franchise fee, the forecast 2022 franchise fee revenue would be \$107,095.

In August 2020, ATCO forecasted to deliver revenue of \$93,745 at the 25% rate for 2021, however in early 2021 they introduced a rate deferral program and therefore revised their estimate to \$88,527. ATCO anticipates collecting the deferrals through the latter part of 2021, 2022, and 2023.

Should the Town choose to decrease the rate to 23%, the forecasted 2022 franchise fee revenue would be \$98,993. This amount could be viewed to include the same forecasted \$93,745 revenue as 2021 plus the additional revenue lost by the deferral program in 2021. (Variance of -\$8,102 from 25%).

Should the Town choose to decrease the rate to 22%, the forecasted 2022 franchise fee revenue would be \$93,745, the same as 2021. The benefit to a rate decrease, is to alleviate some of the financial pressure on residents with franchise fees for the 2022 year. The disadvantage to a rate decrease, is ignoring the rate of inflation increases over time can cause a challenge in future years due to the need to catch-up the rate of revenue to expenses. (Variance of -\$13,350 from 25%).

Should the Town choose to increase the rate of forecasted franchise revenue, the amount collected will increase:

Increase to 26% - forecasted franchise revenue = \$111,378 (Variance of \$4,283 from 25%)

Increase to 27% - forecasted franchise revenue = \$115,662 (Variance of \$8,567 from 25%)

Increase to 28% - forecasted franchise revenue = \$119,945 (Variance of \$12,850 from 25%)

An increase to the rate will add financial impact to residents and is not recommended by administration at this time.

LEGAL IMPLICATIONS:

Pursuant to Clause 5 of our franchise agreement, the municipality can change the franchise fee percentage on an annual basis by providing written notice to the Company.

LEGISLATIVE HISTORY: N/A**ALTERNATIVES:**

1. Support no change of franchise fees for 2022.
2. Decrease percentage in franchise fees to.... for 2022.
3. Increase percentage of franchise fees to... for 2022.

Prepared and Submitted By: Falon Fayant **Reviewed By:** Jodi Brown, CAO

Date: September 7, 2021

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: **September 21st, 2021**

AGENDA ITEM: **Skateboard Park Upgrades Phase II**

RECOMMENDATION:

THAT Council approves application to the Alberta Blue Cross Healthy Communities Grant Program for up to \$50,000 in funding to replace the “center set” equipment in the Skateboard Park.

BACKGROUND:

Phase I of the Skateboard Park upgrades was completed on September 10th, 2021, when the new equipment was fully installed.

Council directed Administration to apply for the Alberta Blue Cross Healthy Communities Grant Program on June 01st, 2021 as noted below:

Resolution:

DEPUTY MAYOR MAY MOVED THAT Council accepts the enclosed quotes for the skateboard park bowl as information and directs administration to apply for the 2021 Alberta Blue Cross Healthy Communities Grant Program for an additional \$50,000 of skateboard park equipment (not including a bowl) to be installed in 2022 and ensures the skateboard park plans are included on the strategic plans 2022. **CARRIED RESOLUTION 21-196**

Phase 2 is planned for 2022 and is based on successful application to the Alberta Blue Cross Healthy Communities Grant Program (deadline for applications is September 30th, 2021).

Administration received the enclosed quotes for replacement of the “center set” equipment from the contractor.

Both quotes are slightly over the maximum grant funding of \$50,000 as shown below:

Option 1 Pricing: \$50,092.35

Option 2 Pricing: \$50,186.84

Administration recommends that the grant funding be used to replace the existing center set equipment. During the install process, the center set was moved to accommodate the new design plan and equipment. After moving the existing center set, the ramps separated and began to lift slightly in two areas. The ramps needed to be welded back into place to ensure the equipment was safe for use. The installer recommended that we consider replacing this equipment soon. This equipment is nearing the end of its lifecycle and replacing it before the next season, is therefore recommended. If our grant application is successful, replacement of the center set would be almost fully funded.

Public Engagement: If the grant application is successful, Administration will then engage the public in deciding which option for the centre set would be chosen for purchase and install.

FINANCIAL IMPLICATIONS:

Based on successful application to the 2021 Alberta Blue Cross Healthy Communities Grant Program for the maximum amount of funding (\$50,000) the Town would need to pay for the additional costs out of the 2022 recreation operating budget depending on the equipment choice as shown below:

Option 1: \$92.35 (not including GST)

Option 2: \$186.84 (not including GST)

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council may direct Administration to seek additional equipment options and quotes rather than replacing the center set equipment.

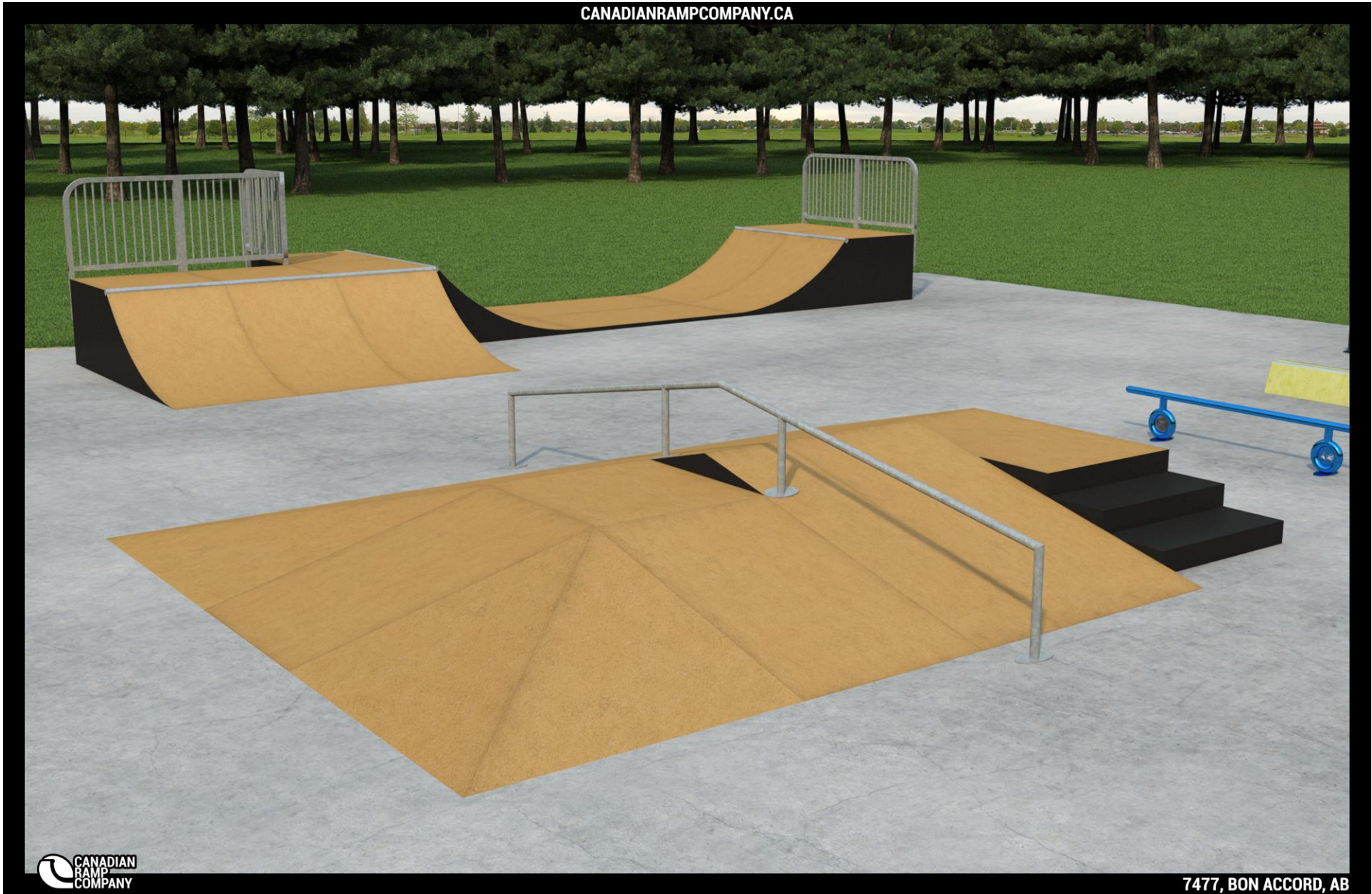
Prepared and Submitted By: Jodi Brown, CAO

