

Town of Bon Accord
AGENDA
Regular Council Meeting
November 2, 2021 7:00 p.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; October 5, 2021 (enclosure)
 - 3.2. Organizational Meeting of Council; October 25, 2021 (enclosure)
4. **ACTION ITEM LIST**
 - 4.1. Action Item List to October 25, 2021 (enclosure)
5. **UNFINISHED BUSINESS**
 - 5.1. Hosting Munis 101 and Registration (enclosure)
6. **NEW BUSINESS**
 - 6.1. Council Laptop and Tablet Quotes (enclosure)
 - 6.2. Christmas Hours (enclosure)
7. **BYLAWS/POLICIES/AGREEMENTS – NONE**
8. **WORKSHOPS/MEETINGS/CONFERENCES**
 - 8.1. FCSS Annual Conference (enclosure)
9. **CORRESPONDENCE**
 - 9.1. AUMA Municipal Environmental Award Attendees (enclosure)
 - 9.2. Gibbons Remembrance Day Ceremony (enclosure)
10. **NOTICE OF MOTION – NONE**
11. **CLOSED SESSION – NONE**
 - 11.1 Waste Collection Services Contract – *FOIP Act 16(1)(a)(ii), (b), and (c) – Disclosure harmful to business interests of a third party*
12. **ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
October 5, 2021 7:00 p.m.
Virtual Meeting



Live streamed on Bon Accord YouTube Channel

PRESENT

COUNCIL

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

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Falon Fayant – Corporate Finance Officer
Dianne Allen – Planning and Development Manager
Jessica Caines – Executive Assistant

CALL TO ORDER

Mayor Mosychuk called the meeting to order at 7:00 p.m.

ADOPTION OF AGENDA

MAYOR MOSYCHUK MOVED THAT items 6.1 Edmonton Global Shareholder Withdrawal and 6.6 Arena Engineering Inspection Report and Ice Refrigeration Engineering Study be moved from New Business to Unfinished Business as items 5.1 and 6.2, respectively.

CARRIED UNANIMOUSLY RESOLUTION 21-309

COUNCILLOR HOLDEN MOVED THAT Council adopt the agenda for the September 21, 2021 Regular Meeting of Council as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-310

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – September 21, 2021

DEPUTY MAYOR MAY MOVED THAT the minutes of the September 21, 2021 Regular Meeting of Council be accepted as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-311

ACTION ITEM LIST

COUNCILLOR BIDNEY MOVED THAT Council accept the Action Item List for the meeting of October 5, 2021, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-312

UNFINISHED BUSINESS

Edmonton Global Shareholder Withdrawal

COUNCILLOR LAING MOVED THAT Council approve the Edmonton Global Shareholder Withdrawal as information.

CARRIED UNANIMOUSLY RESOLUTION 21-313

Town of Bon Accord
Regular Meeting of Council Minutes
October 5, 2021 7:00 p.m.
Virtual Meeting



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Arena Engineering Inspection Report and Ice Refrigeration Engineering Study

COUNCILLOR HOLDEN MOVED THAT Council accept the Arena Engineering Inspection Report and Ice Refrigeration Engineering Study as information.

CARRIED UNANIMOUSLY RESOLUTION 21-314

NEW BUSINESS

AUMA Municipal Environmental Award

COUNCILLOR BIDNEY MOVED THAT Council accept the RFD for information and for discussion purposes.

CARRIED UNANIMOUSLY RESOLUTION 21-315

Fortis Alberta Franchise Fee 2022

DEPUTY MAYOR MAY MOVED THAT Council directs Administration to decrease the Fortis Franchise Fee for 2022 to 19%. IN FAVOUR: Councillor Holden, Deputy Mayor May, Councillor Laing, and Mayor Mosychuk. OPPOSED: Councillor Bidney

CARRIED RESOLUTION 21-316

Solar Farm Visit: Sturgeon County Mayor

COUNCILLOR LAING MOVED THAT Council direct administration to confirm October 15, 2021 for a meeting at the Solar Farm.

CARRIED UNANIMOUSLY RESOLUTION 21-317

Sturgeon County Letter – Bulk Water Station

COUNCILLOR BIDNEY MOVED THAT Council THAT Council accepts Sturgeon County's letter regarding Bulk Water Rates as information and directs administration to review the Bulk Water Rates for the 2022 budget.

