

Town of Bon Accord
AGENDA
Regular Council Meeting
December 7, 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; November 16, 2021 (enclosure)
- 4. DELEGATION**
 - 4.1. Brenda Gosbjorn – Bon Accord Library Budget Presentation 7:10 p.m. (enclosure)
 - 4.2. Myrna Ross – Communities in Bloom 7:20 p.m.
- 5. ACTION ITEM LIST**
 - 5.1. Action Item List to November 16, 2021 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. 2022 Budget Presentation (enclosure)
- 7. NEW BUSINESS**
 - 7.1. January 4, 2022 Regular Council Meeting Cancellation (enclosure)
 - 7.2. Outdoor Skating Rink (enclosure)
 - 7.3. Strategic Plan Update (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**

BYLAWS

 - 8.1. Code of Ethics Policy and Code of Conduct Bylaw (enclosure)

POLICIES

 - 8.2. Declaration of Special Days, Weeks, or Months Policy Amendment (enclosure)
 - 8.3. Cheque Signing Policy (enclosure)

AGREEMENTS

 - 8.4. CRASC Memorandum of Agreement (MOA) (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES – NONE**
- 10. CORRESPONDENCE**
 - 10.1. Minister of Municipal Affairs, Rick McIver – Congratulatory Letter (enclosure)
 - 10.2. Premier Jason Kenny— Congratulatory Letter (enclosure)
- 11. NOTICE OF MOTION**

Town of Bon Accord
AGENDA
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12. CLOSED SESSION

- 12.1.** Sturgeon County Request re: Bulk Water Services – *FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations*

13. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
November 16, 2021 8:30 a.m.**



**Virtual Meeting
Live streamed on Bon Accord YouTube Channel**

**PRESENT
COUNCIL**

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

ADMINISTRATION

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

CALL TO ORDER

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

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the agenda for the November 16, 2021 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-353

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – November 2, 2021

COUNCILLOR BIDNEY MOVED THAT the minutes of the November 2, 2021 Regular Meeting of Council be adopted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-354

DELEGATION

James MacDonald and Vicky Lefebvre – Northern Lights Library System

COUNCILLOR MAY MOVED THAT Council accept the NLLS delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 21-355

Damin Massicotte – Trinus

COUNCILLOR MAY MOVED THAT Council accept the Trinus delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 21-356

Sgt. Chris Palfy – Morinville RCMP

COUNCILLOR BIDNEY MOVED THAT Council accept Sgt. Chris Palfy's delegation as presented.

**Town of Bon Accord
Regular Meeting of Council Minutes
November 16, 2021 8:30 a.m.
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CARRIED UNANIMOUSLY RESOLUTION 21-357

DEPARTMENT REPORTS

COUNCILLOR BIDNEY MOVED THAT the department reports be accepted as presented.

CARRIED UNANIMOUSLY RESOLUTION 21-358

Mayor Holden called a short recess at 10:38 a.m.

Mayor Holden called the meeting back to order at 10:48 a.m.

ACTION ITEM LIST

COUNCILLOR MAY MOVED THAT Council accept the Action Item List to November 2, 2021 as information.

CARRIED UNANIMOUSLY RESOLUTION 21-359

UNFINISHED BUSINESS

Council Laptop and Tablet Discussion

COUNCILLOR BIDNEY MOVED THAT Council approves the extension of the Trinus MSP agreement to 2025 and the purchase of 5 tablets at a cost of \$4,560 per year for the duration of the contract.

CARRIED UNANIMOUSLY RESOLUTION 21-360

Wetland Study

COUNCILLOR MAY MOVED THAT Council approves the wetland storage study as information and directs administration to provide further information regarding the reserve fund, phased construction and immediate solutions to mitigate flooding of adjacent residents AND to also look into grant funding that would be applicable to this project.

CARRIED UNANIMOUSLY RESOLUTION 21-361

COUNCILLOR BIDNEY MOVED THAT Council extend the meeting past 12 o'clock.

CARRIED UNANIMOUSLY RESOLUTION 21-362

NEW BUSINESS

2022 Budget Presentation

COUNCILLOR MAY MOVED THAT Council accept the 2022 draft Operating budget and 2023 to 2025 draft operating plan and the 2022 draft capital budget and 2023 to 2027 draft capital plan as information.

CARRIED UNANIMOUSLY RESOLUTION 21-363

Municipal Development Plan (MDP)

COUNCILLOR BIDNEY MOVED THAT Council approves the revision of the Municipal Development Plan as information.

**Town of Bon Accord
Regular Meeting of Council Minutes
November 16, 2021 8:30 a.m.**



**Virtual Meeting
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CARRIED UNANIMOUSLY RESOLUTION 21-364

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 21-365

CORRESPONDENCE

COUNCILLOR BIDNEY MOVED THAT Council accepts the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 21-366

CLOSED SESSION

Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations

COUNCILLOR BIDNEY MOVED THAT Council go into closed session at 12:55 p.m.

CARRIED UNANIMOUSLY RESOLUTION 21-367

COUNCILLOR MAY MOVED THAT COUNCIL come out of closed session at 1:16 p.m.

CARRIED UNANIMOUSLY RESOLUTION 21-368

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed with discussions relative to regional collaboration, as discussed.

CARRIED UNANIMOUSLY RESOLUTION 21-369

ADJOURNMENT

COUNCILLOR BIDNEY MOVED THAT the November 16, 2021 Regular Meeting of Council adjourn at 11:48 a.m.

Mayor Brian Holden

Jodi Brown, CAO

Town of Bon Accord Library Board	Actual 2020	Approved 2021 Budget	Actual 2021 YTD	Variance 2021 YTD	Approved 2022 Budget
Expenses					
Wages (includes vac. Pay & employer contributions)	61,576.64	70,600.00	50,553.57	20,046.43	72,000.00
Payroll Admin Fee	410.00	0.00	1,605.00	-1,605.00	2,000.00
WCB	191.20	400.00	200.00	200.00	425.00
Training: Digital Upgrading (New Staff Training)	0.00	1,000.00	0.00	1,000.00	500.00
Mileage	0.00	500.00	0.00	500.00	500.00
NLLS Transfer fee	8,030.00	8,150.00	8,150.00	0.00	8,273.00
Telephone	1,424.40	1,700.00	1,187.00	513.00	1,700.00
Miscellaneous	0.00	500.00	0.00	500.00	500.00
Insurance	2,124.04	2,230.00	2,328.58	-98.58	2,230.00
Photocopier Contract (includes maintenance)	3,070.74	2,260.00	1,497.35	762.65	2,260.00
Programming	329.25	3,500.00	0.00	3,500.00	2,500.00
Debit Machine	874.23	700.00	638.18	61.82	700.00
General & Office supplies	337.49	1,500.00	0.00	1,500.00	1,000.00
Lost and damaged materials	119.50	400.00	7.95	392.05	400.00
Bank Fees	0.00	80.00	0.00	80.00	80.00
Total Expenses	78,487.49	93,520.00	66,167.63	27,352.37	95,068.00
Income					
Town Contribution	40,224.00	40,224.00	40,224.00	0.00	41,500.00
Town Per Capita	2,976.00	2,976.00	2,976.00	0.00	2,976.00
Provincial Grant	16,650.00	16,650.00	16,650.00	0.00	16,650.00
Sturgeon county Operating Grant	6,000.00	6,000.00	6,000.00	0.00	6,000.00
Sturgeon County Rural Grant	16,650.00	16,650.00	16,781.13	-131.13	16,650.00
Fees and Fines (Card fees and fines)	4,000.00	4,000.00	4,000.00	0.00	4,000.00
Other revenue (copies, faxes,)	1,500.00	1,624.00	1,624.00	0.00	1,624.00
Programming Income	3,176.00	3,176.00	3,176.00	0.00	3,176.00

Used Book Sales	1,700.00	1,700.00	1,700.00	0.00	1,700.00
Interest	20.00	20.00	20.00	0.00	20.00
Donations/Fund Raisers	500.00	500.00	500.00	0.00	772.00
Total Income	93,396.00	93,520.00	93,651.13	-131.13	95,068.00
Grand Total	14,908.51	0.00	27,483.50	-27,483.50	0.00
Town of Bon Accord Library Board					
Board Chair: Brenda Gosbjorn					
Signature Date					

Budget 2020-2023	Proposed 2022 Budget	Proposed 2023 Budget
Town of Bon Accord Library Board		
Expenses		
Wages (includes vac. Pay & employer contributions)	\$72,000	\$72,000
Payroll Admin Fee	0	0
WCB	\$425	\$425
Training: Digital Upgrading (New Staff Training)	\$1,000	\$1,000
Mileage	\$500	\$500
NLLS Transfer fee	\$8,273	\$8,273
Telephone	\$1,700	\$1,700
Miscellaneous	\$500	\$500
Insurance	\$2,230	\$2,230
Photocopier Contract (includes maintenance)	\$2,260	\$2,260
Programming	\$3,500	\$3,500
Debit Machine	\$700	\$700
General & Office supplies	\$1,500	\$1,500
Lost and damaged materials	\$400	\$400
Bank Fees	\$80	\$80
Total Expenses	\$95,068	\$95,068
Town of Bon Accord Library Board		
Board Chair: Brenda Gosbjorn		
Signature Date		
Income	2022	2023
Town Contribution	\$41,500	\$41,500
Town Per Capita	\$2,976	\$2,976

Provincial Grant	\$16,650	\$16,650
Sturgeon county Operating Grant	\$6,000	\$6,000
Sturgeon County Rural Grant	\$16,650	\$16,650
Fees and Fines (Card fees and fines)	\$4,000	\$4,000
Other revenue (copies, faxes,)	\$1,624	\$1,624
Programming Income	\$3,176	\$3,176
Used Book Sales	\$1,700	\$1,700
Interest	\$20	\$20
Donations/Fund Raisers	\$772	\$772
Total Income	\$95,068	\$95,068
Grand Total		
Town of Bon Accord Library Board		
Board Chair: Brenda Gosbjorn		
Signature Date		

Resolution	Resolution #	Assigned to	Status
16-Nov-21			
Wetland Study COUNCILLOR MAY MOVED THAT Council approves the wetland storage study as information and directs administration to provide further information regarding the reserve fund, phased construction and immediate solutions to mitigate flooding of adjacent residents AND to also look into grant funding that would be applicable to this project.	21-361	Administration and Public Works	Ongoing
2022 Budget Presentation COUNCILLOR MAY MOVED THAT Council accept the 2022 draft Operating budget and 2023 to 2025 draft operating plan and the 2022 draft capital budget and 2023 to 2027 draft capital plan as information.	21-363	Finance	Dec 7 RMC
Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed with discussions relative to regional collaboration, as discussed.	21-369	Administration	Ongoing
02-Nov-21			
Council Laptop and Tablet Quotes COUNCILLOR BIDNEY MOVED THAT Council defer the decision of replacing computers and research extending the MSP agreement.	21-343	Administration	Complete
Sturgeon County Request re: Bulk Water Services – FOIP Act 21(1)(b) – Disclosure harmful to intergovernmental relations DEPUTY MAYOR LAING MOVED THAT administration move forward, as discussed, with a letter to Mayor Hnatiw.	21-351	Administration	Complete
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

Resolution	Resolution #	Assigned to	Status
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
February 16, 2021 Regular Meeting of Council			
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: · Development of an Asset Management Roadmap · Improved sharing of asset management information internally and publicly · Asset management awareness training for all staff Be it further resolved that the Municipality commits \$10,300 from its budget towards the cost of this initiative.	21-054	Public Works	All info and forms submitted, Awaiting Response from FCM

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 7, 2021
Presented by:	Falon Fayant
Title:	2022 Budget Presentation
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Administration provided Council with a draft budget presentation at the November 16, 2021 Regular Meeting of Council, which was accepted as information. Following that presentation, the budget has been updated per the discussions at that meeting.