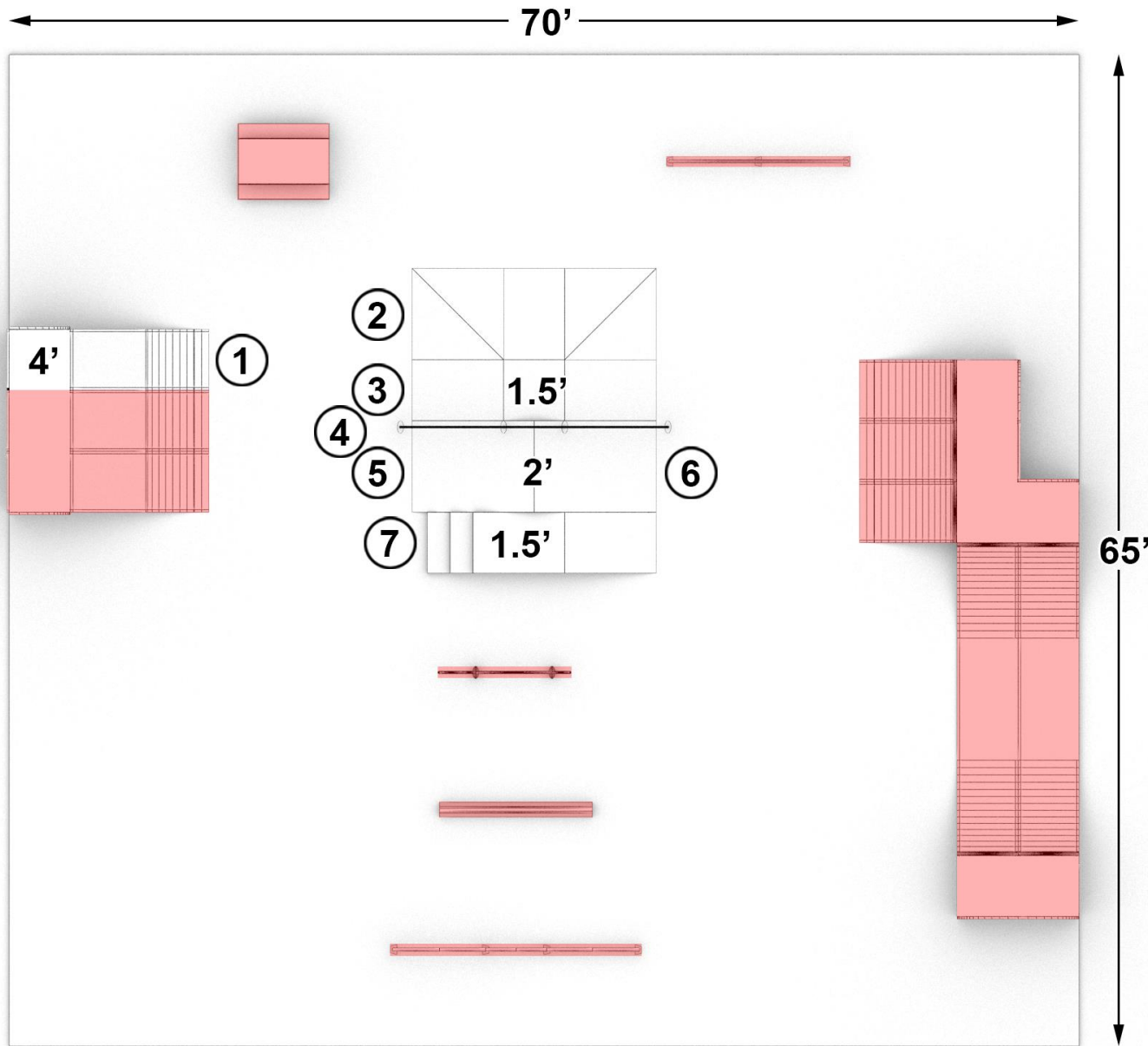
Reviewed By: Jodi Brown, CAO

Date: September 16th, 2021

Option 1







*Note – Existing equipment is highlighted in red.



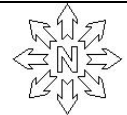
43 Curtis Street
 Innerkip ON
 N01 1M0
 Local: (905) 777-1SK8
 Toll Free: (800) 591-2417
 Fax: (289) 644-2975
sales@canadianrampcompany.ca

DRAWN BY	Chuck Dodge
DATE	9/10/21

REP. AGENCY	Canadian Ramp Company
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REP. NAME	Graham Cooke
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REP. PHONE	(800) 591-2417
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CUSTOMER APPROVAL	DATE

PROJECT NAME	Bon Accord Skate Park
--------------	-----------------------

DESIGN NO.	7477
------------	------

43 Curtis Street
 Innerkip ON
 N01 1M0
 Toll-free: 800-591-2417
 Local: 905-777-1SK8
 Fax: 289-644-2975
sales@canadianrampcompany.ca



Quote #	Design #	FOB	Date
Q25582	7477	Bon Accord, AB	9/10/21

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>	<u>Pro Series</u>
1	Bank Ramp	4	4.0'	13.0'	
2	Pyramid Section (Wedge)	1.5'	6.0'	16.0'	
3	Wedge, Flat, Wedge	1.5'	4.0'	16.0'	
4	Grind Rail, Kinked (Round)	1.5'	2"	18.0'	
5	Bank Ramp (Wedge)	2.0'	6.0'	8.0'	
6	Bank Ramp (Wedge)	2.0'	6.0'	8.0'	
7	Wedge, Flat, Stair	1.5'	4.0'	15.0'	

TOTAL

\$50,092.35

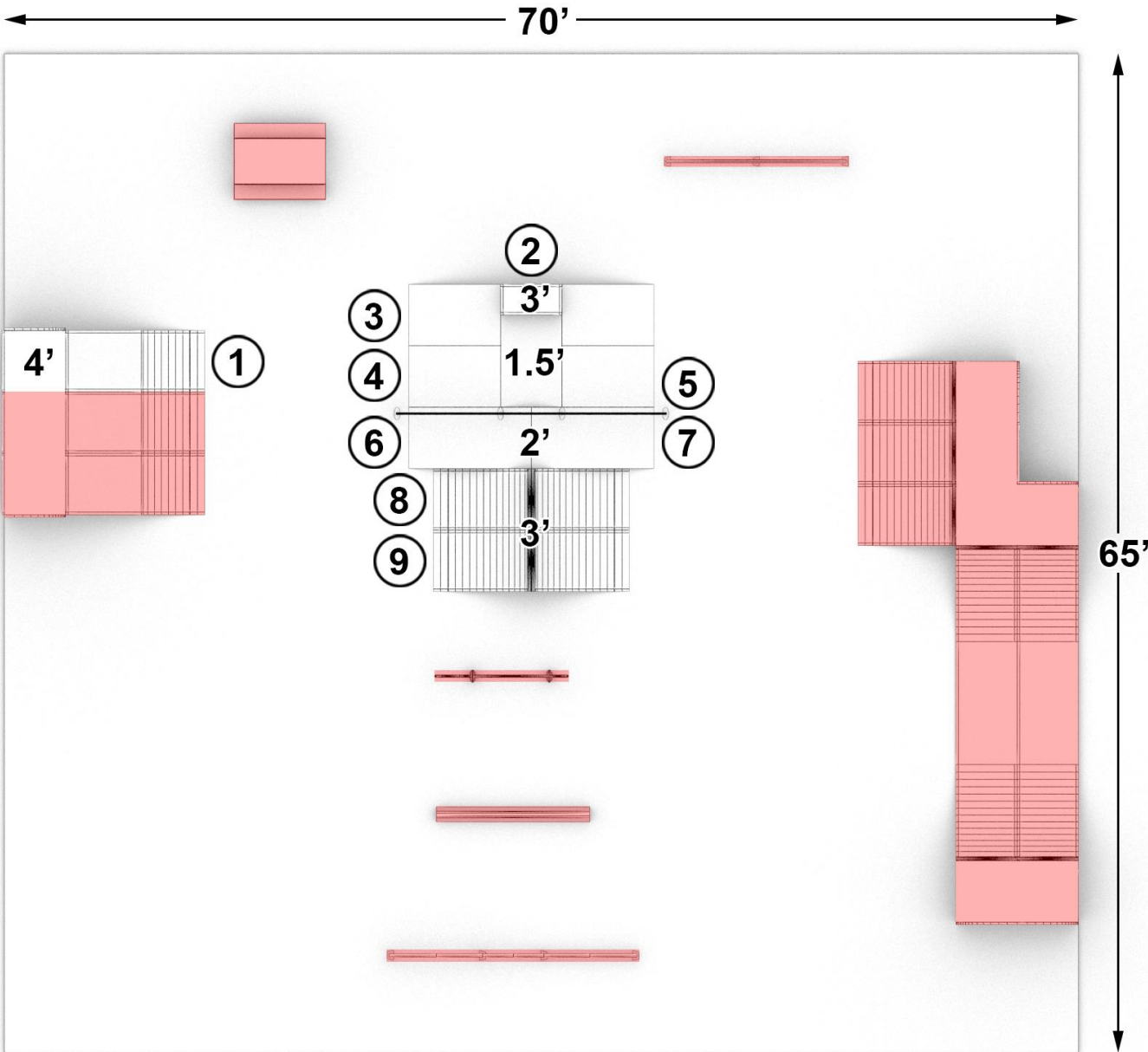
Notes:

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote includes sales tax.
- Quote is good for 30 days.

Option 2







*Note – Existing equipment is highlighted in red.