CARRIED UNANIMOUSLY RESOLUTION 21-318

Bon Accord Arena: Restriction Exemption Program

COUNCILLOR HOLDEN MOVED THAT Council approve additional staffing costs for up to a maximum of \$12,000 for implementation of the Provincial Exemption Program at the Bon Accord Arena. IN FAVOUR: Councillor Holden, Councillor Laing, Mayor Mosychuk, and Councillor Bidney OPPOSED: Deputy Mayor May

CARRIED RESOLUTION 21-319

54th Avenue Road Maintenance Update

COUNCILLOR HOLDEN MOVED THAT Council accept the 54 Avenue Road Maintenance as information.

CARRIED UNANIMOUSLY RESOLUTION 21-320

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 21-321

Town of Bon Accord
Regular Meeting of Council Minutes
October 5, 2021 7:00 p.m.
Virtual Meeting

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NOTICE OF MOTION

Hosting Munis 101

COUNCILLOR LAING MOVED THAT Council direct administration to bring back to the next Regular Council Meeting with more information.

CARRIED RESOLUTION 21-322

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the October 5, 2021 Regular Meeting of Council adjourn at 8:59 p.m.

CARRIED RESOLUTION 21-323

Mayor Greg Mosychuk

Jodi Brown, CAO

Unapproved

Town of Bon Accord
Organizational Meeting of Council Minutes
October 25, 2021 7:00 p.m.
Virtual Meeting
Live streamed on Bon Accord YouTube Channel



PRESENT

COUNCIL

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

ADMINISTRATION

Jodi Brown – Chief Administrative Officer
Falon Fayant – Corporate Finance Officer
Dianne Allen – Planning and Development Manager
Jessica Caines – Executive Assistant

OPENING REMARKS: MR. DANE LLOYD, M.P. FOR STURGEON RIVER-PARKLAND

SWEARING IN OF MAYOR AND COUNCIL

CALL TO ORDER

Mayor Holden called the meeting to order at 8:40 a.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the agenda for the October 25, 2021 Organizational Meeting of Council as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-324

APPOINTMENT OF DEPUTY MAYOR

COUNCILLOR BIDNEY THAT Councillor Lacey Laing be appointed as Deputy Mayor for the next year.

CARRIED UNANIMOUSLY RESOLUTION 21-325

NEW BUSINESS

2022 Chronological Meeting Schedule

COUNCILLOR BIDNEY MOVED THAT Council approve the 2022 Regular Meeting of Council schedule as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-326

Council Appointments to Boards, Commissions, and Committees

DEPUTY MAYOR LAING MOVED THAT Council approve the Council appointments to Boards, Commissions and Committees for the upcoming year 2021-2022, as amended.

CARRIED UNANIMOUSLY RESOLUTION 21-327

Town of Bon Accord
Organizational Meeting of Council Minutes
October 25, 2021 7:00 p.m.
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APPOINTMENTS

Subdivision Approving Authority

MAYOR HOLDEN MOVED THAT Council appoints Municipal Planning Services as the Subdivision Approving Authority for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 21-328

Financial Institution

COUNCILLOR BIDNEY MOVED THAT Council designate ATB Financial as the financial institution for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 21-329

Municipal Assessor

COUNCILLOR MAY MOVED THAT Council affirms Mike Krim of Tanmar Consulting Inc. as the Town of Bon Accord's municipal assessor.

CARRIED UNANIMOUSLY RESOLUTION 21-330

Auditor

COUNCILLOR MAY MOVED THAT Council affirms the appointment of Metrix Group LLP as the Town of Bon Accord's Municipal Auditor.

CARRIED UNANIMOUSLY RESOLUTION 21-331

Legal Counsel Services

COUNCILLOR MAY MOVED THAT Council appoint Brownlee LPP as the primary solicitors to represent the interests of the Town of Bon Accord and that Reynolds, Richards, and Farmer LLP be appointed as alternate solicitors.

CARRIED UNANIMOUSLY RESOLUTION 21-332

Engineers

DEPUTY MAYOR LAING MOVED THAT Council appoint Associated Engineering as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations.

CARRIED UNANIMOUSLY RESOLUTION 21-333

Signing Authority

COUNCILLOR ROEMER MOVED THAT Council accepts the RFD regarding Signing Authority for the Town of Bon Accord as information.

CARRIED UNANIMOUSLY RESOLUTION 21-334

ADJOURNMENT

COUNCILLOR BIDNEY MOVED THAT the October 25, 2021 Organizational Meeting of Council adjourn at 9:43 a.m.