Updated pages have been provided to Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Per the MGA, Council is required to pass a budget for the upcoming fiscal year by December 31, 2021. Council must also approve three-year operating plans and five-year capital plans. These plans, unlike the budget, are for strategic purposes only and do not need to balance.

Council could elect to pass an interim budget by December 31, 2021, and then bring the budget back for final deliberations early next year. An additional year must be added to plans should Council choose to pass an interim budget. A final budget must be approved prior to passing next years taxation bylaw, which is typically passed March-April.

Alternatively, the final budget could be approved by December 31, 2021, and Council could direct administration to bring the budget back in the new year for discussion of any amendments required following the adoption of a new strategic plan.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

The budget represents all priorities of the strategic plan.

Priority 1 – Structure for Steady Positive Growth

Priority 2 – Safe and Attractive Community

Priority 3 – Maintain and Improve Infrastructure

Priority 4 – Strong Identity

Priority 5 – Sustainable Support of Municipal Programs and Recreation

COSTS/SOURCES OF FUNDING

The budget contains multiple sources of funding: municipal taxes, requisitions, franchise revenue, grants, and fees for service including but not limited to utility billing.

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council approve the 2022 Operating budget as presented and accept the 2023 to 2025 Operating Plan as information and, further THAT Council approve the 2022 Capital Budget as presented and accept the 2023 to 2027 Capital Plan as information.

Or

THAT Council accept the 2022 draft Operating Budget and the 2023 to 2025 draft Operating Plan and the 2022 draft Capital Budget and the 2023 to 2027 Capital Plan as information, and further THAT Council directs administration to schedule a Special Meeting of Council to discuss budget on December 14, 2021 from 6-8pm.

**COUNCIL REPORT
BUDGET
2022 OPERATING BUDGET & 2023 – 2025 OPERATING PLAN
2022 CAPITAL BUDGET & 2023-2027 CAPITAL PLAN**

DECEMBER 7, 2021

The documents and reports presented in this budget are in addition to the budget binder presented for Council's review at the November 16 Regular Council Meeting. This report details the items that have been updated and changed following Council discussion.

Overall, the 2022 budget shows an increase of 1.4% from the 2021 budget. The net budget for 2022, prior to general municipal revenue and requisitions, is \$1,832,181 while the net budget for 2021, prior to general municipal revenue and requisitions, was \$1,806,868. The net budget for 2022, including general municipal revenue and requisitions is balanced.

The general municipal budget includes the tax levy revenue to be collected from the 2022 Combined Assessment and Tax Notices. The base tax levy for municipal purposes collected in 2021 was \$1,517,523. The police funding for 2022 has increased to \$58,520, representing an increase over 2021 of \$18,262, and there is an increase for reserve transfers of \$5,000 to match prior years' transfers. Reserves include roads, water, sewer, fire, and a newly budgeted reserve for the solar farm. It is good practice to establish a reserve fund with the construction of a new asset.

To collect these additional funds, the total revenue expected from the municipal tax levy is \$1,540,785. Preliminary calculations (based on no changes to assessment values) would require the tax levy rates to increase by 1.53% per class.

Additional expenses added to the budget at this time would either require an increase to the municipal tax levy collected or a decrease in other areas of the budget. As the Town has a trim budget already and considering the CPI is projected to be 4% this year, decreasing other areas of the budget could add risk to the Town being unable to provide the same level or better level of services. For every approximately \$15,000 increase to the budget, the municipal tax levy would increase by approximately 1%.

Changes implemented within this draft of the budget include the following as discussed at the November 16, 2021 Regular Council Meeting (RCM):

- Remove \$6,000 from the Council (Legislative Services) budget for Strategic Planning.
- Add \$500 to the Council (Legislative Services) budget for promotional items.
- Council Contracted Services has been updated to reflect the appropriate quoted amount from Trinus for the Council tablets (\$4,560 per year).

Additional items changed include the following:

- Create a reserve fund for the solar farm of \$10,000 (this reserve fund line item has been added within the administration budget as it affects all infrastructure, and as such the administration bottom line has been increased from the previous presentation).
- Update to administration training due to updated training schedules and quotes received.

The sum of these increases and decreases did not significantly affect the bottom line as was presented at the November 16 RCM. The net budget for 2022, prior to general municipal revenue and requisitions, presented at the November 16 RCM was \$1,832,706 versus this presentation which is \$1,832,181.

Falon Fayant
Corporate Finance Officer
Town of Bon Accord



2022 Operating Budget
&
2023-2025 Operating Plan
Draft

2022 Operating Budget DRAFT
for the year ending December 31, 2022

DEPARTMENT	REVENUES		EXPENSES		2021	2022	% Change
	2021 Budget	2022 Budget	2021 Budget	2022 Budget	Net Budget	Net Budget	
General Municipal	2,231,508	2,239,201	424,488	406,494	1,807,020	1,832,707	1%
TOTAL MUNICIPAL	\$ 2,231,508.00	\$ 2,239,201.00	\$ 424,488.00	\$ 406,494.00	\$ 1,807,020	\$ 1,832,707	1%
Election	-	-	5,500	5,500	(5,500)	(5,500)	0%
Council	-	-	103,405	112,869	(103,405)	(112,869)	9%
TOTAL COUNCIL	\$ -	\$ -	\$ 108,905	\$ 118,369	-\$ 108,905	-\$ 118,369	9%
Administration	11,900	4,000	482,492	496,087	(470,592)	(492,087)	5%
TOTAL ADMINISTRATION	\$ 11,900	\$ 4,000	\$ 482,492	\$ 496,087	-\$ 470,592	-\$ 492,087	5%
Fire Services	9,285	9,471	46,888	47,007	(37,603)	(37,536)	0%
Emergency Services	-	-	23,341	21,446	(23,341)	(21,446)	-8%
Bylaw	39,236	44,719	79,493	99,739	(40,257)	(55,020)	37%
TOTAL PROTECTIVE SERVICES	\$ 48,521	\$ 54,190	\$ 149,722	\$ 168,192	-\$ 101,201	-\$ 114,002	13%
Municipal Planning	10,250	9,750	199,881	221,690	(189,631)	(211,940)	12%
Economic Development	-	5,850	105,585	112,945	(105,585)	(107,095)	1%
TOTAL PLANNING & DEVELOPMENT	\$ 10,250	\$ 15,600	\$ 305,466	\$ 334,636	-\$ 295,216	-\$ 319,036	8%
Public Works - Roads	9,091	9,964	419,115	422,057	(410,024)	(412,093)	1%
Storm Sewer & Drain	-	-	18,397	19,161	(18,397)	(19,161)	4%
Water	517,091	520,508	556,185	572,081	(39,094)	(51,573)	32%
Sewer	317,300	319,805	317,241	353,294	59	(33,490)	56662%
Garbage	146,550	91,822	170,382	115,779	(23,832)	(23,957)	1%
Cemetery	7,000	7,000	9,799	9,114	(2,799)	(2,114)	-24%
TOTAL PUBLIC WORKS	\$ 997,032	\$ 949,098	\$ 1,491,119	\$ 1,491,486	-\$ 494,087	-\$ 542,388	10%
FCSS	43,481	43,481	53,101	56,183	(9,620)	(12,702)	32%
TOTAL FCSS	\$ 43,481	\$ 43,481	\$ 53,101	\$ 56,183	-\$ 9,620	-\$ 12,702	32%
Parks	20,000	77,255	136,461	138,286	(116,461)	(61,031)	-48%
Arena	218,769	215,587	274,773	274,795	(56,004)	(59,208)	6%
Recreation	9,183	174,450	118,833	230,263	(109,650)	(55,813)	-49%
TOTAL REC & COMMUNITY SERVICES	\$ 247,952	\$ 467,292	\$ 530,067	\$ 643,344	-\$ 282,115	-\$ 176,052	-38%
Library	10,480	-	55,612	57,546	(45,132)	(57,546)	28%
TOTAL LIBRARY	\$ 10,480	\$ -	\$ 55,612	\$ 57,546	-\$ 45,132	-\$ 57,546	28%
Total Excl. General Municipal	\$ 1,369,616	\$ 1,533,662	\$ 3,176,484	\$ 3,365,843	-\$ 1,806,868	-\$ 1,832,181	1.40%
Total Incl. General Municipal	\$ 3,601,124	\$ 3,772,863	\$ 3,600,972	\$ 3,772,337	\$ 152	\$ 526	246%