43 Curtis Street
 Innerkip ON
 N01 1M0
 Local: (905) 777-1SK8
 Toll Free: (800) 591-2417
 Fax: (289) 644-2975
sales@canadianrampcompany.ca

DRAWN BY	Chuck Dodge
DATE	9/10/21

REP. AGENCY	Canadian Ramp Company
-------------	-----------------------

REP. NAME	Graham Cooke
-----------	--------------

REP. PHONE	(800) 591-2417
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CUSTOMER APPROVAL	DATE

PROJECT NAME	Bon Accord Skate Park
--------------	-----------------------

DESIGN NO.	7478
------------	------

43 Curtis Street
 Innerkip ON
 N01 1M0
 Toll-free: 800-591-2417
 Local: 905-777-1SK8
 Fax: 289-644-2975
sales@canadianrampcompany.ca



Quote #	Design #	FOB	Date
Q25583	7478	Bon Accord, AB	9/10/21

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>	<u>Pro Series</u>
1	Bank Ramp	4	4.0'	13.0'	
2	Grindbox (2' Wide)	3	2.0'	4.0'	
3	Wedge, Flat, Wedge	1.5'	4.0'	16.0'	
4	Wedge, Flat, Wedge	1.5'	4.0'	16.0'	
5	Grind Rail, Kinked (Round)	1.5'	2"	18.0'	
6	Bank Ramp (Wedge)	2.0'	4.0'	8.0'	
7	Bank Ramp (Wedge)	2.0'	4.0'	8.0'	
8	Spine	3.0'	4.0'	13.0'	
9	Spine	3.0'	4.0'	13.0'	

TOTAL

\$50,186.84

Notes:

- This turnkey quote includes Equipment, Shipping, and Installation.
- This quote includes sales tax.
- Quote is good for 30 days.

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: *Regular Council Meeting*

MEETING DATE: **September 21st, 2021**

AGENDA ITEM: **Memorandum of Understanding (Bon Accord & District Veteran's Memorial Society)**

RECOMMENDATION:

THAT Council accept the enclosed MOU with the Bon Accord and District Veteran's Memorial Society as information.

BACKGROUND:

In 2017, the enclosed Memorandum of Understanding (MOU) was established between the Town and the Bon Accord and District Memorial Society regarding Veteran's Park.

As per the MOU, the Town is responsible for all aspects of maintaining Veteran's Park as per the MOU.

In the past, a local legion member was responsible to lower and raise the flags at the park according to military protocol however this person is no longer able to do so.

The Town will need to assume responsibility going forward and consult with the Gibbons Legion on proper military protocols.

FINANCIAL IMPLICATIONS:

The Town parks supplies budget does include funding for replacement of flags however other maintenance or infrastructure needs would need to be included in future operating budgets.

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

Prepared and Submitted By: Jodi Brown, CAO

Reviewed By: Jodi Brown, CAO

Date: September 17th, 2021

Agreement

Veterans Memorial Park

Agreement

Between

The Town of Bon Accord

and

Bon Accord and District Veterans Memorial Society

This Agreement sets the terms and understanding to complete a transfer of lands and funds between the Bon Accord and District Veterans Memorial Society and the Town of Bon Accord.

Background

Memorial Park is located within the Town of Bon Accord at 5103-5111 50th street, Legal description is Block 9-Plan 5261BA.

Memorial park was constructed and maintained by the Bon Accord and District Veterans Memorial Society.

The Bon Accord and District Veterans Memorial Society provided funding to construct this site, and the society currently holds funds they wish to transfer to the Town of Bon Accord.

The Bon Accord and District Veterans Memorial requests the Town respect the current layout and maintenance as presented, without adding any further fixtures or items to the park without the consent of the Society.

Purpose

The purpose of this Agreement is to transfer ownership of Veterans Memorial Park from the Bon Accord and District Veterans Memorial Society to the Town of Bon Accord. This transfer will include; the land the park is located within; existing items contained within this park; and any remaining funds the Society holds for the park.

The Town is expected to maintain the park and respect the current layout, without changes unless for the purpose of maintenance, repairs or replacement of park items, into the future.

Funding

The town will cover ongoing maintenance costs and cover replacements of major infrastructure, flags, signs, cenotaphs, fence or other structures at the site.

The Bon Accord and District Veterans Memorial Park Society will also transfer funds to the Town of Bon Accord for transfer into the towns Parks and Recreation Reserve.

Effective Dates

This Agreement shall become effective on February 10, 2017.

The Town of Bon Accord will begin site maintenance on February 10, 2017.

Funds will be transferred from The Bon Accord and District Veterans Memorial to the Town of Bon Accord in 2017.

Each organization is encouraged to meet once annually.

Authorization

This Agreement is authorized by officials from each organization, the Bon Accord and District Veterans Memorial Society.

Contact Information

CAO, Town of Bon Accord
Box 779
Bon Accord, AB
Phone: 780-921-3550
Fax: 780-921-3585

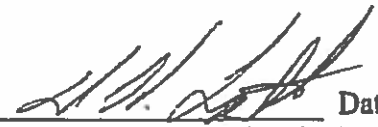
Authorization



Steve Madden, CAO, Town of Bon Accord

Date:

Bon Accord and District Veterans Memorial
Society
Bon Accord, AB
Phone:



Chairman, Bon Accord and District Veterans
Memorial Society

Date: 1751308/17

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING: <i>Regular Council Meeting</i>
MEETING DATE: September 21st, 2021
AGENDA ITEM: Arena Ice Rental Refund Policy
RECOMMENDATION: THAT Council approves the refund of ice rental fees in the event of an arena closure due to extenuating circumstances such as the COVID-19 pandemic.
BACKGROUND: Currently, we do not give refunds for unused ice time. However, if the facility is closed due to mechanical failure or other operational issues, refunds would be provided with the exception of facility closure due to COVID-19. Other communities with arena facilities in the surrounding area (Gibbons, Redwater, and Legal) do refund ice rental fees in the event of a facility closure due to COVID-19. Administration recommends that Council therefore consider approving full refunds in all extenuating circumstances including mechanical failure, other operational issues and/or other extenuating circumstances including but not limited to COVID-19.
FINANCIAL IMPLICATIONS: Lost revenue due to arena closure in the event of COVID-19 public health orders or restrictions.
LEGAL IMPLICATIONS: N/A
LEGISLATIVE HISTORY: N/A
ALTERNATIVES: <ol style="list-style-type: none">1. Council may direct Administration to maintain the current no refund policy.
Prepared and Submitted By: Jodi Brown, CAO Reviewed By: Jodi Brown, CAO Date: September 17 th , 2021

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: *Community Services*

POLICY NO.: *20.230*

SUBJECT: Facility Rental Usage

RESPONSIBLE AUTHORITY: Community Services

REVIEWED & APPROVED BY COUNCIL:

July 7, 2020 Regular Meeting of Council – Resolution # 20-230

PURPOSE AND INTENT: To establish clear guidelines and procedures for the rental of Town facilities.

POLICY STATEMENT: The Town of Bon Accord has several facilities to serve Bon Accord and the surrounding area's community groups, residents, and organizations. The Town aims to provide a safe, inviting, and protective environment that promotes recreation and culture in support of a healthy, viable, and vibrant community.

2020 – 2021 Contract

GROUP NAME _____ TEAM # _____

REPRESENTATIVE _____ REP. PHONE _____

ALTERNATE REP. _____ ALTERNATE REP. PHONE _____

MAILING ADDRESS _____

EMAIL _____

TIME SLOT(S) _____ START DATE _____ END DATE _____

Dates Arena Closed – December 24, 25, 26 & 31, Jan 1, and Statutory Holidays
 Dates to be Omitted _____

The Bon Accord Arena will be rented to the above group.

In signing this contract, I/we will strictly adhere to the conditions and rules governing use of the Bon Accord Arena. I/we also recognize our obligation to pay in full the amount of \$_____ per hour + GST for the rental of the ice. **Payment for the first half will be due November 15, 2020 and the second half will be due January 31, 2021. Return signed contract ASAP with a \$500.00 deposit to guarantee your ice slots.**

I/We agree at all times to indemnify the Town of Bon Accord, its officers, agents, volunteers and anyone acting on behalf of the Town of Bon Accord; and save harmless from all manners of action, cause of action, suit, claim, demand and cost whatsoever arising from action of its officers, councillors, employees, agents, invitees, licensees or leasees done pursuant of the allocation during the time the rental is in force.

I/We agree (at no cost to the Town of Bon Accord) to purchase insurance for the rental period and to add the Town of Bon Accord as an additional insured. **Proof of insurance must be returned with this contract.**

Each team is required to clean their players' boxes prior to ice time.

I/We will advise my/our members and participants involved in activities sponsored by our organization of the inherent risk of the activity and will take all actions and precautions necessary to conduct activities in a safe and orderly manner.

I/We agree to provide a Return to Play COVID-19 Protocol Plan prior to rental agreement confirmation.

Unused ice rental(s) will not be refunded. Groups that cannot use ice time may resell their ice slot directly provided that they:

- Advise the Town ice scheduler of any changes to contact information (name, address, and phone number) for the person in charge of the group.
- Ensure **ALL** documentation (arena rental contract, COVID-19 Guidelines, and proof of insurance) is remitted to Town ice scheduler or arena staff upon arrival of ice slot. Fillable forms available on the Town of Bon Accord website or by contacting the Town office.
- Inform the group of arena regulations and collect payment from the group.
- Accept responsibility for all damages, which may occur as a result of the group.

I/We understand that at certain times, special events will pre-empt previously booked activities. In such cases, the user will be notified fourteen (14) days in advance and the appropriate rate adjustment made. Cancellation necessitated by mechanical failure will result in a refund or replacement ice if available, for the ice time when lost.