CARRIED RESOLUTION 21-335

**Town of Bon Accord
Organizational Meeting of Council Minutes
October 25, 2021 7:00 p.m.
Virtual Meeting
Live streamed on Bon Accord YouTube Channel**



Mayor Holden

Jodi Brown, CAO

Unapproved

Resolution	Resolution #	Assigned to	Status
25-Oct-21			
n/a	n/a	n/a	n/a
05-Oct-21			
Fortis Alberta Franchise Fee 2022 DEPUTY MAYOR MAY MOVED THAT Council directs Administration to decrease the Fortis Franchise Fee for 2022 to 19%. IN FAVOUR: Councillor Holden, Deputy Mayor May, Councillor Laing, and Mayor Mosychuk. OPPOSED: Councillor Bidney	21-316	Administration	Complete
Solar Farm Visit: Sturgeon County Mayor COUNCILLOR LAING MOVED THAT Council direct administration to confirm October 15, 2021 for a meeting at the Solar Farm.	21-317	Administration	Complete
Sturgeon County Letter – Bulk Water Station COUNCILLOR BIDNEY MOVED THAT Council THAT Council accepts Sturgeon County’s letter regarding Bulk Water Rates as information and directs administration to review the Bulk Water Rates for the 2022 budget.	21-318	Administration	Nov 16 RMC
Bon Accord Arena: Restriction Exemption Program COUNCILLOR HOLDEN MOVED THAT Council approve additional staffing costs for up to a maximum of \$12,000 for implementation of the Provincial Exemption Program at the Bon Accord Arena. IN FAVOUR: Councillor Holden, Councillor Laing, Mayor Mosychuk, and Councillor Bidney OPPOSED: Deputy Mayor May	21-319	Administration	Complete
Hosting Munis 101 COUNCILLOR LAING MOVED THAT Council direct administration to bring back to the next Regular Council Meeting with more information.	21-322	Administration	Nov 2 RMC

Resolution	Resolution #	Assigned to	Status
21-Sep-21			
Addition of Treaty Six and Metis Flags COUNCILLOR BIDNEY MOVED THAT the purchase of Metis and Treaty Six flags for the Veteran’s Park and the Town Office be added to the 2022 budget for consideration.	21-299	Administration	Nov 16 RMC
Memorandum of Understanding – Bon Accord & District Veteran’s Memorial Society COUNCILLOR HOLDEN MOVED THAT Council accept the enclosed MOU as information and direct administration to develop a new agreement that reflects the Town’s current relationship with the Gibbons Legion.	21-302	Administration	Ongoing
07-Sep-21			
Bylaw Enforcement Bylaw #2021-09 COUNCILLOR HOLDEN MOVED THAT Council give Bylaw Enforcement Officer Bylaw #2021-09 first reading and directs administration to amend, bringing back for second and third readings.	21-287	Administration	Ongoing

Resolution	Resolution #	Assigned to	Status
17-Aug-21			
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.	21-237	Public Works	Ongoing
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.	21-248	Mayor	Complete
June 1, 2021			
FCSSAA Annual Conference COUNCILLOR BIDNEY MOVED THAT Council accepts the information on the 2021 Annual FCSSAA Conference as presented and direct administration to provide Council with further details on the conference program, registration deadlines and conference fees once available.	21-206	Administration	Nov 2 RMC

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 2, 2021
Presented by:	Jodi Brown (Town Manager/CAO)
Title:	Hosting Munis 101 and Registration
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

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.

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**

Administration 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.

At the RMC October 5, 2021:

COUNCILLOR LAING MOVED THAT Council direct administration to bring back to the next Regular Council Meeting with more information.

Although this topic was scheduled to be addressed at the Board meeting on October 1, 2021, administration has been advised that, due to Covid-19, adequate time was not found available to discuss the matter. As a supplement, the registrar provided a very rough estimated cost for hosting this training that may be helpful for future consideration:

“With catering and venue on the requesting municipality...costs are roughly \$7000 - \$9000 to bring out a facilitator and municipal lawyer plus staff and materials...”

Additionally, a minimum of 10 attendees would be required. With the four upcoming dates in Edmonton below, the registrar thought it likely that neighbouring communities

would take advantage of these sessions and may not require additional sessions in 2022.

Dates for Munis 101 available in Edmonton in November:

- November 15 and 16 – Edmonton Convention Centre (AUMA Conference)
- November 22 and 23 – Edmonton Convention Centre (RMA Conference)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council is currently registered to attend the AUMA Conference, however, registration for Munis 101 is a separate cost from the Conference. November 16 is a Council meeting day, leaving November 22 and 23 as the preferred dates to register attendees. These sessions tend to fill quickly, therefore it is advisable to register as soon as possible.