DEPARTMENT	REVENUES				EXPENSES				2022	2023	2024	2025
	2022 Budget	2023 Plan	2024 Plan	2025 Plan	2022 Budget	2023 Plan	2024 Plan	2025 Plan	Net Budget	Net Plan	Net Plan	Net Plan
General Municipal	2,239,201	2,282,485	2,297,796	2,313,465	406,494	416,656	427,073	437,750	1,832,707	1,865,828	1,870,723	1,875,715
TOTAL MUNICIPAL	\$ 2,239,201.00	\$ 2,282,484.79	\$ 2,297,795.61	\$ 2,313,464.72	\$ 406,494.00	\$ 416,656.35	\$ 427,072.76	\$ 437,749.58	\$ 1,832,707	\$ 1,865,828	\$ 1,870,723	\$ 1,875,715
Election	-	-	-	-	5,500	5,500	5,500	5,500	(5,500)	(5,500)	(5,500)	(5,500)
Council	-	-	-	-	112,869	112,869	112,869	112,869	(112,869)	(112,869)	(112,869)	(112,869)
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ -	\$ 118,369	\$ 118,369	\$ 118,369	\$ 118,369	-\$ 118,369	-\$ 118,369	-\$ 118,369	-\$ 118,369
Administration	4,000	4,000	4,000	4,000	496,087	508,034	520,269	532,800	(492,087)	(504,034)	(516,269)	(528,800)
TOTAL ADMINISTRATION	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 496,087	\$ 508,034	\$ 520,269	\$ 532,800	-\$ 492,087	-\$ 504,034	-\$ 516,269	-\$ 528,800
Fire Services	9,471	9,661	9,854	10,051	47,007	47,581	48,167	48,764	(37,536)	(37,921)	(38,313)	(38,713)
Emergency Services	-	-	-	-	21,446	21,864	22,298	22,750	(21,446)	(21,864)	(22,298)	(22,750)
Bylaw	44,719	45,542	46,383	47,242	99,739	129,885	130,726	131,585	(55,020)	(84,343)	(84,343)	(84,343)
TOTAL PROTECTIVE SERVICES	\$ 54,190	\$ 55,203	\$ 56,237	\$ 57,293	\$ 168,192	\$ 199,330	\$ 201,191	\$ 203,099	-\$ 114,002	-\$ 144,127	-\$ 144,954	-\$ 145,806
Municipal Planning	9,750	9,750	9,750	9,750	221,690	214,475	227,267	230,170	(211,940)	(204,725)	(217,517)	(220,420)
Economic Development	5,850	5,850	5,850	5,850	112,945	116,530	119,322	122,225	(107,095)	(110,680)	(113,472)	(116,375)
TOTAL PLANNING & DEVELOPMENT	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 334,636	\$ 331,005	\$ 346,588	\$ 352,395	-\$ 319,036	-\$ 315,405	-\$ 330,988	-\$ 336,795
Public Works - Roads	9,964	9,553	9,133	8,703	422,057	431,010	440,443	445,822	(412,093)	(421,457)	(431,311)	(437,119)
Storm Sewer & Drain	-	1	2	3	19,161	20,172	21,110	21,879	(19,161)	(20,171)	(21,108)	(21,876)
Water	520,508	519,310	526,102	532,886	572,081	581,307	577,523	593,945	(51,573)	(61,997)	(51,421)	(61,058)
Sewer	319,805	323,812	327,820	331,827	353,294	371,740	380,733	389,478	(33,490)	(47,928)	(52,913)	(57,651)
Garbage	91,822	93,029	94,236	95,443	115,779	118,353	121,143	123,852	(23,957)	(25,324)	(26,907)	(28,408)
Cemetery	7,000	7,000	7,000	7,000	9,114	9,388	9,674	9,970	(2,114)	(2,388)	(2,674)	(2,970)
TOTAL PUBLIC WORKS	\$ 949,098	\$ 952,705	\$ 964,292	\$ 975,862	\$ 1,491,486	\$ 1,531,970	\$ 1,550,627	\$ 1,584,945	-\$ 542,388	-\$ 579,265	-\$ 586,334	-\$ 609,082
FCSS - Community Services	43,481	43,481	43,481	43,481	56,183	57,510	58,891	60,326	(12,702)	(14,029)	(15,410)	(16,845)
TOTAL COMMUNITY SERVICES	\$ 43,481	\$ 43,481	\$ 43,481	\$ 43,481	\$ 56,183	\$ 57,510	\$ 58,891	\$ 60,326	-\$ 12,702	-\$ 14,029	-\$ 15,410	-\$ 16,845
Parks	77,255	80,127	83,082	86,123	138,286	142,789	147,473	152,344	(61,031)	(62,663)	(64,391)	(66,221)
Arena	215,587	215,835	216,056	216,249	274,795	284,046	291,057	298,348	(59,208)	(68,211)	(75,001)	(82,098)
Recreation	174,450	176,401	178,396	180,436	230,263	233,178	236,209	239,362	(55,813)	(56,777)	(57,814)	(58,926)
TOTAL PARKS, ARENA & RECREATION	\$ 467,292	\$ 472,362	\$ 477,534	\$ 482,808	\$ 643,344	\$ 660,013	\$ 674,739	\$ 690,053	-\$ 176,052	-\$ 187,651	-\$ 197,205	-\$ 148,319
Library	-	-	-	-	57,546	57,546	57,546	57,546	(57,546)	(57,546)	(57,546)	(57,546)
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ -	\$ 57,546	\$ 57,546	\$ 57,546	\$ 57,546	-\$ 57,546	-\$ 57,546	-\$ 57,546	-\$ 57,546
Total Excl. General Municipal	\$ 1,533,662	\$ 1,543,351	\$ 1,561,143	\$ 1,579,044	\$ 3,365,843	\$ 3,463,776	\$ 3,528,219	\$ 3,599,533	-\$ 1,832,181	-\$ 1,920,425	-\$ 1,967,075	-\$ 2,020,489
Total Incl. General Municipal	\$ 3,772,863	\$ 3,825,836	\$ 3,858,939	\$ 3,892,509	\$ 3,772,337	\$ 3,880,433	\$ 3,955,291	\$ 4,037,283	\$ 526	-\$ 54,597	-\$ 96,352	-\$ 144,774

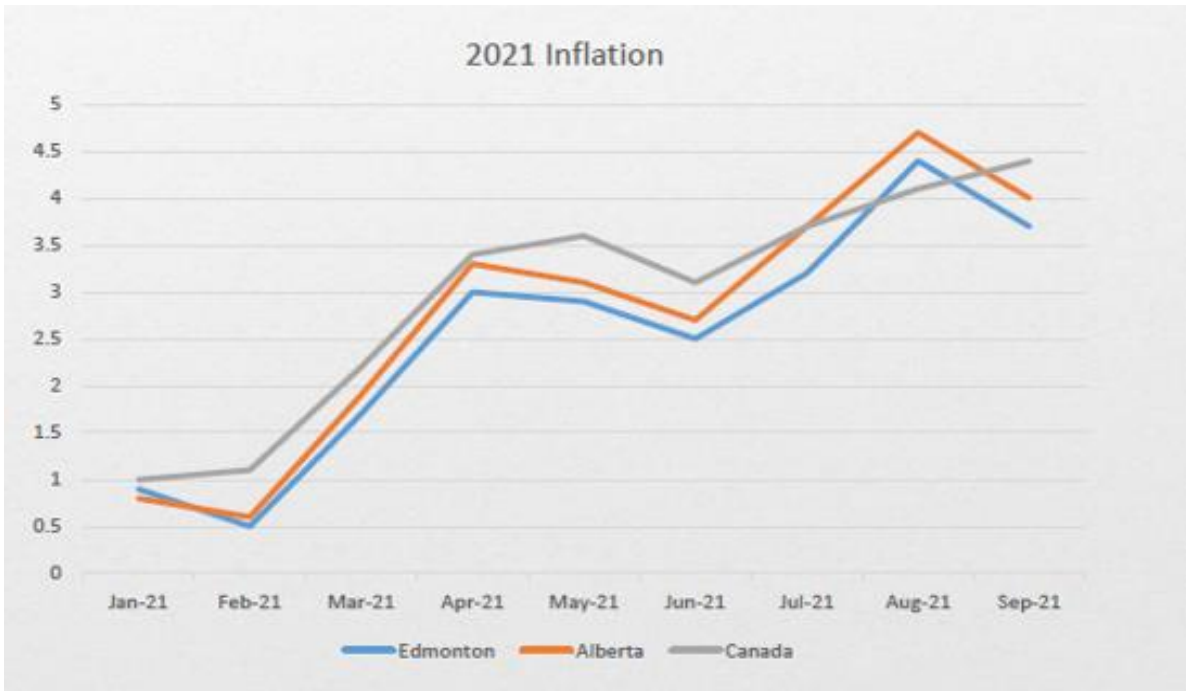
Inflation

Edmonton Economic forecast for September 2021 shows inflation as:

*Edmonton 3.7%

*Alberta 4%

*Canada 4.4%



ALBERTA CONSUMER PRICE INDEX CHANGES



2022 COLA Comparisons

Municipality (1)	2022 BUDGET	2021 ACTUAL	2020 ACTUAL
Bon Accord	1.5%	1.5%	1.5%
Redwater (2)	4.0%	0.0%	1.5%
Gibbons	4.0%	1.5%	1.5%
Legal	2.0%	0.0%	1.3%
Sturgeon	0.8%	0.0%	2.4%
Bruderheim	1.5%	0.0%	0.5%

(1) All municipalities are proposing the represented COLA increases within their budget, as well as applicable merit increases at the discretion of the manager and CAO.

(2) Redwater is proposing to adjust the Council honorariums by the same COLA adjustment as staff.

One of the Town of Bon Accord's key priorities is resident service. In order to provide a high level of service to residents, the Town needs to invest in an important asset: people.

The Cost of Living Adjustment, or COLA, represents the increase of inflation in the day to day cost of goods and services. By not providing this COLA adjustment to staff, they essentially make less per year, as their dollar does not stretch as far.

Providing a yearly COLA adjustment allows the Town to remain competitive within the workforce, increase employee morale, and increase staff retention.

The cost of employee turnover can impact a business in multiple ways including the cost of hiring, training, and losing key long-term employees and their experience of working within the Town, and knowing the processes and procedures. There can be a disruption of services as a new employee is hired and trained, and the time and cost of current staff for new training.

Wage and salary merit adjustments are made per the salary grid and are at the discretion of the Town Manager.