- I/We authorize the release of my/our personal information for the purpose of coordinating, selling, and/or buying ice time.
- I/We understand my/our privileges to use the Bon Accord Arena may be revoked at any time at the sole discretion of the Town of Bon Accord.
- I/We understand that due to the ever-changing COVID-19 pandemic, rental contracts are subject to change without notice, as the Town of Bon Accord must follow all mandated guidelines from Alberta Health Services, the Government of Alberta and the Government of Canada, which may affect its facilities. **In the event of an outbreak, all paid contract funds will NOT be subject to refunds under any circumstances.**

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used for arena contracts for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

Association or Team Representative

Date

Alternate Representative

Town of Bon Accord Representative

RENTAL CONDITIONS:

PAYMENT: Failure to make payment by date stated on contract will result in immediate cancellation and reallocation of facility to another group. Cheques made payable to: **TOWN OF BON ACCORD**. Online payment options are also available. E-transfers will not be accepted. Mail cheques to: Gail Critchley 1-56204 Rge Rd. 240 Sturgeon County, A.B. T0A 0K3 or drop off at the arena office.

FLOODING: The ice will be flooded prior to each game. At any time the Arena shift supervisor on duty is the sole judge in deciding on the suitability of ice conditions, and he/she is authorized to enforce additional ice maintenance as necessary. Any ice maintenance required during rented time is considered as time booked by the user.

NO PLAYERS WILL BE ALLOWED ON THE ICE UNTIL APPROVAL BY ARENA STAFF.
Please respect our facilities, other users and staff. Please conduct your group’s activities in an orderly and courteous manner. Responsible adult supervision is required for all activities involving minors. Dressing room keys will be given only to the coaches. There must be a coach in the dressing room at all times for Minor Hockey Teams. There must be a coach on the ice or players’ bench at all times when Minor Hockey Teams are playing on the ice surface.

All players must wear proper regulated equipment when playing on the ice surface.

All groups will assume the facility in good condition and will leave the facility in good condition for the next group.

Please vacate facility within 15 minutes of the end of ice slot booked time.

NO ALCOHOL OR ILLICIT DRUGS ALLOWED.

The arena including the dressing rooms is a smoke-free environment. Offenders will be ticketed.

All groups must cooperate with the Staff and abide by their requests. Any exhibits or posters to be affixed must be approved by staff.

Any renter found abusing the facilities and/or equipment or failing to adhere to any of the above conditions, will have their privilege of use suspended pending reinstatement by the Town of Bon Accord.

Willful damage may result in a fine levied against the renter and/or legal proceedings.

I have been advised of the Facility Rental Procedures pertaining to the aforementioned rental facility, which I have read and understood in its entirety.

Should you have any concern about the facility please contact the Facility Operator, Andrea Owen at 780-921-3838.

ALL TEAMS WHO HAVE BOOKED ICE TIME FOR REGULAR GAMES AND/OR TOURNAMENTS ARE FINANCIALLY RESPONSIBLE FOR THE ICE TIME AT THEIR APPLIED RATES. IF THE ICE IS NOT REQUIRED IT IS THE RESPONSIBILITY OF THE TEAM TO SELL THE ICE. TOURNAMENT BOOKINGS REQUIRE A 50% DEPOSIT OF TOTAL BOOKED TIME.

I, _____ (print name) acknowledge having read and understood the liability release and accept the terms therein.

Association or Team Representative

Date

2021 – 2022 Contract



&

BON ACCORD & DISTRICT COMMUNITY LEAGUE (Herein after referred to as BADCL)

ARENA RENTAL CONTRACT 2021-2022

GROUP NAME: _____

REPRESENTATIVE: _____ ALTERNATE REP. _____

PHONE: _____ PHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

TIME SLOT (S): _____ START DATE: _____ END DATE: _____

DATES ARENA CLOSED---DECEMBER 24, 25, 26, & 31, JANUARY 1

DATES TO BE OMITTED: _____

The Bon Accord Arena will be rented to the above group.

- a) **FEES:** In signing this contract, I/we will strictly adhere to the conditions and rules governing use of the Bon Accord Arena. I/we also recognize our obligation to pay in full the cost of \$ _____ per hour +GST for the rental of the ice. **Payment for the first half will be due November 15th, 2021, and the second half will be due January 31st, 2022. Return signed contract ASAP with a \$500 deposit to guarantee your ice slots.**
- b) **INDEMNIFICATION:** I/we agree at all times to indemnify the BADCL and the Town, their officers, agents, volunteers and anyone acting on behalf of the BADCL or the Town; and save them harmless from all manners of action, cause of action, suit, claim, demand, cost whatsoever arising from action of its officers, councillors and employees, agents, invitees, licenses or leases done pursuant of the allocation during the time the rental is in force.
- c) **INSURANCE:** I/we agree (at no cost to BADCL or the Town) to purchase insurance for the rental period and **to add the "Town of Bon Accord" and the "Bon Accord & District Community League" as additional insureds. Proof of insurance must be returned with this contract.**
- d) **SAFETY:** I/we advise my/our members and participants involved in activities sponsored by our organization of the inherent risk of the activity and will take all actions and precautions necessary to conduct activities in a safe and orderly manner. **I/we agree to provide a Return to Play Protocol Plan prior to rental agreement confirmation.**
- e) **UNUSED ICE:** Unused ice rental will not be refunded. Groups that cannot use ice time may resell their ice slot directly provided that:
 - Advise the ice scheduler of any ice scheduling and booking changes as to who will be using the ice time with the name, address, and phone of the person in charge of this group.
 - Inform the group of arena regulations and collect payment from the group.
 - Accept responsibility for all damages which may occur as a result of the group.
- f) **CANCELLATIONS:** At certain times, special events will pre-empt previously booked activities. In such cases, the user will be notified fourteen (14 days) in advance and the appropriate rate adjustment made. Cancellation necessitated by mechanical failure will result in a refund or replacement ice if available, for the ice time when lost.
- g) **INFORMATION RELEASE AUTHORIZATION:** I/we authorize the release of my/our personal information for the purpose of coordinating, selling and/or buying ice time.

Group Representative

BADCL Representative as an agent of the Town

Alternate Representative

Date

ADDITIONAL TERMS AND CONDITIONS OF THE ARENA RENTAL AGREEMENT

ARENA SPACE IS ALLOCATED TO GROUPS PROVIDED THEY ABIDE BY THE FOLLOWING RULES AND TERMS. PRIVLEDGES MAY BE REVOKED AT ANY TIME AT THE SOLE DISCRETION OF THE TOWN.

PAYMENT: Failure to make payment by the date stated on the contract will result in immediate cancellation and reallocation of the facility to another group. Cheques are to be made payable to: **Town of Bon Accord. MAIL TO: C/O Gail Critchely 1 56204 Range Road 240, Sturgeon County, AB, TOA 0K3**

FLOODING: The ice will be flooded prior to each game. Any additional required floods are to be requested at the beginning of the season to allow proper scheduling and will be charged at the regular booked rate. At any time the Arena shift supervisor on duty is the sole judge in deciding on the suitability of ice conditions, and he/she is authorized to enforce additional ice maintenance as necessary. Any ice maintenance required during rented time is considered as time booked by the user.

NO PLAYERS WILL BE ALLOWED ON THE ICE UNTIL APPROVAL BY ARENA STAFF.

CONDUCT: Please respect our facilities, other users and staff. Please conduct your group's activities in an orderly and courteous manner. Responsible adult supervision is required for all activities involving minors. Dressing rooms keys will be given only to the coaches. A coach **MUST BE** in the dressing rooms at all times for Minor Hockey Teams. A coach **MUST BE** on the ice or players' bench at all times when Minor Hockey Teams are playing on the ice surface.

EQUIPMENT: All players must wear proper regulated equipment when playing on the ice surface.

LEAVING: Please vacate dressing room 45 minutes at the end of the ice slot booked time, unless COVID-19 regulations deem it necessary for a shorter timeframe of which you will be advised.

CLEANING: All groups will assume the facility in good condition and will leave the facility in good condition for the next group. **Covid-19 regulations may require that players' boxes are sanitized by teams prior to play (the Town will provide disinfectant and wipes).**

DAMAGE: Wilful damage, misconduct of group or individuals associated with the group, persistent tardiness, alcohol and drugs on premises or non-payment are grounds for cancellation of contract. Wilful damage or damage as a result of inappropriate activity is the responsibility of the renter. Damage will be repaired and charged to the renter at cost of repairs and materials plus overhead.

ALCOHOL/DRUGS: NO ALCOHOL OR ILLICIT DRUGS ALLOWED IN THE BUILDING.

SMOKING: The arena including the dressing room is a smoke-free environment. Offenders will be ticketed.

ARENA STAFF: All groups must cooperate with the staff and abide by their requests. Any exhibits or posters to be affixed must be approved by the arena staff or the ice scheduler.

CONCERNS: Should you have any concerns about the facility or staff, please contact the Ice Scheduler, **Gail Critchley at 780-921-3646 or the Facility Operator Andera Owen at 587-589-0113**

ALL TEAMS WHO HAVE BOOKED ICE TIME FOR PRACTICES, REGULAR GAMES AND/OR TOURNAMENTS ARE FINANCIALLY RESPONSIBLE FOR THE ICE TIME AT THEIR APPLIED RATES. IF THE ICE IS NOT REQUIRED IT IS THE RESPONSIBILITY OF THE TEAM TO SELL THE ICE. TOURNAMENT BOOKINGS REQUIRE A 50% DEPOSIT OF, TOTAL BOOKED TIME.

DUE TO THE PANDEMIC, RENTAL CONTRACTS ARE SUBJECT TO CHANGE WITHOUT NOTICE, AS THE TOWN OF BON ACCORD MUST FOLLOW ALL MANDATED REGULATIONS FROM ALBERTA HEALTH SERVICES, THE PROVINCE OF ALBERTA AND THE GOVERNMENT OF CANADA. IN THE EVENT OF AN OUTBREAK, ALL PAID CONTRACT FUNDS WILL NOT BE SUBJECT TO REFUNDS UNDER ANY CIRCUMSTANCES.