STRATEGIC ALIGNMENT

(Council's Vision, Mission, and Values are strongly connected to the Strategic Plan.)

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

COSTS/SOURCES OF FUNDING

Annual budget

\$375.00 + GST per person.

The Council remaining budget for Memberships and Registrations is \$1,745. The remaining overall budget for Council (as a department) is \$33,855. The Council Mileage and Subsistence budget was \$15,000, however due to many events being virtual or postponed due to the pandemic, there is \$14,533 remaining within that budget line item.

RECOMMENDED ACTION (by originator)

That Council direct administration to register those wishing to attend Munis 101 on November 22 and 23, 2021.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 2, 2021
Presented by:	Jodi Brown (Town Manager/CAO)
Title:	Council Laptop and Tablet Quotes
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

In 2017, five members of Council received laptops to assist with Town business. It has come to Administration's attention that the laptops are slowing down considerably. Further investigation through the Town's IT agency, Trinus, has determined this is due not only to depleting memory (RAM), but also the age of the laptops.

At the RMC March 17, 2020, the option was given to add more RAM or purchase new laptops. Regarding the quotes given:

COUNCILLOR LAING MOVED THAT Council direct administration to decline quotes for Council laptops. **CARRIED RESOLUTION 20-104**

In 2021, two Councillors relinquished their laptops to Administration as they are so slow, that they are not usable. Trinus has agreed to provide two laptops to these two Councillors free of charge for two months until the 2022 budget year begins.

Administration has received updated quotes for Council with two options: laptops or tablets with keyboards (attached). The quotes are for the remainder of our contract term, beginning January 2022.

Administration has been advised that even if new laptops or tablets are ordered right away, they would take a minimum of 4-6 weeks to arrive.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Trinus advised that the purchase of additional memory may only be a temporary fix since we would be adding more storage but not upgrading anything else. The laptops are nearly four years old, so they are nearing the end of their lifespan. Most new computers begin to slow down and eventually become obsolete as new technology is introduced into the marketplace. Life expectancy for new laptops is three to five years.

Our current agreement expires July 31, 2024 with the laptop warranties expiring July 22, 2023. It is recommended that laptops or tablets are kept under the MSP agreement to ensure we have support from Trinus during the life of the units. Trinus also administers Office 365, which includes Outlook email, on all devices. As per the MSP agreement,

the hardware devices ordered through the MSP agreement would belong to Trinus, therefore should there be any issues or failure with the devices, they would be repaired or replaced at no additional cost to the Town.

STRATEGIC ALIGNMENT

(Council's Vision, Mission, and Values are strongly connected to the Strategic Plan.)

STEWARDSHIP – administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

Unbudgeted expense for 2022 – the original MSP agreement with Trinus did not include Council laptops as their laptops were purchased from a different source and had been recently purchased at the time of signing the MSP agreement.

Five (5) new laptops – \$544.95 per month for 31 months beginning January 2022 (remainder of MSP agreement). This would be an additional monthly cost added to the 2022 Council budget. Previous yearly budget cost for Council contracted services (IT services) \$0 versus the new yearly budget amount of \$6,539.40.

OR

Five (5) new tablets with keyboards – \$539.70 per month for 31 months beginning January 2022 (remainder of MSP agreement). This would be an additional monthly cost added to the 2022 Council budget. Previous budget cost for Council contracted services (IT services) \$0 versus the new yearly budget amount of \$6,476.40.

RECOMMENDED ACTION (by originator)

The Council approves one of the following:

1. That Council direct administration to add the Trinus laptops quote to the 2022 budget
2. That Council direct administration to add the Trinus tablets with keyboards quote to the 2022 budget.
3. Council direct administration to...



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

QUOTE

Quote No.: QR68015-11099
 Date: 19-Oct-2021

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

RE: New Council Devices - Laptops Budget 2022

Qty	Description	Unit Price	Amount
5x	Lenovo Business Class Laptop (Council Laptops)		\$ 519.00
	Description: - 14" FHD (1920x1080) Touch - Intel Core i5, 10th Generation CPU - 16GB RAM - 256GB Solid State Drive - Intel HD Graphics - Backlit Keyboard - Built in Webcam - Fingerprint Reader - Windows 10 Professional 64bit - 4 Year Lenovo NBD ADP Warranty NOTE: - Monthly Price based on 31 Months of MSP Agreement (Jan. 2022)		
	Setup User Computer, In-house and Remote includes: - Pre-setup and burn-in testing - Remove unwanted applets and utilities pre-installed from manufacturer - Update hardware and system drivers from manufacturer - Update Windows operating system (critical and selected optional updates or service packs) - Install Anti-Virus - Install application software (ie: Office 365 and other client-supplied apps) - Register computer on client domain - Setup user logon account(if applicable) - Setup user Email - Setup printers - Setup user remote logon or VPN (if applicable) - Setup user server shares and permissions (if applicable) - Apply group policies (if applicable) - Configure user Internet permissions and firewall (if applicable) - Transfer user profile, favourites, and data from old computer to new (if applicable) - Remote installation assistance - 30 days post-installation support NOTE: - Transfer and re-configuration of 3rd party software may require the services of the software vendor at the clients expense. Trinus is not responsible for the transfer of 3rd party software and proprietary data.		\$ 0.00