Council Remuneration

	Bon Accord	Redwater	Gibbons	Legal	Bruderheim	Lamont
Mayor						
Honorarium	1,565.75	2,066.64	1,600.00	975.00	723.50	1,457.25
Allowance		1,059.27	-	-	-	-
TOTAL	1,565.75	3,125.91	1,600.00	975.00	723.50	1,457.25

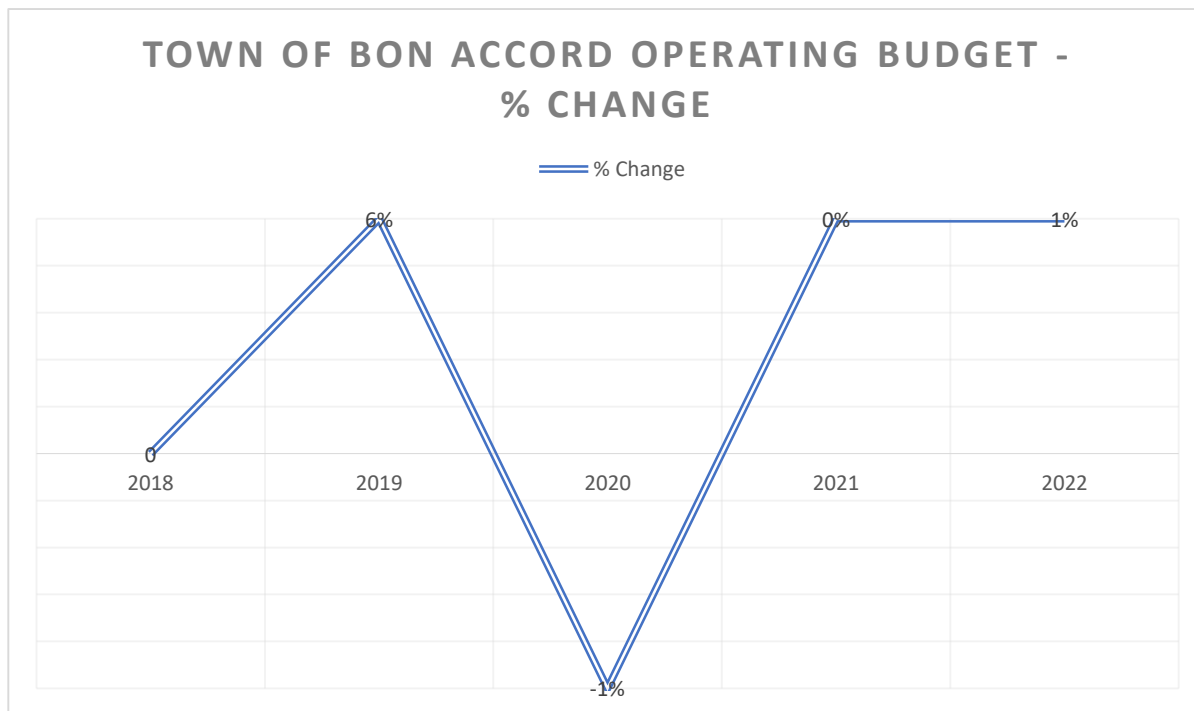
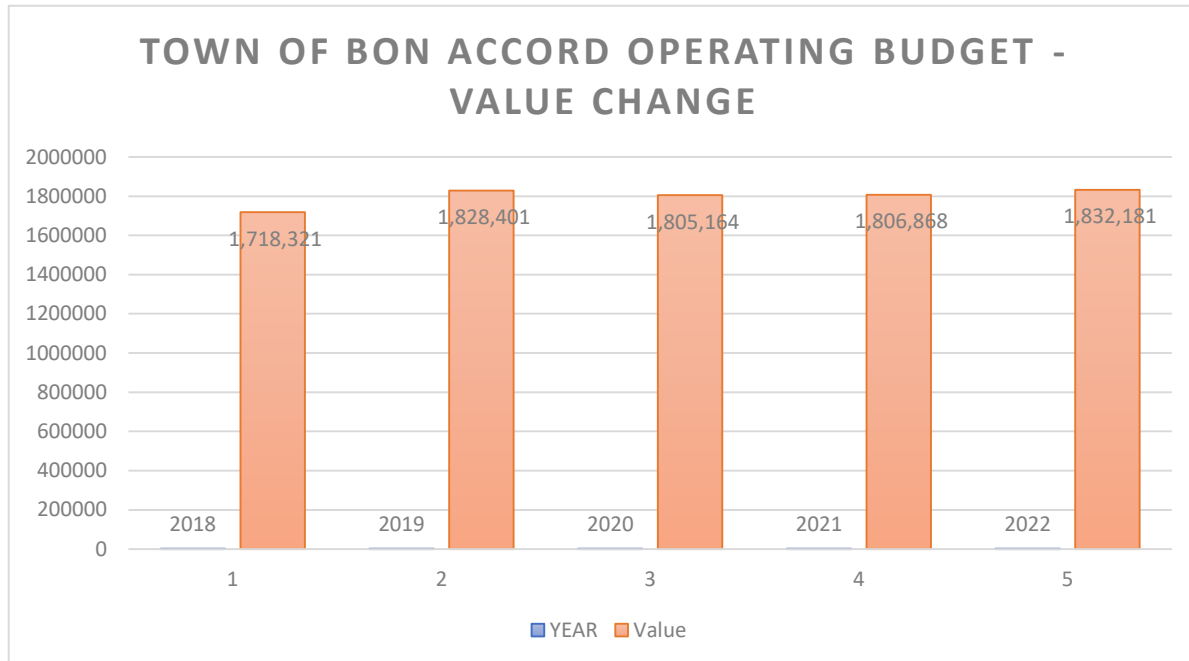
Deputy Mayor						
Honorarium	782.92	1,549.70	1,000.00	825.00	592.63	804.00
Allowance	-	796.23	-	-	-	-
TOTAL	782.92	2,345.93	1,000.00	825.00	592.63	804.00

Councillor						
Honorarium	782.92	1,033.33	1,000.00	825.00	542.63	804.00
Allowance		529.64				
TOTAL	782.92	1,562.97	1,000.00	825.00	542.63	804.00

Per Diem (half/full)	75/150	75/150	90/180	100/200	75/150	NA
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Reserve Balances
(unaudited)

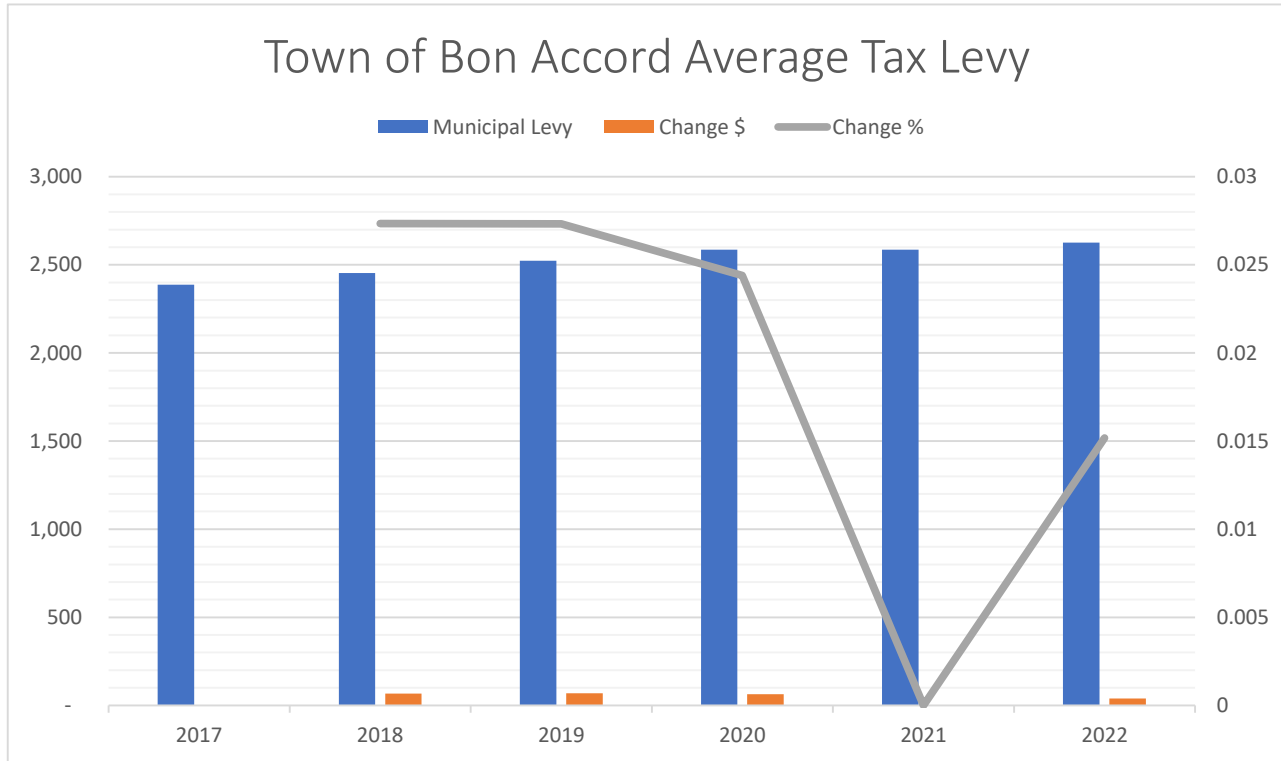
	Actual 2019	Actual 2020	Actual 2021	<i>Draft</i> Budget 2022	Projected Balance 2022
				<i>Increase/(Decrease)</i>	
General Operating	599,974	599,974	599,974		599,974
Road Improvement	416,000	441,000	461,000	25,000	486,000
Water System	150,753	230,753	245,753	20,000	265,753
Sanitary Sewer System	121,396	141,396	156,396	20,000	176,396
Solar Farm Reserve	-		-	10,000	10,000
Fire	61,506	71,506	81,506	10,000	91,506
Building	16,416	16,416	32,832		32,832
Water Offsite Levies	21,265	21,265	42,530		42,530
Snow Removal	15,000	15,000	30,000		30,000
Cemetery	14,085	14,085	28,170		28,170
Equipment	10,552	10,552	21,104		21,104
Parks & Recreation	9,353	9,353	18,706	100,000	118,706
Community Development	3,853	3,853	7,706		7,706
Karing for Kids	2,755	2,755	5,510		5,510
Roots of Empathy	1,662	1,662	3,324		3,324
Administration Building	782	782	1,564		1,564
Economic & Community Development	618	5,618	10,618		10,618
Lilian Schick School	500	500	1,000		1,000
TOTALS	\$ 1,446,470	\$ 1,586,470	\$ 1,747,693		\$ 1,932,693



The increase in the budget from 2021 to 2022 is proposed as \$25,313 for the year.