Acknowledgement: I _____ (print name) acknowledge having read and understood the liability release and accept the terms herein:

Signature of Group Representative/Renter

Dated

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used for arena contracts for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, TOA 0K0 or by calling (780) 921-3550

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING:	Regular Council Meeting	
MEETING DATE:	September 21, 2021	
AGENDA ITEM:	Temporary Permit Policy	
RECOMMENDATION:		
	THAT.... Council approves the temporary permit policy as presented.	
BACKGROUND:	<p>An RFD was presented to Council August 17/21, with Council requesting Administration to provide further information on the temporary permit policy. Previous information presented:</p> <p><i>“A temporary permit is issued for an activity that is not intended to last for a long time and is of nature that would not normally be allowed. The purpose of this policy is to provide regulation and safe interaction between pedestrian and vehicular traffic specific to parking and obstruction activities involving construction, demolition, maintenance and / or any special conditions.</i></p> <p><i>There are different types of permitting available:</i></p> <p><i><u>Parade Permit</u> – the permit will have at minimum the information listed and requested in Schedule A</i></p> <p><i><u>Parking Permit</u> – allowing a vehicle to park where it normally would not be allowed</i></p> <p><i><u>Obstruction Permit</u> – allowing temporary placement of an item or items where it would not be normally allowed</i></p> <p><i><u>Operating Off Road Vehicle or Equipment</u> – allow an off-road vehicle or piece of equipment that would under normal conditions not be allowed to operate in the Town</i></p> <p><i>Establishing a clear process will ensure all requests for temporary permits impacting the public-right-of-way will be managed consistently and safely”.</i></p> <p>Information presented on the types of permitting available was extracted from the “Town of Bon Accord Traffic Bylaw #2018-08 (attached). It is recommended to be consistent with other Bylaws that represent the same intent.</p>	
FINANCIAL IMPLICATIONS:	N/A	
LEGAL IMPLICATIONS:	N/A	
LEGISLATIVE HISTORY	N/A	
ALTERNATIVES:	N/A	
Prepared and Submitted By:	Dianne Allen	Reviewed By: Jodi Brown
		Date: September 21, 2021

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Planning and Development

POLICY RESOLUTION NO.: XXXX - XXXX

SUBJECT: Temporary Permit

RESPONSIBLE AUTHORITY: Planning and Development

REVIEWED & APPROVED BY COUNCIL:
XXXX-XXXX

PURPOSE AND INTENT: To provide regulation and safe interaction between pedestrian and vehicular traffic specific to parking and obstruction activities involving construction, demolition, maintenance and/or any special conditions.

POLICY STATEMENT: A clear process must be established to define the procedure and guidelines in issuing temporary permits for parking and obstruction requests which impact the public right-of-way.

TOWN OF BON ACCORD PROCEDURE

SECTION: PLANNING & ECONOMIC DEVELOPMENT

SUPPORTED BY POLICY NO.: *XX-XXX*

SUBJECT: TEMPORARY PERMIT

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED BY COUNCIL: *XXXXXXXXXXXX*

DEFINITIONS:

1. "Act" means the *Traffic Safety Act*, R. S. A. 2000, c. T-6 and amendments thereto;
2. "CAO" means Chief Administrative Officer or designate;
3. "Construction Site" means any portion of a highway, alley or lane that fronts or is immediately adjacent to a parcel of land which contains a building that is in the course of erection, demolition or alteration;
4. "Highway" means any thoroughfare, street, road, trail, avenue, parkway driveway, viaduct, lane, alley square, bridge, trestle way or other place or any part of any of them whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles;
5. "Obstruction" means any act or thing that blocks, impedes, interferes with, hinders or prevents or causes a restriction of vision, passage, maintenance or use of public property or highways by vehicles or pedestrians.
6. "Permit" means a form that temporarily grants permission, within the Town's legal boundaries for specific and/or certain actions that would normally be a violation to the Town of Bon Accord Traffic Bylaw and in certain cases the Alberta Traffic Act. The form must be signed by the CAO or their appointed representative and can be evoked at any time.

PROCEDURE:

General

A temporary permit application may be received in various ways:

- Hand delivered at the Town of Bon Accord office.
- Emailed from Town Website or private email.

Temporary Permits

To submit a temporary permit application, all applications submitted to the Town shall be on the Town's temporary permit application form (Schedule A) and shall:

- Be dated and signed by an identifiable individual.
- Information requested on the form shall be completely filled out, prior to the issuing department receiving.
- Special conditions to be noted on permit (address, type of obstruction, number of vehicles, barriers required and a diagram demonstrating location of obstruction).

Types of Permitting Available

Parade Permit

- The permit will have at a minimum the information listed and requested in Schedule A.

Parking Permit

- The purpose of allowing a vehicle to park where it normally would not be allowed
- Which must be displayed and visible from the outside to be valid.

Obstruction Permit

- The purpose of allowing temporary placement of an item or items where it would not normally be allowed.
- The applicant of the permit will ensure that appropriate signage, markings, barriers or warning devices are in place so as drivers travelling in any direction are aware of the possible hazard.

Operating Off Road Vehicle or Equipment

- The purpose of allowing an off-road vehicle or piece of equipment that would under normal conditions not be allowed to operate in the Town.

Issuing Permits

The CAO or representative may grant a permit to allow exemptions that would without the Permit be in violation of the Town of Bon Accord Traffic Bylaw and/or the Province of Alberta's Traffic Safety Act within the Town boundaries.

- The intent of granting a permit is discretionary and is designed to benefit the Town, its residents and is not designed to allow an individual to bypass laws or bylaws without good reason.
- The permit will not be used to contravene any scheduled or emergency work by the Town's Public Works department without the permission of the Town's Public Works Manager or representative.
- The permit will not be used to contravene parking in the restricted areas of fire hydrants as per the Water Bylaw.
- The permit may be revoked, suspended or amended at any time
 - If it is found that the situation created by the use of the permit is determined to be unsafe.
 - If it is found that the applicant is not within the intent or use of the permit.

- If it is determined that the use of the permit is/or will conflict with any emergency or potential emergency.
- By verbal or any means of communication available in the case of emergency and/or safety concern. All others will be written means of communication.
- The permit is valid for the dates, times and within the use of any special conditions or restrictions listed and is not transferable to another person, party, application, vehicle or piece of equipment.
- No one shall make up or use a permit that has not been authorized by the CAO or representative.

DRAFT



Application must be received at least three (3) business days prior to permit dates indicated

Date of Application _____

Permit Type (choose one) PARKING OBSTRUCTION OPERATING

Date(s) being applied for _____ Phone Number _____

Reason for application _____

Name of Applicant _____

Address of Applicant _____

Address/Area Affected _____

Vehicle information (if applicable) License Plate # _____ Colour _____

Type _____ Other _____

Terms and Conditions:

- I have read and understand the relevant Town of Bon Accord Bylaws pertinent to this application.
- I have attached a diagram showing area and placement of obstruction.
- I understand I am required to adhere to the restrictions and/or conditions that will/may be included in the application if approved.

Signature of Applicant _____

The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process Temporary Permits for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

OFFICE USE ONLY

Approved Denied Pending (reason) _____

Conditions: _____

Refundable Barrier Security Deposit Fee - if returned damage-free (Obstruction Permit) _____

Date of Review _____ Permit # (if approved) _____

Signature of CAO or Representative _____

**TOWN OF BON ACCORD
BYLAW #2018-08**

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO REGULATE HIGHWAY TRAFFIC WITHIN THE BOUNDARIES OF THE TOWN OF BON ACCORD

WHEREAS, The *Traffic Safety Act*, R.S.A. 2000 Chapter T-6 as amended, provides that a municipality may regulate activities on highways under its direction, control and management, and may make by-laws that are not inconsistent with the *Highway Traffic Act*.

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

PART 1 - TITLE

This bylaw may be cited as “The Bon Accord Traffic Bylaw”.

PART 2 – DEFINITIONS

1. In this Bylaw, all words shall have the same meaning as in the Highway Traffic Act, except as otherwise defined.
2. In addition to such definitions, as are accepted by Sub-section 1, the following definitions shall apply to this Bylaw:
 - a) *“Construction site”* means any portion of a highway, alley, or lane that fronts or is immediately adjacent to a parcel of land which contains a building that is in the course of erection, demolition, or alteration.
 - b) *“Council”* means the Municipal council of the Town of Bon Accord.
 - c) *“Dangerous Goods”* means dangerous goods as defined in any or all of the current provincial or federal Transportation of Dangerous Goods Control Acts or Regulations
 - d) *“Highway”* means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, trestle way, or other place or any part of any of them whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles:
 - (i) A sidewalk, including a boulevard adjacent to the sidewalk
 - (ii) If a ditch lies adjacent to and parallel with the roadway, the ditch and
 - (iii) If a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between fences, or all the land between the fence and the edge of the roadway as the case may be.
 - e) *“Holder”* means a handicapped person who is lawfully in possession of a handicapped parking identification, being an identification symbol recognized by the Canadian Paraplegic Association, and displayed on the vehicle.
 - f) *“Motor Vehicle”* means
 - (i) A vehicle propelled by any power other than muscular power or,
 - (ii) A moped, but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs only on trails.
 - g) *“Municipality”* means the Town of Bon accord.
 - h) *“Parade or Procession”* shall mean a group of pedestrians, except a military or funeral procession, numbering more than twenty (20) and marching or walking in the street or on the sidewalk or any group of vehicles except a military or funeral procession numbering ten (10) or more.