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

ACCEPTANCE: The services and terms set out in this proposal are hereby agreed to: (Sign and date below)
 Bon Accord, Town of
 Per: _____ Date: _____

Amount:	\$ 519.00
Tax:	\$ 25.95
Total:	\$ 544.95

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



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

QUOTE

Quote No.: QR68015-11100
 Date: 19-Oct-2021

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

RE: New Council Devices - Tablets Budget 2022

NOTE:

- ETA of 4-6 weeks at time of order

Qty	Description	Unit Price	Amount
5x	Microsoft Surface Pro Tablet (Council Tablets)		\$ 514.00
	Description: - 12.3" FHD Multitouch Screen (2736x1824) - Intel Core i5, 10th Generation CPU - 8GB RAM - 256GB Solid State Drive - Intel HD Graphics - Built in Webcam - Windows 10 Professional 64bit - Surface Type Cover - 4 Year Microsoft ADP Depot Warranty - Platinum Color NOTE: - Monthly Price based on 31 Months of MSP Agreement (Jan. 2022)		
	Setup User Computer, In-house and Remote includes: - Pre-setup and burn-in testing - Remove unwanted applets and utilities pre-installed from manufacturer - Update hardware and system drivers from manufacturer - Update Windows operating system (critical and selected optional updates or service packs) - Install Anti-Virus - Install application software (ie: Office 365 and other client-supplied apps) - Register computer on client domain - Setup user logon account(if applicable) - Setup user Email - Setup printers - Setup user remote logon or VPN (if applicable) - Setup user server shares and permissions (if applicable) - Apply group policies (if applicable) - Configure user Internet permissions and firewall (if applicable) - Transfer user profile, favourites, and data from old computer to new (if applicable) - Remote installation assistance - 30 days post-installation support NOTE: - Transfer and re-configuration of 3rd party software may require the services of the software vendor at the clients expense. Trinus is not responsible for the transfer of 3rd party software and proprietary data.		\$ 0.00

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

ACCEPTANCE: The services and terms set out in this proposal are hereby agreed to: (Sign and date below)
 Bon Accord, Town of
 Per: _____ Date: _____

Amount: \$ 514.00
Tax: \$ 25.70
Total: \$ 539.70

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	November 2, 2021
Presented by:	Falon Fayant
Title:	Christmas Hours
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

In previous years, Council has approved the closure of the Town Office for additional Christmas hours. This year, Christmas Eve December 24th falls on a Friday, Christmas Day December 25th on Saturday, and Boxing Day December 26th on Sunday. New Years' Day January 1st is also on a Saturday. Christmas Day, Boxing Day, and New Years' Day are statutory holidays, and following Alberta employment standards guidelines, as such employees are entitled to the next regular workday off with pay.

Additionally, Council has in previous years, often approved an additional office closure day as a holiday gesture for the staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council could approve the following various options for Christmas office closure days:

Option 1: Close at noon on Christmas Eve Friday December 24th and close at noon on Friday New Years Eve December 31st and as well the office would be closed on December 27th, December 28th, and January 3rd to recognize the statutory holidays.

Option 2: Close at noon on Christmas Eve December 24th and as well the office would be closed on December 27th, December 28th, and January 3rd to recognize the statutory holidays.

Option 3: Closed on Christmas Eve December 24th and as well the office would be closed on December 27th, December 28th, and January 3rd to recognize the statutory holidays.

Option 4: Closed only to recognize the statutory holidays on December 27th, December 28th, and January 3rd.

STRATEGIC ALIGNMENT

Follows the value of integrity – promoting consistency, and the vision of a hometown feeling, that the Town is recognizing the holiday spirit and family togetherness.

COSTS/SOURCES OF FUNDING

None – salaries and wages are a budgeted item.