Bon Accord's population census is 1,529.

The cost increase of the proposed 2022 budget per resident is \$16.56/year or \$1.38/month.



The average assessment (from 2020 assessment information) is \$250,350 for a residential property.

Taxation Year	Municipal Levy	\$ Change	% Change
2017	\$ 2,386		
2018	\$ 2,453	\$ 67	2.7%
2019	\$ 2,522	\$ 69	2.7%
2020	\$ 2,585	\$ 63	2.4%
2021	\$ 2,585	\$ -	0.0%
2022	\$ 2,625	\$ 40	1.5%

Data assumes an average assessment value of \$250,350 for each taxation year from 2017-2022



2022 Capital Budget
&
2023-2027 Capital Plan
DRAFT

Description	Priority	Total Project COST	2022 Revenue	2022 Expense	2022 Surplus/(Deficit)	2023 Plan	2024 Plan	2025 Plan	2026 Plan	2027 Plan
CAPITAL REVENUES										
MSI & CCBF Capital: Carry-forward			\$ 204,205							
MSI Capital: Budget Year (1)			\$ 449,570			449,570	449,570	449,570	449,570	449,570
Canada Community Building Fund: Budget Year (2)			\$ 91,551			91,551	91,551	91,551	91,551	91,551
Municipal Contribution - Debenture (3)			\$ 400,000							
Reserves (4)			\$ 200,000							
Other Grants (5)			\$ 2,400,000							
TOTAL CAPITAL REVENUES			\$ 3,745,326			541,121	541,121	541,121	541,121	541,121
CAPITAL EXPENDITURES										
EQUIPMENT										
INFRASTRUCTURE										
Roads										
46th Street Mill & Overlay		\$ 465,700		\$ 465,700						
48th Street Mill & Overlay		\$ 163,600		\$ 163,600						
51A Avenue Mill & Overlay		\$ 87,800				\$ 87,800				
49th Street Mill & Overlay		\$ 404,400					\$ 404,400			
53 Avenue Mill & Overlay		\$ 186,300						\$ 186,300		
Sidewalk Replacement Program (50m)		\$ 15,000				\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Buildings										
Arena Upgrades	1	\$ 3,000,000		\$ 3,000,000						
Water & Wastewater										
Bon Accord Wetlands (6)	1	\$ 13,100,000								
OTHER PROJECTS										
Development Infrastructure	1	\$ 350,000				\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
TOTAL CAPITAL EXPENDITURES				\$ 3,629,300		452,800	769,400	551,300	365,000	365,000
TOTALS		\$ 17,772,800			\$ 116,026	\$ 88,321	-\$ 228,279	-\$ 10,179	\$ 176,121	\$ 176,121

(1) MSI funding has been extended by two years past the originally expected end date.
It will be replaced with the Local Government Fiscal Framework program in 2024-25.

(2) The Canada Community Building Fund was previously the Gas Tax Fund.

(3) The cost of the arena renovations is \$3,000,000. The Town is eligible for a grant with an 80/20 split, therefore a debenture may be required to cover the Town's portion of the split.

(4) A transfer of the \$200,000 in capital recreation reserves from 2021 and 2022 funds could be used to cover the remainder of the Town's contribution for the 20%.

(5) The grant is expected for the arena renovations and the ice plant purchase. The grant has an 80/20 split.

(6) Options for the Bon Accord Wetlands include:
Conventional Wet Pond with Ditched Outlet
Outlet Option 2 - \$13,400,000
Outlet Option 3 - \$13,100,000

Naturalized Wet Pond with Ditched Outlet
Outlet Option 2 - \$22,600,000
Outlet Option 3 - \$22,400,000

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Presented by:	Jodi Brown Town Manager/CAO
Title:	January 4, 2022 Regular Council Meeting Cancellation
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The first meeting of the New Year is scheduled for Tuesday, January 04th, 2022.

The Town Office will be closed during the holiday season as noted below:

- Closed: Friday, December 24th
- Closed: Monday, December 27th
- Closed: Tuesday, December 28th
- Open: Wednesday, December 29th
- Open: Thursday, December 30th
- Open until noon: Friday, December 31st
- Closed: Monday, January 03rd

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Due to staff vacations scheduled for the 2 weeks prior to the January 04th meeting and the above noted office closures, adequate preparation of the January 04th Council Meeting documents (agenda package) will be difficult.

Council members may also be away or have plans during this two week period immediately prior to the January 04th, 2021.

If there is business that needs to be addressed prior to the next scheduled meeting (January 18th, 2022), a Special Council Meeting could be called pursuant to the provisions of Section 194 of the Municipal Government Act.

Required notice for cancellation of the January 04th Regular Meeting of Council would be undertaken in accordance with Section 193 (3) of the Municipal Government Act.

STRATEGIC ALIGNMENT

Recognizing the value of professionalism – administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

1. That Council cancel the January 04th, 2022 Regular Council Meeting and direct Administration to conduct the necessary advertising to advise the public of the meeting cancellation.
2. That Council direct administration to....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Presented by:	Mark Prutchick (Operations Manager)
Title:	Outdoor Skating Rink
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

In 2019, the idea of an outdoor skating rink was brought to Council and approved at the December 17, 2019, Council Meeting (Res #19-407). One of the options mentioned in the 2019 RFD was that of the rink to be constructed and maintained by a third party and the Town would cover the associated costs with the rink at Roseglen Park. The identified estimated costs within the 2019 RFD were limited to water from the private sector to be \$111.34 and the cost of the liner/tarp to be \$390.00.

According to Public Works staff, a third party started the rink construction, but this task proved to be more difficult to maintain than originally planned due to weather conditions i.e., Heavy snowfall, and extreme frigid temperatures; therefore, put an end to the useability of the rink.

In December 2020, Public Works staff constructed and maintained an outdoor rink at Centennial Park (amphitheatre) by using the same liner/tarp used in 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The idea of having an outdoor skating rink for the residents of The Town of Bon Accord was well received by Council in 2019 based on the information they were provided with at that time.

Some additional costs that were not mentioned back in 2019 when compared to 2020 were: The amount of water for the season used was approximately 80m³ which had a cost of about \$500.00. The liner/tarp sustained damage from use over the past two years and a new one will be required if Council decides to go forward with the rink at a cost of approximately \$400.00.

Staff hours should be considered as well even though this is covered under the payroll burden for Public Works staff, it does not cover the on-call hours when the call out, for example, is during the Holidays or weekends to clear snow from the rink or respond to a service request regarding a problem with the ice, which did occur last season.

Additional requirements would be to have a portable bathroom on-site; this would cost in the neighbourhood of \$300.00 per month. Signage (liability) would be another cost the Town will be required to absorb i.e., no sticks or pucks allowed, hours open, use at own risk, etc., at a cost of approximately \$100.00. Staff will also need to place sitting areas (picnic tables) around the ice for people to put on and take off their skates.

If there is not enough snow at the time of installation, staff will need to place sandbags as a boundary to avoid trip hazards that result in accidents, Administration will need to look at the Town's insurance coverage and make changes if necessary. The approximate cost for the sandbags is \$200.00 for the empty bags and ties, staff will be required to fill them with the sand we have available for our winter road maintenance, this cost for the material would be approximately \$250.00.

The other option to consider is to have additional free public skating at the Town's Arena in lieu of the outdoor skating rink. This option can be exercised mainly from mid December to mid January which covers the holiday season, including the ones that celebrate Ukrainian Christmas.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

The estimated cost to install and maintain an outdoor ice rink would be \$1,300.00 and does not include staff on-call hours, additional insurance premiums, or sand and sandbags. One month only for the rental of the portable bathroom is included. The maximum cost could reach as much as \$1,750.00 plus additional rental charges post one month for the bathroom and insurance premiums. The Town has sufficient available funding within the Parks and Recreation budget to absorb the maximum cost associated as mentioned above.

RECOMMENDED ACTION (by originator)

That Council proceed with one of the following options:

1. That Council approve the installation of the outdoor ice rink with the above mentioned associated costs.
2. That Council does not approve the installation of the outdoor ice rink and that Administration investigates additional public skating alternatives.
3. That Council direct Administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Presented by:	Jodi Brown Town Manager/CAO
Title:	Strategic Plan Update
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

As discussed during budget deliberations at the November 16th, 2021, Regular Council Meeting, the current Strategic Plan will be reviewed and updated as needed rather than hiring a consultant to create a new four-year plan.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends that Council set a Special Meeting date to review and update the existing Strategic Plan.

The process would include but is not limited to review and update of the following:

- Review of the stated goals, actions, and the status of each
- Additions or deletions
- Update to the timeframe—currently dated as 2018-2021
- Update design

Possible Dates and Times:

- Wednesday, January 12th, 2022, from 6 – 8 pm
- Wednesday, January 26th, 2022, from 6 – 8 pm

STRATEGIC ALIGNMENT

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

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

1. That Council approve a Special Meeting on _____ from
_____ for the purpose of reviewing and updating the
Strategic Plan.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Presented by:	Jodi Brown Town Manager/CAO
Title:	Code of Ethics Policy and Code of Conduct Bylaw
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Town of Bon Accord has a Code of Conduct Bylaw (enclosed for reference)

Additionally, Council has a Code of Ethics statement that is signed by Council members, usually during the Council orientation session following an election. (enclosed for reference)

During the Council orientation session, it was noted that the Code of Conduct Bylaw contradicts the Code of Ethics statement regarding gifts.

Hence, this issue will need to be addressed in one or both documents.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Code of Ethics statement should be included in a policy document. It is currently not included in a policy.

Secondly, the Code of Ethics Policy document may also include a Council/CAO Covenant and the Code of Ethics statement that both staff and Council sign as well as municipal Board members.

An example of a Code of Ethics and Council/CAO Covenant Policy that includes all the above components is enclosed for reference.

Administration recommends that Council consider directing administration to develop a Code of Ethics and Council/CAO Covenant Policy and further to amend the existing Code of Conduct Bylaw to align with the new policy.

STRATEGIC ALIGNMENT

Integrity: A Town with great moral character that promotes consistency, truthfulness, and trust.