**TOWN OF BON ACCORD
BYLAW #2018-08**

- i) *"Passenger Loading Zone"* shall mean a space adjacent to a curb reserved for the exclusive use of vehicles during the loading and unloading of passengers and designated by a sign saying Passenger loading zone that may or may not have restrictions on it.
- j) *Peace Officer* means:
 - i. all persons defined as such under the *Highway Traffic Act*, and
 - ii. a Bylaw Enforcement Officer appointed by the Municipality pursuant to the *Municipal Government Act* to enforce the Municipality's Bylaws.
- k) *"Permit"* means a form that temporarily grants permission, within the town's legal boundaries, for specific and/or certain actions that would normally be a violation to the Town of Bon Accord Traffic Bylaw and in certain cases the Alberta traffic Act. The form must be signed by the Chief Administrative Officer or their appointed representative and can be revoked at any time.
- l) *"Privately Owned Property"* means all land located within the Municipality that is not under the ownership, management or control of the Municipality.
- l) *"Town"* means The Town of Bon Accord
- m) *"Trailer"* means a vehicle so designed that it;
 - (i) may be attached to or drawn by a motor vehicle or tractor, and
 - (ii) is intended to transport property, or persons,And includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
- n) *"Vehicle"* other than in Part 2, (i) means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.
- o) *"Violation Tag"* means a tag or similar document issued by the Municipality pursuant to the *Municipal Government Act*.
- p) *"Violation Ticket"* means a ticket issued pursuant to Part III of the *Provincial Offences Procedure Act*, S.A. 1988, c.P-21.5, as amended and Regulations thereunder.
- q) *"Written means of communication"* means a communication and/ or data that is:
 - (i) written or printed.
 - (ii) an electronic form of communication and usually printable such as E-mail or faxes but not to include commercial electronic forms known as social media such as "Facebook or Twitter"

PART 3 – PARKING

- 3. No person shall park a vehicle on any highway for more than seventy-two (72) consecutive hours. A trailer attached to a vehicle or recreational vehicle must be removed to an off highway location for at least forty-eight (48) consecutive hours before being placed back on a highway.
- 4. No person shall park in an area that is designated no parking by signage.
- 5. No person shall park in an area longer than is designated.
- 6. No person shall park any vehicle, other than utility and maintenance vehicles and equipment in the course of their duties, upon any Town owned land which is used as a playground, recreation area, or public park, except upon such part thereof as has been designated for parking by a sign or signs.

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7. No person shall park any trailer, whether designated for occupancy or load carrying on any highway unless such trailer is attached to the vehicle by which it may be properly drawn and when so attached, the trailer shall be part of the vehicle and subject to any regulations pertaining to the vehicle.
8. No vehicle over 4800 kilograms gross vehicle weight shall be parked on any highway except 47th Avenue between 50th Street and 51st Street.
9. No vehicle, except a taxi or a bus, shall park in any area designated as a "Passenger Loading Zone".
10. No person shall stop any vehicle for a longer period than five (5) minutes in any area designated a "Passenger Loading Zone".
11. Where a vehicle parking place is marked out or designated upon a highway, every driver of any vehicle using same, shall park his vehicle wholly within the limits of such space.
12. No person shall park any vehicle in any parking space upon Town owned property where such space has been reserved for a vehicle operated by an employee or official of the Town.
13. No person shall park or drive any vehicle on or over any Town owned land used as a buffer strip, boulevard, reserve, or on land held for resale, except utility and maintenance vehicles and equipment in the course of their duties. All other vehicles require prior approval from the municipality.
14. No person shall park on a construction site, except when operating a vehicle involved in the construction.
15.
 - a) The Municipality may cause movable signs to be placed on a highway to indicate amongst other things; reduced speeds, detours, or no parking for certain periods of time as may be necessary for the purpose of street cleaning, snow removal, maintenance, construction, general safety concerns or other special reasons, and when so marked, such signs shall take precedents over all other traffic control devices.
 - b) no person shall park a vehicle, or permit a vehicle to be parked on a highway, from the time a "no parking" sign or signs referred to in Part 3, section 13 a) have been;
 - (i) placed, and until such sign or signs have been removed; or
 - (ii) if in the case the signs have times, days or dates on them become valid or expire.
 - c) if the vehicle was parked on the highway prior to the placement of the "no parking" signs pursuant to subsection 13 a) above, no person shall leave that vehicle parked or permit that vehicle to remain parked on the highway after the expiration of twenty (20) hours from the time of sign or signs have been placed (not withstanding Part 3, Section 13, subsection b, (ii)).

PART 4 – OBSTRUCTIONS

16. No person shall drive, park, or stop a vehicle upon any highway in such a manner as to block, obstruct, impede, or hinder traffic thereon. Where the obstruction is unavoidable due to mechanical failure, the

TOWN OF BON ACCORD
BYLAW #2018-08

operator will not be in breach of this section providing he promptly takes measures to clear the faulty vehicle from the highway.

17. As per the current **Town of Bon Accord Community Standards Bylaw**,
No person shall remove snow, ice, dirt, debris of other materials from any Sidewalk or Property and place such items:
- 8.2.1. onto any portion of a Highway
 - 8.2.2. onto any other Public Place adjacent to such Property; or
 - 8.2.3. onto any Property other than their own unless permission is obtained
18. In addition to any other penalty which may be imposed, the Town Council may recover such expenses for the removal of the obstruction from the person by whom, or at whose direction, the obstruction was so placed, or by or at the expense of the occupant of the premises connected therewith by suit against the person so designated.
19. No person shall permit the loading or unloading of goods, wares, or merchandise from any vehicle across sidewalk boulevards in any case where proper loading and unloading facilities have been provided for the premises owned or occupied by such person or where there is access to a property from an alley.

PART 5 – PARADES PROCESSIONS

20. No person shall hold or take part in any parade or procession until a permit has been obtained from the office of the Chief Administrative Officer.

PART 6 — PERMITS

21. The C.A.O. or their representative may grant a “permit” to allow exemptions that would, without the permit be in violation of part or parts of the Town of Bon Accords Traffic bylaw and/or the Province of Alberta’s Traffic Safety Act within the Town’s legal boundaries.
- a) The intent of granting a permit is discretionary and is designed to benefit the Town, its residents or a group of residents and is not designed to allow an individual to bypass laws or bylaws without good reason.
 - b) The permit will not be used to contravene any scheduled or emergency work by the Town’s Public Works department without the permission of the Town’s Public Works Supervisor or their representative.
 - c) The permit will not be used to contravene that of parking in the restricted areas of fire hydrants as per the Water Bylaw.
 - d) The permit may be revoked, suspended or amended at any time;
 - i) If it is found that the situation created by the use of the permit is determined to be unsafe.
 - ii) If it is found that the applicant is not within the intent or use of the permit.
 - iii) If it is determined that use of the permit is/or will conflict with any emergency or potential emergency.
 - iv) By verbal or any means of communication available in the case of emergency and/ or safety concern. All others will be by written means of communication.

**TOWN OF BON ACCORD
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- e) The permit is only valid for the dates, times and within the use of any special conditions or restrictions listed and is not transferable to another person, party, application, vehicle or piece of equipment.
- f) No one shall make up or use a permit that has not been authorized by the C.A.O or their representative.

22. The types of permitting available are as follows:

- a) Parade permit
 - i) The permit will take the form of and have at minimum the information listed and requested in schedule A
- b) Parking permit
 - i) The purpose of which may be that of allowing a vehicle to park where it would not be normally allowed to.
 - ii) Which must be displayed and wholly visible from the outside to be valid.
- c) Placing of Obstruction permit
 - i) The purpose of which may be that of allowing temporary placement of an item or items where it would not be normally allowed to be put.
 - ii) The applicant of the permit will ensure that appropriate signage, markings, barriers or warning devices are in place so that drivers in any direction traveled to or by the obstruction are able to be aware of any possible hazard.
- d) Operating of an off road vehicle or equipment
 - i) The purpose of which may be that of allowing an off road vehicle or piece of equipment that would under normal conditions not be allowed to operate in the town.

PART 7 — REMOVAL OR IMPOUNDMENT OF VEHICLES

23. Powers of peace officers;

- a) Any Peace Officer is authorized to remove, or cause to be removed, or impounded any vehicle:
 - (i) parked in contravention of a provision of this Bylaw; or,
 - (ii) parked in contravention to the Traffic Act; or
 - (iii) where emergency conditions exist.

24. Any vehicle removed pursuant to Subsection 14 may be removed to a place designated by the Municipality, where it will remain impounded until claimed by the owner.

25. Unless the Municipality agrees, no impounded vehicle shall be released to its owner until all impounding charges have been paid. When such vehicle has been removed by a towing company on the instructions of a Peace Officer, the owner shall, in order to redeem the vehicle, make the necessary payment to the towing company.

- a) All charges for removal and Storage of a vehicle shall be in addition to any fine or penalty imposed in respect of any violation pursuant to this Bylaw.