RECOMMENDED ACTION (BY ORIGINATOR)

That Council approves one of the following:

1. THAT Council approves the office closure at noon on December 24th and noon on December 31st
2. THAT Council approves the office closure at noon on December 24th
3. THAT Council approves the office closure on December 24th
4. THAT Council does not approve the office closure for additional Christmas hours.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	November 2, 2021
Presented by:	Jodi Brown (Town Manager/CAO)
Title:	FCSS Annual Conference
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Town of Bon Accord has entered into an agreement with the province of Alberta to provide an FCSS (Family and Community Support Services) program and therefore, maintains an annual membership with the FCSS Association of Alberta (FCSSAA).

The FCSSAA provides orientation and education to its members (advisory boards, staff, and council members) via conferences and training events.

This information was presented to Council during the June 01st, 2021 Regular Meeting of Council. Administration was directed to bring the information forward again (including registration fees) after the 2021 municipal election.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Every year, the FCSSAA offers an annual conference with a variety of speakers and presentations related to emerging social issues and preventative social services programs. Additionally, this conference creates opportunities for networking with other FCSS program staff, elected officials, and board members from across the province. In the past, provincial FCSS staff and ministry officials have also been in attendance and/or provide remarks on behalf of the province. Municipal elected officials typically attend this conference to learn more about Family and Community Support Services and funding advocacy at the provincial level.

In 2021, the FCSSAA Annual Conference is planned to take place virtually on December 02nd and December 03rd, 2021.

The Community Services Advisory Board oversees FCSS programs and events. Councillor May is the Council representative on this Board and Councillor Laing is the alternate.

Any member of Council may attend the FCSS Conference, however it may be most beneficial for those Council members appointed to the Community Services Advisory Board.

Note, the Recreation and Community Services Manager for the Town of Bon Accord is registered to attend this Conference.

STRATEGIC ALIGNMENT

Strategic Priority #5: The Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Early Bird for members and Associate members until November 5: \$175 per person
After November 5: \$225.

The Council remaining budget for Memberships and Registrations is \$1,745. The remaining overall budget for Council (as a department) is \$33,855. The Council Mileage and Subsistence budget was \$15,000, however due to many events being virtual or postponed due to the pandemic, there is \$14,533 remaining within that budget line item.

RECOMMENDED ACTION (by originator)

That Council approve Councillors _____ (list names) to attend the FCSS Virtual Conference on December 03rd and December 04th, 2021.



2021 FCSSAA Conference

Thursday, Dec 02

08:30 AM - 08:55 AM

Welcome and Greetings from FCSSAA President

Karen Rosvold
FCSSAA President, FCSSAA

Thursday, Dec 02

09:00 AM - 10:00 AM

Opening Keynote | Relax Dammit: Healthy and Happy in the Age of Anxiety

Timothy Caulfield
Professor of Health Law & Science Policy | Author of *Is Gwyneth Paltrow Wrong About Everything?*

In this presentation, Timothy Caulfield will explore the things we all stress about in a typical day, from when we get out of bed to how much coffee to drink to how our kids get to school to how we handle our email to how we can be more productive to whether we should sit on that dirty toilet seat. We make, and worry about, a thousand big and little decisions during our waking hours. Too often these decisions are dictated by concerns or beliefs about our world that simply aren't true. These misperceptions impact our day-to-day decisions and, I ...

Thursday, Dec 02

10:00 AM - 10:05 AM

Break

Thursday, Dec 02

10:05 AM - 11:05 AM

Rural Mental Health Network's Panel Presentation: Building Better Mental Health in Rural Communities

Breakout #1

Charlene Sitar

FCSS Family Life Coordinator, Hinton

Jessica Turowski

Project Manager, Rural Mental Health Project

Pearl Lorentzen

Journalist

Sari Werezak

Executive Director, Greenwood Neighbourhood Place Society

In 2018, the Rural Mental Health Project launched to support up to 150 rural and remote communities interested in working to support better mental health and wellbeing, thanks to support from Alberta Health and FCSSAA. Through offering training, funding, network connections, and shared learnings, over 100 rural communities are taking part in the RMH Project and Network. Local community members, known as Animators, are facilitating community-based discussions to help priority-setting, collaboration, and building mental health actions plans that are meaningful to their communities' values and circumstances. This panel presentation will highlight the project and network activities, while sharing the diverse ...