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

1. That Council direct administration to develop a Code of Ethics and Council/CAO Covenant Policy for Council consideration and approval

And further to amend the existing Code of Conduct Bylaw to align with the new Code of Ethics and Council/CAO Covenant Policy for Council consideration and approval.

2. That Council direct administration to....

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE CODE OF CONDUCT OF COUNCIL

WHEREAS, the Council of the Town of Bon Accord pursuant to section 145 of the Municipal Government Act, a council may pass bylaws for municipal purposes regarding the conduct of council and the conduct of councilors;

AND WHEREAS, the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government

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

CITATION

This Bylaw shall be cited as the **“Code of Conduct Bylaw”** of the Town of Bon Accord

DEFINITIONS

1. In this bylaw, words have the meanings as set out in the Act, except that:
 - a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b) “Administration” means the administrative and operational arm of the Town, comprised of the various departments including all Town staff who operate under the leadership and supervision of the Town Manager;
 - c) “Town Manager” means the Chief Administrative Officer of the Town or their designate;
 - d) “Town” means the municipal corporation of the Town of Bon Accord;
 - e) “Council Member” means a member of Town Council, including a Councilor and the Mayor;
 - f) “FOIP” means the Freedom of Information and Protection of Privacy Act. R.S.A. 2000, c. F-25, any regulations thereunder, and any amendments or successor legislation thereto;
 - g) “Mayor” means the chief elected official of the Town.
 - h) “Social Media” refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, videos and audio to inform, share, promote, collaborate or network.

PURPOSE AND APPLICATION

The purpose of this Code of Conduct is to provide standards for the conduct of Council Members relating to their roles and obligations as elected representatives of the Town and a procedure for the enforcement of those standards. The Code of Conduct is one aspect of accountability and transparency both internally, as among Members and as between Council and Administration, as well as externally, with other orders of government, the media and the public at large.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

FRAMEWORK AND INTERPRETATION

This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Town and the high standards of professional conduct the public expects of its local government elected representatives. This Code of Conduct is intended to supplement existing legislation governing the conduct of Council Members.

The Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Council Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. Along with the bylaws and policies of Council, the following provincial and federal legislation governs the conduct of Members:

- a. *Municipal Government Act*
- b. *Freedom of Information and Protection of Privacy Act*
- c. *Local Authorities Act*
- d. *Alberta Human Rights Act*
- e. *Occupational Health and Safety Act*
- f. *Criminal Code of Canada*

STATEMENT OF PRINCIPLES AND VALUES

Council members are expected to perform their functions of office with integrity, accountability and transparency and conduct themselves in a professional manner at all times.

Members have a duty to act honestly, in good faith, and in best interests of the Town.

Members shall:

- a. uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council;
- b. carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as an elected official;
- c. observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- d. serve and be seen to serve the welfare and interests of the Town as a whole and the community at large in a conscientious and diligent manner and shall approach decision making with an open mind.

COMMUNICATING ON BEHALF OF THE MUNICIPALITY

A Member must not claim to speak on behalf of Council unless authorized to do so.

Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

No Member shall make a statement when they know that statement is false.

No Member shall make a statement with the intent to mislead Council or members of the public.

RESPECTING THE DECISION MAKING PROCESS

Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in doing so, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

ATTENDANCE

Members have a statutory duty to participate in Council meetings and failure to attend as required may lead to a Member's disqualification under the Act.

CONDUCT AT MEETINGS

Members shall comply with the provisions of the Procedure Bylaw, or any other rules of meeting procedure applicable to the body to which they have been appointed by Council.

Members shall act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

CONFIDENTIAL INFORMATION

Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

Council as a whole must be able to access information that is necessary to fulfill its decision-making duties and oversight responsibilities; however, individual Members must also recognize that the information they receive in their capacity as elected officials is subject to confidentiality and disclosure rules contained in federal and provincial legislation and Town bylaws and policies.

Members may also become privy to confidential information received outside of a closed session. Members must not disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is permitted or required by law or authorized by Council to do so.

No Member shall use confidential information for personal benefit or for the benefit of any other individual or organization.

CONFLICTS OF INTEREST

Council members are expected to make decisions for municipal purposes for the welfare of interests of the Town as a whole.

Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

Members shall approach decision-making with an open mind that is capable of persuasion.

No Council Member shall use the influence of their office for any purpose other than for the exercise of the Member's official duties.

It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

IMPROPER USE OF INFLUENCE

No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before relating it to the Municipality.

Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

USE OF MUNICIPAL ASSETS AND SERVICES

Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

ORIENTATION AND OTHER TRAINING ATTENDANCE

Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes oath of office.

Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

Once Council has approved registration of any training course or event and the registered member does not attend, the cost for registration will be invoiced back to the registered member for reimbursement, unless Council deems the member has a valid reason for not attending.

GIFTS AND HOSPITALITY

Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

ELECTION CAMPAIGNS

No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

INFORMAL COMPLAINT PROCESS

Any person or any Member who has identified or witnessed conduct by a Member that the person or member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- a. advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;
- b. requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

FORMAL COMPLAINT PROCESS

Any person or any Member who has identified or witnessed conduct by a Member that the person or Member believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- a. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- b. All complaints shall be addressed to Council;
- c. The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- d. If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to Council;
- e. Upon receipt of a complaint under this Bylaw, Council shall review the complaint and decide whether to proceed to investigate the complaint or not. If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, Council may choose not to investigate, or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant shall be notified of Council's decision.
- f. If Council decides to investigate the complaint, Council shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of Council regarding the investigation shall be confidential;
- g. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- h. A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

COMPLIANCE AND ENFORCEMENT

Members shall uphold the letter and the spirit and intent of this Bylaw.

Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

No Member shall:

- a. Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- b. Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

Sanctions that may be imposed on by a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- a. A letter of reprimand addressed to the Member;
- b. Requesting the Member to issue a letter of apology;
- c. Publication of a letter of reprimand or request for apology and the Member's response;
- d. Suspension or removal of the appointment of a Member as the chief elected official under Section 150 (2) of the Act;
- e. Suspension or removals of the appointment of a Member as the deputy chief elected official or acting chief elected official under Section 152 of the Act;
- f. Suspension or removal of the chief elected official's presiding duties under Section 154 of the Act;
- g. Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- h. Reduction or suspension of remuneration as defined in Section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- i. Any other sanctions Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

COMPLIANCE WITH THE CODE OF CONDUCT

Council members are accountable to the public through the four-year election process cycle. Between elections, Members may become disqualified and required to resign if the Member commits a disqualifying action pursuant to section 174 of the Act.

Members are expected to adhere to the provisions of this Code of Conduct. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction can do so. Council does, however have the right to sanction a Member provided that the Member continues to have sufficient access to information and services so as to be able to carry out their duties as a Member.

REVIEW

This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2019-14**

that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

SEVERABILITY

Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall remain in effect.

MISCELLANEOUS

Bylaw # 2019-06 is hereby repealed.

This Bylaw comes into effect upon third and final reading of this Bylaw.

READ a first time on this 5th day of November 2019.

READ a second time on this 19th day of November 2019.

READ a third and final time on this 19th day of November 2019.


MAYOR DAVID HUTTON


CHIEF ADMINISTRATIVE OFFICER
JOYCE PIERCE

TOWN OF BON ACCORD CODE OF ETHICS

All Municipal Councillors shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of office without fear or favor.

All Municipal Councillors shall:

- Continually strive to improve their professional ability and to encourage the development of competence of their associates in serving the municipality;
- Recognize that the chief function of a municipal councillor at all times, is service to the municipality as a organization and services to the public in a manner which is courteous, equitable, efficient and effective;
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town;
- Avoid any situation which could impair their judgment in the performance of their duties or give that impression to others;
- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest;
- Not disclose to any member of the public, either verbally or in writing, any in-camera or confidential information acquired by virtue of their official position;
- Not knowingly engage in any unlawful activity;
- Not, in the performance of their official duties, seek personal or private gain by granting preferential treatment to any persons or accepting gifts, which are over a minimal amount (\$50.00). Any donation over \$50.00 in value will be considered a donation to the Town and distributed during Town events;
- Not use or permit the use of government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so;
- Not express their personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties;
- Carry out decisions loyally, irrespective of the persons in power and irrespective of their personal opinions.

Approved by Council this 28th day of October 2013 under Resolution 13.242

Name: _____

Signed: _____

Policy Manual

**CODE OF ETHICS &
COUNCIL - TOWN MANAGER
COVENANT**

APPROVED

REVISED

RES. NO.:

RES. NO.:

DATE:

Signature of Approval of Authorized Personnel:

PURPOSE:

To establish the Town Name Here Code of Ethics and Council – Town Manager Covenant within Policy.

POLICY STATEMENT:

The Town Name Here maintains certain policies to guide Council, council committee appointed members at large and employees with respect to conduct expected in areas where improper activities could damage the reputation of the Town Name Here.

The purpose of the Code of Ethics is to affirm, in a comprehensive statement the required standards of conduct and practices for all councilors, council committee appointed members at large and employees.

The purpose of the Council – Town Manager Covenant is to outline the roles and responsibilities of Council and the Town Manager respecting the activities of the Town Name Here. It also forms the basis of the relationship between the Council and the Town Manager. By signing the document, each Councillor and the Town Manager agrees to adhere to the expectations laid out in the Covenant.

PROCEDURES:

Each Councillor, council committee appointed member at large and employee will execute the Code of Ethics and a copy will be kept in their personnel file and in the case of members at large, in the general Committee/Board/Commission File.

The Council –Town Manager Covenant will be executed by each member of Council and the Town Manager. A signed copy will be placed in the Policy Manual, with the minutes of the Council meeting where the Covenant was executed and within each respective personnel file.

The Council – Town Manager Covenant will be placed on each Organizational Meeting agenda following a general municipal election and further that it be brought before Council again after any by-election or when any new Town Manager is hired.