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PART 8 – USE OF SIDEWALKS

26. No person shall ride any bicycle whereby the wheel diameter exceeds 50 cm, roller blades, skate board or drive or park any vehicle on or cause to block by having any part of or attachment to the vehicle to overhang any sidewalk.

PART 9 – GENERAL

27. No vehicle over 4800 kg gross vehicle weight shall be operated on any highway except 47th Avenue between 50th Street and 51st Street, except when going to or returning from a residence or place of business when making a delivery or a pick-up.
28. Any person or business using the Town's highways shall be responsible for any damage to the Town property.
29. No person shall operate any track vehicle equipped with metal lugs upon, over, or across any highway within the corporate limits of the Town of Bon Accord.
30. No person shall pass beyond a point designated by a Peace Officer, member of the Public Works Department, or a member of the Fire Department or Ambulance near the location of a fire or other emergency.
31. No person shall carry out an activity upon or so near a highway as to result in depositing mud, or other materials, or creating slush or ice upon a public highway.
32. As per the Province of Alberta Traffic Safety Act and the Off-Highway Vehicle Regulation, no off road vehicles will be allowed to operate on the highways or on Municipal owned property with the exception of those owned by, operated by or contracted by the Town of Bon Accord,
33. Crosswalks:
a. The Director of Operations, or his designate, is hereby authorized to designate crosswalks upon any highway and to mark same
34. Routine maintenance of highways:
Whereas in the normal course of maintenance done by or approved by the Town of Bon Accord, such as clearing or removal of snow in winter and grading of gravel surfaced roadways (including normal leveling of the surface by use of equipment such as a motor grader or adding to the surface of aggregate in sections requiring replacement aggregate) and as a result there is a difference of the level of the surface of a highway and the level of the surface of any driveway, approach, or entry way to the highway;
a. It is the responsibility of the person or persons in care and control of such to maintain a smooth transition from one surface to the other.

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- b. that the Town of Bon Accord or in the course of their duties the employees of the Town of Bon Accord will not be responsible for condition's, situations or damages resulting from a difference of surface levels

35. **Playground Zones:**

The Director of Operations or designate is hereby authorized to designate "School Zones" and "Playground Zones". The Director of Operations or his designate shall cause such zones to be marked by signs posted along the highway, by marking the pavement, by signs and lights, or both, posted or suspended over the highway.

PART 10 – SIGNS

36. The Director of Public Works, or their designate, is authorized to prescribe the location of traffic control devices including devices used to:
- i) restrict the speed of vehicles; and
 - ii) restriction in allowable gross vehicle weight.

PART 11 – SPEED LIMITS

37. The speed limit in the town of Bon Accord shall be as listed in Schedule "B".

PART 12 – PENALTIES

38. Any person who contravenes any section of this Bylaw is guilty of an offence.
39. Specified penalties as outlined in the *Provincial Offences Procedure Act* will apply to this Bylaw.
- a) any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to a fine as set out in Schedule "D" which is attached hereto and forms part of this Bylaw.
 - b) under no circumstances shall any person contravening any provisions of this Bylaw be subject to the penalty of imprisonment.
 - c) nothing in this Bylaw shall be construed as curtailing or abridging the right of the Municipality to obtain compensation or to maintain an action for loss of or damage to property from or against the person or person responsible.
40. A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
41. A violation tag may be issued to such person:
- a) either personally; or
 - b) mailing a copy of such person at his or her last known post office address.
42. The violation tag shall be in a form approved by the Municipality and shall state:
- a. the name of the person;
 - b. the offence;

**TOWN OF BON ACCORD
BYLAW #2018-08**

- c. the appropriate penalty for the offence as specified in Schedule "C" of this Bylaw;
- d. that the penalty shall be paid within thirty (30) days of the issuance of the violation tag;
- e. any other information as may be required by the Municipality.

43. Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Peace Officer, provided that no more than one violation tag per offence shall be issued for each day that the contravention continues.
44. Where a violation tag is issued pursuant to this Bylaw, the person to whom the violation tag is issued, may in lieu of being prosecuted for the offence, pay to the Town of Bon Accord, the penalty specified in the violation tag.
45. Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.
46. If the penalty specified in a violation tag is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.

PART 13 – HANDICAPPED PARKING

47. No person shall park or permit a vehicle to be parked at any location indicated by a traffic control device to be for handicapped parking, unless the person is a Holder, and the handicapped parking permit is clearly displayed on the front dash or windshield of a vehicle.

PART 14 – DANGEROUS GOODS

48. No person shall properly:
- a) park or permit a vehicle to be parked on a Highway, where that vehicle contains dangerous goods except as noted in Schedule "D",
 - b) park or permit a vehicle to be parked within 15 meters of any building, where that vehicle contains dangerous goods.
49. Subsection 48 above does not apply where the vehicle is parked while loading or unloading the Dangerous Goods in the ordinary course of business.
50. No person shall operate or permit a vehicle to be operated in the Municipality where that vehicle contains Dangerous Goods, unless:
- a) that vehicle is being operated for the loading or unloading of Dangerous Goods within the Municipality; and
 - b) the vehicle is being operated on the most direct and practicable route through the Municipality.

PART 15 – AMENDMENT OF SCHEDULES

51. All schedules relating to this Bylaw, as attached, may be changed from time to time by resolution of Council.

**TOWN OF BON ACCORD
BYLAW #2018-08**

This Bylaw rescinds Bylaw 2015-04

Read a first time this 16th day of April 2019.

Mayor Dave Hutton

Chief Administrative Officer Joyce Pierce

Read a second time this 7th day of May 2019.

Mayor Dave Hutton

Chief Administrative Officer Joyce Pierce

Read a third, and final time this 7th day of May 2019.

Mayor Dave Hutton

Chief Administrative Officer Joyce Pierce

**TOWN OF BON ACCORD
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Schedule "A"
Parade Permits
Section 4 (1)

A person applying for a parade permit is to advise of the proposed route, liability, and deal with temporary suspensions of parking and loading restrictions.

Parade permits must be obtained from the Town Office a minimum of two weeks in advance of the event date and shall include the following information:

1. Name of contact person and phone number.
2. Sponsoring group.
3. Purpose.
4. Date and the expected start time and finish time.
5. Expected number of participants.
6. Types of vehicles and expected number in total.
7. Staging area.
8. Route.
9. Dispersing area.
10. Areas where parking will need to be restricted.
11. Roads that will need to be closed.
12. Method(s) to be used for notifying persons who will be affected by the parade.
13. Proof of liability insurance in the amount of \$1,000,000.

TOWN OF BON ACCORD

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Schedule "B"

Speed Limits

The speed limit in the Town of Bon Accord shall be 40 kilometers per hour or as otherwise posted or listed on this schedule.

School zones shall be 30 km per hour in the school block only.

The speed limit near playgrounds shall be 30 km per hour between playground signs.

The speed limit in lane ways shall be 20 km per hour.

The speed limit in Bon Acres Crescent shall be 20 km per hour.

The speed limit on 48 avenue between 50th and 51st Streets shall be 20 km per hour.

TOWN OF BON ACCORD

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Schedule "C"

Fines for Infractions

Section No.	Offence In general terms. Wording of bylaw itself has precedence	Penalty 1st offence	Penalty 2nd offence	Penalty Subsequent offences
3	Parking in excess of 72 hours	75.00	150.00	300.00
4 and 5	Illegal Parking	100.00	175.00	350.00
6	Parking on undesignated town property	75.00	150.00	300.00
7	Parking of unattached trailer	100.00	150.00	300.00
8	Vehicle over 4800 Kg. parked in undesignated area	250.00	375.00	500.00
9	Parking other than allowed vehicles in loading zone	50.00	75.00	100.00
10	Parking longer than allowed in passenger loading zone	50.00	75.00	100.00
11	Parking outside or not totally within designated area	50.00	75.00	100.00
12	Parking in designated spot	50.00	75.00	100.00
13	Parking on or driving over town owned land not for parking	100.00	150.00	300.00
14	Parking other than permitted in construction zone	50.00	75.00	150.00
15 (b)(c)	Parking in violation of temporary no parking signs	100.00	150.00	300.00
3 (5)	Exceeding Posted Parking maximum time	50.00	75.00	150.00
16	Obstruction or Impeding traffic	250.00	375.00	500.00
19	Improper parking for loading or unloading	75.00	100.00	150.00
20	Parade without permit	100.00	150.00	200.00
22,b),ii	Failure to properly display permit	25.00	50.00	75.00
22,c),ii	Failure to put suitable warnings of obstruction	50.00	100.00	150.00
26	Improper use of sidewalk	100.00	100.00	100.00
27	Over weight vehicle	200.00	250.00	300.00
29	Tracked vehicle with metal lugs	300.00	400.00	500.00
30	Passing designated point under control of authorized person	300.00	450.00	650.00
31	Activity so as to allow mud, slush or ice on highway	200.00	350.00	500.00
32	Off road vehicle on roads or town property	As per Alberta traffic act		
47	Parking in a handicap zone	150.00	250.00	500.00
48 (a)(b)	Improper dangerous goods parking	500.00	750.00	1000.00
50(a)(b)	Driving of dangerous goods on unauthorized highway	500.00	750.00	1000.00
11 (37)	Speeding	Offences Act	Offences Act	Offences Act

**TOWN OF BON ACCORD
BYLAW #2018-08**

Schedule "D"

Designated Dangerous Goods Parking Area (s)

Dangerous Goods Parking areas are as follows:

1. On the south side only of the service road 47th Avenue between 50th and 51st Street – 4 hours maximum.

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: September 21, 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 12 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. The Town of Redwater, Town of Legal, Town of Bruderheim, Lamont County and Sturgeon School Division have chosen not to designate September 30 as a holiday at this time. Sturgeon County has advised they will be bringing this to their council in the coming weeks. The Town of Morinville has chosen not to pursue holiday designation at this time. St. Albert Public Schools and Greater Catholic Schools will be closing their schools and division offices annually on September 30.