Thursday, Dec 02

10:05 AM - 11:05 AM

The Resilient Youth in Stressed Environments (RYSE) Project

Breakout #2

Dr. Margherita Cameranesi

RYSE, Dalhousie University

Lola Strand

Program Manager, Drayton Valley and District Family and Community Support Services (FCSS)

The Resilient Youth in Stressed Environments (RYSE) project is a research study led by the Resilience Research Centre (RRC) at Dalhousie University that is working to understand youth resilience in communities impacted by the oil and gas industry. The project is a large multi-disciplinary collaboration between researchers and community partners that share a common interest in addressing the impact of economic volatility on youth wellbeing and strengthening the aspects of their lives that make them resilient when the world around them is changing. Results from the study are helping us understand young people's identities, the ways they are adapting to ...

Thursday, Dec 02

10:05 AM - 11:05 AM

Relationship Building with Indigenous Peoples – Building the Foundation

Breakout #3

Mitch Wincentaylo

Indigenous Engagement Coordinator

How does one start meaningful engagement with our Indigenous friends and relatives? There are many factors to consider, which may be a little overwhelming at first. However, Mitch, from the Town of Devon will be offering this presentation to touch on what real and genuine engagement looks like, and provide some details on topics such as approach, protocol, and Treaty. Mitch has been working with Indigenous Peoples and learning about their cultures for many years and will be sharing his experience, active leadership role and some best practices of relationship building. Using the Indigenous Engagement Framework document he helped write ...

Thursday, Dec 02

11:05 AM - 11:15 AM

Break

Thursday, Dec 02

11:15 AM - 12:15 PM

Creating Safer and More Inclusive Spaces for LGBTQ2S+ People

Breakout #1

Marni Panas

This presentation will explore how to better work with, support and advocate for clients, family, friends and colleagues who identify as a sexual or gender minority (LGBTQ2S+). In this honest and inspiring talk, Marni Panas shares her sometimes heartbreaking, other times funny, but always real journey as a transgender woman as she engages the audience in learning what we can do to improve the experience for this often marginalized and vulnerable population. This session will not be available on demand.

Thursday, Dec 02

11:15 AM - 12:15 PM

Neighbourhood Development is More than Block Parties!

Breakout #2

Angie Dedrick

Community Development Coordinator - Neighbourhoods, City of St. Albert

Krista Allan

Community Development Coordinator

Kristy O'Hara

Social Development Administrator

This session will highlight why Neighbourhood Development work is so important to addressing the larger social issues in our communities. Practical examples, tools, and tips will be shared, including St. Albert's, and other Alberta communities', path to neighbourhood connection.

Thursday, Dec 02

11:15 AM - 12:15 PM

VIRTUAL ENGAGEMENT 101: Discover How to Bring Your Online Presentations to Life

Breakout #3

Jesse Szymanski

CEO, Modern Muse Media

Melissa Lameroux

Facilitator, Modern Muse Media

Join Jesse and Melissa from Modern Muse Media for this engaging session where they'll give you practical tools and know-how to bring fun and interactivity to your virtual presentations regardless of what platform is being used. Give your presentations new life, present your ideas and tell your story in new and engaging ways, and leave your audience excited and ready to take action.

Friday, Dec 03

08:30 AM - 08:55 AM

Welcome

Friday, Dec 03

09:00 AM - 10:00 AM

Keynote Speaker | How “Leadership” Gets in the Way of Leading: Lessons from Covid-19AB

Dr. Cristina Stasia

Director of Leadership Training and Program Development, Peter Lougheed Leadership College

How we think about leadership shapes how we lead and who we think can lead. The recent Covid-19 pandemic showed us that, especially in Alberta, outdated understandings of leadership are still dominant. In this talk, I will use examples from the pandemic to encourage an updated understanding of leadership that challenges the idea that leadership is based on a role or personal capacity. When we think of leadership this way, it limits our ability to do the work of leadership—something the recent handling of the pandemic brings into sharp relief. And, as the Covid 19 crisis has shown us, leadership ...

Friday, Dec 03

10:00 AM - 10:05 AM

Break

Friday, Dec 03

10:05 AM - 11:05 AM

Continuing the Dialogue About Leadership During Crisis

Breakout #1

Dr. Cristina Stasia

Director of Leadership Training and Program Development, Peter Lougheed Leadership College

Join Dr. Stasia in a breakout session to continue the conversation that began during her keynote speech. This session will not be available on demand.

Friday, Dec 03

10:05 AM - 11:05 AM

Domestic Violence in Alberta: A Current and Future State Summary

Breakout #2

Amy Munroe

Direct Service Team Lead, Sagesse Domestic Violence Prevention Society

Carrie McManus

Director of Programs and Innovation, Sagesse Domestic Violence Prevention Society

This presentation will provide an overview of the state of domestic violence across Alberta, examining rates and occurrences and the impact of the COVID-19 Pandemic. Throughout this presentation attendees will be provided with opportunity to learn about initiatives happening across the province, ways to engage their communities and citizens in domestic violence programming and specialized programming being offered directly to FCSS locations through Sagesse.