Schedule A: Council – Town Manager Covenant

Schedule B: Municipal Code of Ethics (Council Employees)

Schedule C: Municipal Code of Ethics (Community Services Advisory Board)

ADDITIONAL REFERENCE:

Council Code of Conduct Bylaw

TOWN NAME HERE

THE COUNCIL – TOWN MANAGER COVENANT

WE, AS MEMBERS OF COUNCIL, WILL:

- Carry out our responsibilities as set out in the applicable legislation to the best of our abilities
- Make decisions which we believe to be in the best interest of our citizens, understanding that unless a recorded vote is requested, once a decision has been made by Council resolution, that decision becomes a decision of Council
- Review the background information and advice made available to us by the administration prior to rendering a decision
- Seek further input when we are unsure of the issues or uncertain as to the preferred course of action
- Refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Town Manager. for review, comment and follow-up (as appropriate)
- Refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with the Council or Town Manager and to respond appropriately
- Seek to participate actively in the decision-making process
- Refrain from any public or private criticism of our administration wherein individual employees are identified
- Act as good stewards of the municipality and as public servants of our citizens through ethical conduct
- Provide effective leadership though guiding the corporation and the municipality through annual or longer term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens
- Ensure that we formally evaluate the performance of the Town Manager at least once annually and involve the Town Manager in this process so as to ensure a full understanding of the Council's candid assessment.

Signatures:

Mayor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

TOWN NAME HERE

THE COUNCIL – TOWN MANAGER COVENANT

I, THE TOWN MANAGER WILL:

- Conduct myself as your chief policy advisor in an honest and ethical manner
- Ensure that the Chief Elected Official and Councillors are accorded respect in all of my personal and public comments
- Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council
- Guide the actions of the administration so that they are in accordance with the policies and objectives of Council
- Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council
- Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured
- Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your Town Manager
- Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises
- Maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of the Provincial and Federal governments
- Admit to any mistakes of substance made by myself or my staff and take corrective action
- Listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis
- Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Signature:

Town Manager_____

**TOWN NAME HERE
MUNICIPAL
CODE OF ETHICS**

All Municipal Councillors and Employees shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of office or employment without fear or favor.

All Municipal Councillors and Employees shall:

- Continually strive to improve their professional ability and to encourage the development of competence of their associates in serving the municipality
- Recognize that the chief function of a municipal councillor and employee, at all times, is service to the municipality as a organization and services to the public in a manner which is courteous, equitable, efficient and effective
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town
- Avoid any situation which could impair their judgment in the performance of their duties or give that impression to others
- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest
- Not disclose to any member of the public, either verbally or in writing, any secret or confidential information acquired by virtue of their official position
- Not knowingly engage in any unlawful activity
- Treat one another fairly to ensure that their work environment is free from discrimination or harassment
- Not, in the performance of their official duties, seek personal or private gain by granting preferential treatment to any persons or accepting gifts, which are over a minimal amount (\$100.00) other than for the purposes of networking and this shall be reported to the employees Manager or reported to Council for a Council Member. Any donation over \$100.00 in value will be considered a donation to the Town and distributed during Town events
- Not use or permit the use of government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so
- Not express their personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties
- Carry out decisions loyally, irrespective of the persons in power and irrespective of their personal opinions.

Name:

Signed:

**TOWN NAME HERE
MUNICIPAL
CODE OF ETHICS**

All Community Services Advisory Board Members shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of the Board without fear or favor.

All Community Services Advisory Board Members shall:

- Carry out the responsibilities as set out in the applicable bylaws to the best of your abilities.
- Recognize that the primary function of a Board Member, at all times, is to provide service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective.
- Seek to participate actively in the decision-making process at Board Meetings.
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town.
- Refer any complaints, either written or verbal, about the decisions of the Board or the actions of administration, to the Chair and Recreation and Community Services Manager for review (as appropriate).
- Not disclose to any member of the public, either verbally or in writing, any confidential information acquired by virtue of their official position.
- Refrain from any public or private criticism of administration or Board Members wherein individuals are identified.
- Refrain from making any comments on behalf of the Board to individual citizens or groups other than to take the request up with the Board or Recreation and Community Services Manager to respond appropriately.
- Not express personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties or that of the Board.
- Carry out decisions loyally, irrespective of the decisions made by the Board and irrespective of their personal opinions.
- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest.
- Act in accordance with the Municipal Government Act as it relates to pecuniary interest.
- Follow the procedures as it relates to Board proceedings in accordance with the Town's Procedural Bylaw.
- Treat one another fairly to ensure that the work environment is free from discrimination or harassment.

**TOWN NAME HERE
MUNICIPAL
CODE OF ETHICS**

**All Community Services Advisory Board Members shall maintain
the highest ideals of honor and integrity in public relationships and discharge
faithfully the duties of the Board without fear or favor.**

Signatures:

Chair _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 7, 2021
Presented by:	Jodi Brown Town Manager/CAO
Title:	Declaration of Special Days, Weeks, or Months Policy Amendment
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Declaration of Special Days, Weeks, or Months Policy #98-126 states that this policy was created to establish clear guidelines and procedures for the declaration / proclamation of special days or weeks and to establish that the Town will recognize special days, weeks, or months of the year, as per Council approval at the organizational meeting.

Each year at the organizational meeting, Administration would bring forward a list of days to be recognized or proclaimed each year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is proposing the following amendments to this policy:

Organizational Meeting:

The purpose and items addressed at the Organizational Meeting of Council is normally included in the Procedural Bylaw and not in a policy document. Administration therefore recommends that any reference to the Organizational meeting be removed from this policy and addressed in the Procedural Bylaw.

Purpose of Policy Documents:

The purpose of developing a policy is to facilitate decision making and to ensure consistency in how a specific matter is handled on a regular basis.

In this case, most of the special days, weeks or months that are recognized or proclaimed by Council are consistent from year to year. Therefore, the amended policy eliminates the need for an annual or multiple "Request for Decision" documents being addressed by Council throughout the year. Once Council has approved the amended policy, Administration will then proceed with the consistent proclamation process and communications as outlined in the policy in a timely and efficient manner for each special day, week or month identified in the policy.

Note, there is a provision in the amended policy to allow for the addition of a special day, week, or month at any time by resolution of Council.

Council also reviews policies on a regular basis and may amend the policy as desired during the review process.

Clarity:

The wording used in the current policy varies and includes “to declare, recognize or proclaim”. This has resulted in some confusion for administration as to the expectations regarding the activities related to these special days, weeks or months that were previously stipulated in the annual “Request for Decision” document. The policy amendment clarifies that the scope of this policy establishes the special days, weeks or months that will be proclaimed by the Mayor on behalf of Council on an annual basis.

It does not establish direction to administration as to the programs, events or activities related to a special day, week, or month that will be offered by the Town. Those programs, events or activities are offered based on the annual budget (which includes recommendations from the Community Services Advisory Board) and available staff resources.

Further, the title of the policy was changed to better reflect the purpose of the policy by changing the title to Proclamation of Special Days, Weeks, or Months Policy rather than “Declaration of Special Days, Weeks or Months Policy”.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

1. That Council approve the amended Declaration of Special Days, Weeks or Months Policy # 98.126 as presented.
2. That Council direct administration to....

PROCLAMATION OF SPECIAL DAYS, WEEKS, OR MONTHS

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: April 21, 1998, Resolution 98-126

POLICY STATEMENT

Proclamations are approved by Council to recognize Special Days, Weeks, or Months of significance to the Town including but not limited to public awareness campaigns, commemoration, or special recognition.

PURPOSE

The purpose of this policy is to establish the Special Days, Weeks, or Months that will be proclaimed by Council on an annual basis.

SCOPE

This policy establishes the Special Days, Weeks or Months that will be proclaimed by the Mayor on behalf of Council on an annual basis.

It does not establish direction to administration as to the programs, events or activities related to a Special Day, Week, or Month that will be offered by the Town. Those programs, events or activities are offered based on the annual budget (including recommendations from the Community Services Advisory Board) and available staff resources.

DEFINITIONS

“Mayor” means the chief elected official of the governing body of elected officials of the Town of Bon Accord.

“Council” means the elected officials of the governing body of the Town of Bon Accord.

“Proclamation” means an official public announcement and declaration of Special Days, Weeks, or Months.

“Public Awareness Campaign” means an organized, systematic effort through various communications media to alert the general population of a given area to anything of significant interest or concern.

“Special Day, Week or Month” means those identified provincially or federally that are intended to acknowledge a special day, group, commemoration, or special recognition.

“Town” means Town of Bon Accord.

SPECIAL DAYS, WEEKS, OR MONTHS TO BE PROCLAIMED:

The following Special Days, Weeks or Months shall be proclaimed by the Mayor on behalf of Council each year:

February:

Pink Shirt Day: *Promote anti-bullying awareness.*

April:

National Volunteer Week: *Volunteer recognition and appreciation.*

National Day of Mourning: *Remembrance of lives lost in the workplace.*

May:

Emergency Preparedness Week: *Promote emergency preparedness.*

National Mental Health Awareness Week: *Promote mental health awareness.*

National Public Works Week: *Promote awareness of the value of Public Works.*

June:

Alberta Seniors Week: *Recognition and appreciation of seniors and their contributions.*

National Indigenous Peoples Day: *Recognition and appreciation of indigenous peoples and their contributions.*

September:

Alberta Culture Days: *Celebration of arts, culture, community spirit and diversity.*

National Day for Truth and Reconciliation: *Honours the lost children and survivors of residential schools, their families, and recognition of the ongoing impact of residential schools; also known as Orange Shirt Day.*

October:

Fire Prevention Week: *Prevention and awareness of fire safety.*

Small Business Week: *Celebration of Canadian entrepreneurs and their contribution to Canada's economy.*

November:

Family Violence Prevention Month: *Awareness of the warning signs of family violence and the resources and supports available.*

OTHER SPECIAL DAYS, WEEKS, OR MONTHS:

Administration may bring forward a recommendation to Council at any time to consider any other Special Days, Weeks, or Months that are not included in this policy.

PROCLAMATION COMMUNICATIONS:

1. The Proclamation (Schedule "A") will be prepared by administration and signed by the Mayor on behalf of Council prior to the Special Day, Week, or Month.
2. The Proclamation will be shared on the Town website, social media platforms and monthly newsletter.
3. The Proclamation shall be posted in the Town Office reception area.

Schedule "A"
Proclamation Template

PROCLAMATION

[TITLE OF PROCLAMATION HERE]

WHEREAS [text will be added here outlining details of relevant criteria that underlines the importance of creating the proclamation]

THEREFORE, [insert proclamation here] on this ____ day of _____, 2021 in the Town of Bon Accord.