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: September 14, 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.~~ 10-10. Thanksgiving Day

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

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

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

~~13-14.~~ 14-14. 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

Council Report – September 21, 2021

The following is a list of my activities as Mayor from August 12, 2021 to September 15, 2021.

August 16, 2021	Conducted second round CAO interview (In-person).
August 17, 2021	Attended the Town of Bon Accord – Regular Meeting of Council. (In-person).
August 18, 2021	Conducted second round CAO interview (In-person).
August 18, 2021	Attended a regional Mayors Dinner hosted by Town of Redwater Mayor Mel Smith.
August 19, 2021	Conducted second round CAO interview (In-person).
August 21, 2021	Participated in the Town of Redwater Discovery Days parade.
August 23, 2021	Attended the Staff farewell luncheon for outgoing CAO Joyce Pierce. <ul style="list-style-type: none">• Presentations conducted.• I want to thank Joyce and wish her all the best on her future endeavours.
August 25, 2021	Attended the Council farewell dinner for outgoing CAO Joyce Pierce.
August 26, 2021	Attended the Roseridge Waste Management Service Commission (RWMSC roseridge.ab.ca) regular meeting. (In-person) <ul style="list-style-type: none">• Passed third and final reading of the Commission Corporate Bylaw.
August 23-27, 2021	Liaised with HumanEdge, Brownlee LLP, in preparation of contract and offer for candidate for new CAO. Offer accepted and contract signed on August 27, 2021.
August 30, 2021	Participated in an AHS Town Hall on Covid -19 vaccinations (Virtual).
August 31, 2021	Attended the Town of Bon Accord – Special Meeting of Council (In-person). <ul style="list-style-type: none">• Appointed Jodi Brown as the Chief Administrative Officer (Town Manager), effective September 1, 2021. Welcome and congratulations!
September 07, 2021	Attended the Town of Bon Accord – Regular Meeting of Council. (In-person).

September 13, 2021

Meet the Community Night cancelled/postponed due to unforeseen circumstances. Attended Community Hall to meet any individuals who may have missed notice of postponement.

General

Ongoing day to day, meeting preparation, and community engagement.

Notes:

It has been a difficult 18 months with Covid-19 and the related restrictions causing grief for everyone; medically, financially, and emotionally. The recent return to a somewhat normal way of life had been a welcome change but hasn't been without consequences as numbers are again rising.

I am encouraged by the fact that people continue to be vaccinated, some mask restrictions are back in place, and that many continue to utilize modified versions of some of the health restrictions that helped turn previous tides of the pandemic. Even so, different strains continue to manifest themselves, and we still need to be cautious as we move forward.

At this moment our Town Hall and Council Chambers remain open to the public, and I ask simply that people continue be respectful of some of the procedures that remain in place and in their dealings with those who continue to sanitize and utilize masks in their daily lives. Not everyone is the same boat health wise, and some continue to be at a greater risk from Covid. As well, private businesses reserve the right (and have always had the right) to set their own requirements for entry to protect their employees and customers. It might seem one on one to an individual entering the business, but to an employee it might be the 200th encounter for the day, putting them at a higher risk of exposure.

If we all continue to work together, we will eventually beat this virus. We have proof from past experiences that we can achieve a victory.

Finally, the reading of this report at the September 21, 2021 meeting will follow the close of Nomination Day on September 20th. I wish to thank and congratulate the nominees for Town Council for coming forward, and I wish good luck to everyone in the election on October 18th.

This ends my report.

Greg Mosychuk

Greg Mosychuk

Mayor

Town of Bon Accord

The needs of the many outweigh the needs of the few, or of the one.

-Spock-

The "problem" is not the problem. The problem is your attitude about the "problem".

-Captain Jack Sparrow-

Beware of false knowledge; it is more dangerous than ignorance.

-George Bernard Shaw-

**TOWN OF BON ACCORD
Council report**

August 15 – September 15, 2021

August 16 Attended CAO Final Interview.

August 17 Attended regular meeting of council.

August 18 Attended CAO Final Interview.

August 21 Attended Redwater Discovery Days Parade.

August 27 Attended NLLS Meeting.

August 30 Attended meeting with Dale Nally, MLA, and the Ministers in Morinville.

August 31 Attended Special meeting of council.

September 7 Attended regular meeting of council.

Notes:

Tanya May
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD



Councilor Report - for period of August 15- September 21, 2021

August 16,18 &19	Second Interviews for CAO Position hosted in the Bon Accord chambers.
August 17	Attended Regular Meeting of Council
August 23	Farewell luncheon for Joyce Pierce.
August 25	Farewell supper for Joyce with council
August 31	Special Meeting of Council for hiring CAO.
September 7	Regular Meeting of Council.

Note:

Lacey Laing

Councilor

Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period August 12 – September 15, 2021

August 16, 2021 CAO Interview

August 17, 2021 Regular Meeting of Council

August 18, 2021 CAO Interview

August 19, 2021 CAO Interview

August 21, 2021 Participated in Redwater Parade. Awesome day with a great turnout for the parade

August 23, 2021 Attended Fairwell Lunch for Joyce Pierce in chambers. Nice luncheon with Administration and Council. Some very touching and memorable moments.

August 25, 2021 Attended Joyce Pierce supper with council. It was really nice to have an opportunity to spend this time with Joyce.

August 26, 2021 Attended Roseridge monthly meeting

August 30, 2021 Attended Round Table discussion with Ministers. Red Tape Minister Fir, Education Minister LaGrange, Infrastructure Minister Panda and MLA / Associate Minister of Natural Gas

September 2, 2021 Attended Community Crime Prevention discussion with Justice Minister and Solicitor General Kaycee Madu

Brian Holden
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for August 12 to September 15, 2021

Aug 16, 2021	Attended in person, second round interview for CAO position
Aug 17, 2021	Attended Regular Meeting of Council
Aug 18, 2021	Attended in person, second round interview for CAO position
Aug 19, 2021	Attended in person, second round interview for CAO position
Aug 20, 2021	Attended in person Commission meeting of the ACRWC Attended Homeland Housing Board office for further work on updating board governance policies
Aug 21, 2021	Participated in Redwater Discovery Days parade
Aug 23, 2021	Attended Homeland Housing Board office for further work on updating board governance policies
Aug 25, 2021	Attended farewell supper for outgoing CAO. All the best to Joyce Pierce!
Aug 26, 2021	Attended the Redwater Mayor's Golf Tournament. Great day and great networking opportunity. Job well done Mayor Mel Smith! Enjoy retirement!
Aug 27, 2021	Attended Homeland Housing Board office for work on the last remaining policies
Aug 31, 2021	Attended the Special Meeting of Council to appoint the incoming CAO. Congratulations CAO Jodi Brown!
Sept 3, 2021	Attended Homeland Housing Board office to finalize the recommendations of the Board Governance Committee for adoption at the next upcoming meeting of the board
Sept 7, 2021	Attended the Regular Meeting of Council
Sept 13, 2021	Attended a Special Meeting of Homeland Housing via Zoom Unfortunately, the "Meet the Community" engagement was postponed; however, everyone's personal safety is of paramount concern. Let's not be part of the problem!
Sept 15, 2021	Participated in the Sturgeon County Mayor's golf tournament. It was a very cold day and I may never get warm again, however I had an opportunity to reaffirm connections and relationships with other municipalities in the region. Hoping to be able to continue moving forward in the future!

Note: After catching up with the news tonight, it seems the pandemic is still not behind us. I hope everyone stays safe and we will eventually get through this!

Lynn Bidney
Councillor
Town of Bon Accord

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

MEETING: Regular Council Meeting MEETING DATE: September 21, 2021 AGENDA ITEM: Hosting Munis 101
RECOMMENDATION: THAT....
BACKGROUND: At the RMC September 7, 2021: COUNCILLOR LAING MOVED THAT administration research the possibility and financial implications of hosting “Munis 101”, following the election, in Bon Accord Chambers and bring forward findings at the next Regular Meeting of Council September 21, 2021. CARRIED RESOLUTION 21-290 Jointly owned and operated by the Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AUMA), the Elected Officials Education Program (EOEP) provides elected officials with professional development opportunities in the form of courses, such as Munis 101. Administration has reached out to the registrar for the EOEP and was advised the 2021 course schedule is at maximum capacity for facilitators as well as municipal lawyers. This topic has been brought forward to their management committee, but still requires the Board to make a decision or give direction. Costs and pricing structure would also fall to the Board. The next tentative Board meeting is scheduled for October 1, 2021. Dates are available in Edmonton in November that Council could attend: November 15 and 16 – Edmonton Convention Centre (AUMA Conference) November 22 and 23 – Edmonton Convention Centre (RMA Conference) Additionally, members of Council have a placeholder at a new Council orientation session on October 28, 2021 in Morinville hosted by Sturgeon County. Details are forthcoming.
FINANCIAL IMPLICATIONS: N/A
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: Jodi Brown, CAO Date: September 15, 2021