Friday, Dec 03

10:05 AM - 11:05 AM

Board Time is Precious – Don't Waste It

Breakout #3

Linda Wood Edwards

LUE-42 Enterprises

We know that being on a board takes more time than what is spent at the meeting. How do we prepare, pull together to make good decisions, and follow up? We'll go back to the basics to understand what is really expected of us as board members (HINT: it may be different from what we're used to doing). Then we'll introduce new ideas and best practices to make use of our precious time and talent. The session will introduce the following topics: Every board's role in direction and control Three non-negotiable duties of a director: Fiduciary, Strategic, Generative Governance (board) ...

Friday, Dec 03

11:05 AM - 11:15 AM

Break

Friday, Dec 03

11:15 AM - 12:30 PM

Plenary Session

FCSS Provincial Update

Friday, Dec 03

12:30 PM - 01:00 PM

Break

Friday, Dec 03

01:00 PM - 03:00 PM

FCSSAA AGM

From: [Anita Sookar](#)
To: [cao](#)
Cc: [Jessica Caines](#)
Subject: FW: Municipal Environmental Award – Municipalities with populations of under 2,500 - Town of Bon Accord
Date: October 26, 2021 12:24:58 PM
Attachments: [image813351.png](#)
[image646428.png](#)
[image544470.png](#)
[image934635.png](#)
[image866698.png](#)
[image459824.png](#)
[image631483.png](#)
[image375844.png](#)
[image109729.png](#)
[image598135.png](#)
[image964834.png](#)
[image720791.png](#)
[image887010.png](#)
[image437892.png](#)
[image166908.png](#)
[Municipal Environmental Award – Municipalities with populations of under 2,500 - Town of Bon Accord.pdf](#)

Good afternoon,

The AUMA Municipal Environmental Award – Municipalities with populations under 2,500 will be presented at the AUMA Convention on November 18, 2021 at the Edmonton Convention Centre.

On behalf of the AUMA Board of Directors, I would like to invite you to attend the AUMA Networking Event and Awards Reception from 4:30 p.m. to 5:30 p.m. in the Assembly Foyer.

The awards video will be played in the morning for all registrants at Convention and at the reception, recipients will be acknowledged on stage. Following the acknowledgement, recipients will collect their award and have the opportunity for a photo (off stage).

Please confirm attendance to the reception and also provide the names of the attendees. Thank you.

Best Regards,

Anita Sookar BA, MSc, NCSO, CPHR, P.AdM | Governance Coordinator, Corporate Governance
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.989.7406 | E: ASookar@auma.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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AUMA is doing its part to protect the health of its members, partners, and employees.
Fully vaccinated and masked visitors will be welcome at the AUMA office.
Please contact us to make alternative arrangements if you are unable to meet these requirements.

From: Anita Sookar <ASookar@auma.ca>
Sent: September 28, 2021 9:53 AM
To: gmosychuk@bonaccord.ca
Cc: Joyce Pierce <CAO@bonaccord.ca>
Subject: Municipal Environmental Award – Municipalities with populations of under 2,500 - Town of Bon Accord

Good morning Mayor,

Please see attached letter from AUMA's Interim President.

If you have any questions, please do not hesitate to contact me.

Best Regards,

Anita Sookar BA, MSc, NCSO, CPHR, P.Adm | Governance Coordinator, Corporate Governance
ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.989.7406 | E: ASookar@auma.ca

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From: [rcsmanager](#)
To: [Jessica Caines](#)
Subject: FW: Remembrance Day
Date: October 29, 2021 10:46:59 AM

-----Original Message-----

From: Louise Bauder <LBauder@gibbons.ca>
Sent: October 29, 2021 9:33 AM
To: rcsmanager <rcsmanager@bonaccord.ca>
Subject: Remembrance Day

Good morning Lila,

The Gibbons Legion would like to invite a member of Bon Accord Council to attend our Remembrance Day Service November 11, 2021 at the cenotaph at the Legion to lay a wreath. This will be an outside service. We ask that they be there about 10:45.

The Legion will be open after the service for refreshments and entertainment. The Legion is open under R.E.P. Please RSVP with the name of the Councillor attending.

Thank you
Louise Bauder
Gibbons Legion
Poppy & Remembrance Chairman

Sent from my iPad