Mayor [name of mayor]

Date

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 7, 2021
Presented by:	Falon Fayant
Title:	Cheque Signing Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

The Town of Bon Accord's Cheque Signing Policy, Policy 10.272, was last reviewed on February 21, 2017, and states that the purpose and intent of the policy is: To provide for a documented control for cheque issuance and authorization. Cheques of \$50,000 or more will require manual signatures by the Mayor or Deputy Mayor and the Town Administrator (CAO) or delegate.

The issue identified with Policy 10.272 is that cheques under \$50,000 have electronic signatures added by the Finance Officer, which could result in invoices being paid without review from Council or the Town Administrator. Furthermore, the Finance Officer is occasionally the approval of an invoice, which results in a lack of segregation of duties (the Finance Officer in this situation would approve the invoice, post the invoice to the accounting system, stamp the cheques, and pay the bank).

Per discussion with the auditors during the 2021 interim audit, it has been determined that rescinding Policy 10.272 would be in the best interests of the Town for appropriate segregation of duties.

It is further recommended that Council authorize the Mayor and in their absence Deputy Mayor and the Town Manager and in their absence Acting Town Manager or delegate as signing authorities for all banking matters (including cheques) on behalf of the municipality. Administration is recommending that all managers are included as signing authorities to ensure appropriate coverage for cheque signing in the event of emergent situations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Rescinding Policy 10.272 removes the authorization for the electronic signatures on the cheques, and as such all cheques will be signed manually by either the Mayor or Deputy Mayor and Town Manager or Acting Town Manager or management delegate. Should this process not work, this matter can be returned to Council for further deliberation.

The process also allows for proper segregation of duties for appropriate internal controls and allows for accountability in accounting and financial matters.

Each year, Council is to establish who is authorized to sign for all banking matters per Section 213(4) of the MGA.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Follows the values of integrity, transparency, and stewardship.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council rescind the Cheque Signing Policy, Policy 10.272, and further **THAT** Council authorize the Mayor and in their absence the Deputy Mayor and the Town Manager and in their absence the Acting Town Manager or Manager delegate as signing authority for all banking matters.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 7, 2021
Presented by:	Falon Fayant
Title:	Cheque Signing Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

The Town of Bon Accord's Cheque Signing Policy, Policy 10.272, was last reviewed on February 21, 2017, and states that the purpose and intent of the policy is: To provide for a documented control for cheque issuance and authorization. Cheques of \$50,000 or more will require manual signatures by the Mayor or Deputy Mayor and the Town Administrator (CAO) or delegate.

The issue identified with Policy 10.272 is that cheques under \$50,000 have electronic signatures added by the Finance Officer, which could potentially result in invoices being paid without review from Council or the Town Administrator.

Per discussion with the auditors during the 2021 interim audit, it has been determined that rescinding Policy 10.272 would be in the best interests of the Town for appropriate segregation of duties and stronger internal controls.

It is further recommended that Council authorize the Mayor and in their absence Deputy Mayor and the Town Manager and in their absence Acting Town Manager or delegate as signing authorities for all banking matters (including cheques) on behalf of the municipality. Administration is recommending that all managers are included as signing authorities to ensure appropriate coverage for cheque signing in the event of emergent situations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Rescinding Policy 10.272 removes the authorization for the electronic signatures on the cheques, and as such all cheques will be signed manually by either the Mayor or Deputy Mayor and Town Manager or Acting Town Manager or management delegate. Should this process not work, this matter can be returned to Council for further deliberation.

The process also allows for proper segregation of duties for appropriate internal controls and allows for accountability in accounting and financial matters.

Each year, Council is to establish who is authorized to sign for all banking matters per Section 213(4) of the MGA.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Follows the values of integrity, transparency, and stewardship.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council rescind the Cheque Signing Policy, Policy 10.272, and further **THAT** Council authorize the Mayor and in their absence the Deputy Mayor and the Town Manager and in their absence the Acting Town Manager or Manager delegate as signing authority for all banking matters.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 7, 2021
Presented by:	Falon Fayant
Title:	CRASC Memorandum of Agreement (MOA)
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

The Town of Bon Accord signed a three-year Memorandum of Agreement with Capital Region Assessment Services Commission (CRASC) in 2019. This agreement is set to expire at the end of this year, December 31, 2021. CRASC has provided a new Memorandum of Agreement for three years beginning 2022 to the end of 2024.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Membership with CRASC includes:

- Annual total valuation update of the assessment
- Assessment roll updates for development permits
- Annual 20% selective assessment review/inspection
- Assessment audit and equalization
- Maintenance of computerized database
- Representation at:
 - Open House
 - Assessment Review Board hearings
 - Supplementary assessments upon request

CRASC negotiates terms with different assessment firms in the capital region for the best possible rates so they may extend these rates to their members.

Should the Town choose not to renew a membership with CRASC, the Town would be responsible for retaining and negotiating their own assessor services, investigating other services provided by CRASC as indicated above, and for any required assessment review board hearing services including presiding officers, panelists, and clerks should such hearings be required in the future.

Updates to the agreement include the following:

1. An amendment to Paragraph 4 d. to provide a virtual option, when necessary, should meeting facilities be requested for assessment board hearings.
2. The ability to withdraw from the agreement should the fees change, within 30 days of notice of change.

3. An update to Schedule A Fees. There are no changes to annual fees. Hearing fees (as per required need) have been updated from \$400 to \$800; panelist fee has been updated from \$200 to \$175 per day not exceeding 4 hours' presiding officer fees are new and range from \$225 (less than 4 hours) to \$600 (exceeding 8 hours); and the assessment clerk fees are \$800 from \$650. These fees are not charged unless a hearing is required and held.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

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

COSTS/SOURCES OF FUNDING

The costs of assessment services and membership with CRASC is a budgeted item.

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council direct administration to renew the Memorandum of Agreement with Capital Region Assessment Services Commission for 2022 to 2024.

CAPITAL REGION ASSESSMENT SERVICES COMMISSION

11810 Kingsway, Edmonton, Alberta, T5G 0X5

TEL: 780 482 1451 EMAIL: richard.barham@crasc.ca

1 November 2021

Dear CRASC ARB MEMBER:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2022 to 2024.

We have made some changes from the expiring 2019-2021 agreement, primarily to better clarify the obligations of the Commission and the Member; also to adjust the fees that CRASC will charge.

For each CRASC ARB MEMBER that you administer, would you please follow the instructions below:

1. Print out ONE copy of the Agreement.
2. Complete the following sections of the Agreement:
 - Page 1, Print the Name of your municipality on the line immediately above (the "Member").
 - Page 8, Complete all information lines under MEMBER'S SERVICE ADDRESS.
3. Make a copy of the above, semi-completed Agreement.
4. For BOTH Agreements - Page 6, Complete all sections under the heading THE MEMBER. This will result in both copies bearing ORIGINAL signatures.
5. Return BOTH Agreements by mail to Richard Barham, Finance Officer, at the mailing address above.

On receipt of your signed Agreements, the Commission will sign both Agreements and return one to you for your records and retain the other on our files for our records.

Please direct any questions to me at richard.barham@crasc.ca.

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3 year term.

Richard Barham
Finance Officer
CRASC

Capital Region Assessment Services Commission



**MEMBER
MEMORANDUM OF AGREEMENT
2022 - 2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the “**Commission**”)

and

(the “**Member**”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Member;

AND WHEREAS the Commission and the Member have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Member;

NOW THEREFORE the Commission and the Member agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Member**” and “**Municipality**” mean a municipal authority listed in the Appendix to Alberta Regulation 77/96, as amended from time to time.
- e. “**Panellist**” means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.

- f.** “**Assessment Review Board**” and “**ARB**” mean either the Local Assessment Review Board (“**LARB**”) or the Composite Assessment Review Board (“**CARB**”).
- g.** “**Assessment Clerk**” means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h.** “**Term**” means the term of this agreement as set forth in Section 2.

2. TERM

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Member to the Commission.

3. OBLIGATIONS of the COMMISSION

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a.** receiving Complaint forms from the Member, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b.** maintaining a Panellist pool sufficient to respond to the Member’s requirements for Assessment Review Board hearings.
- c.** annually providing the Member with:
 - i.** a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii.** the name of the chair of the LARB and CARB;
 - iii.** the name of the Assessment Clerk of the LARB and CARB.
- d.** apprising the Member of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.

- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Member informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Member appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensuring that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

From time to time the Commission will contact Members seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Member's nominee, the Commission will contact the Member's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the MEMBER

The Member will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Member by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*

- b.** providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Member.
- c.** for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Member and that the complaint was received within the deadline for submission of complaints.
- d.** when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Member will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Member for the applicable fees and expenses listed in Schedule "A" and the Member will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Member has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Member being informed of the change(s).

6. MEMBER INFORMATION

All Member information relating to the Assessment Review Board complaints is deemed the property of the Member.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Member information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Member in writing, to disclose or make known the knowledge.

Where Member information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Member information.

7. TERMINATION

A Member shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Member.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, 202
Authorized Signature Name Date

THE MEMBER: _____
Name of Member

Per: _____, 202
Authorized Signature Name Date

SCHEDULE “A”

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Member to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Member - Per Fiscal Year

- a.** Core fee of \$400, plus;
- b.** Per parcel fee of \$0.15, based on the number of Member’s parcels on file with the Commission as at 1 January of each year of the agreement.

2. Hearing Fees - Per Hearing Day or Part Day

Assessment Review Board Hearing Fees are chargeable to the Member for each hearing day or part day and depend on the services provided to the Member for each hearing. Not all fees may be chargeable for every hearing.

- a. Hearing:**
 - \$800 for each LARB hearing day or part day.
 - \$800 for each CARB hearing day or part day.
- b. Panellist:**
 - \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
 - \$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
 - \$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Member for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191

Email: info@crasc.ca

MEMBER'S SERVICE ADDRESS

The Member's address for service of notices is:

Name of municipality_____

Contact name_____

Address 1_____

Address 2_____

City_____

Postal Code_____

Telephone: _____

Email: _____



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR106789

November 10, 2021

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
Bon Accord, AB T0A 0K0

Dear Mayor Holden and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Town of Bon Accord.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

Ric McIver
Minister



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 9, 2021

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
Bon Accord AB T0A 0K0

Dear Mayor Holden:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Town of Bon Accord. You are now fortunate to lead a truly great Alberta community!

The Town of Bon Accord and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Town of Bon Accord Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,

A blue ink signature of Jason Kenney, written in a stylized, cursive script.

Hon Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric McIver, Minister of Municipal Affairs