

Town of Bon Accord
AGENDA
Regular Council Meeting
August 18, 2020 8:30 a.m.
virtual meeting
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Regular Meeting of Council; July 7, 2020 (enclosure)**
- 4. DEPARTMENT REPORTS**
 - 4.1. Finance (enclosure)**
 - 4.2. Operations (PW) (enclosure)**
 - 4.3. Planning and Economic Development (enclosure)**
 - 4.4. Chief Administrative Officer (CAO) (enclosure)**
- 5. UNFINISHED BUSINESS**
 - 5.1. Speed Control Devices (enclosure)**
- 6. NEW BUSINESS**
 - 6.1. Bon Accord Public Library Financial records review (enclosure)**
 - 6.2. Budget Timeline (enclosure)**
 - 6.3. City of Cold Lake – Criminal Code Amendment (enclosure)**
 - 6.4. Block Parties during COVID 19 pandemic (enclosure)**
- 7. BYLAWS/POLICIES/AGREEMENTS**

POLICIES

 - 7.1 Declaration of Special Days, Weeks, or Months (enclosure)**
- 8. WORKSHOPS/MEETINGS/CONFERENCES**

NONE
- 9. COUNCIL REPORTS**
 - 9.1. Mayor Hutton**
 - 9.2. Deputy Mayor Bidney (enclosure)**
 - 9.3. Councillor May (enclosure)**
 - 9.4. Councillor Laing (enclosure)**
 - 9.5. Councillor Holden (enclosure)**
- 10. CORRESPONDENCE**
 - 10.1. Alberta Police Advisory Board (enclosure)**
 - 10.2. International Day of Older Persons Declaration (October 1, 2020)**

Town of Bon Accord
AGENDA
Regular Council Meeting
August 18, 2020 8:30 a.m.
virtual meeting
live streamed on Bon Accord YouTube Channel

- 11. CLOSED SESSION**
 - 11.1.** Parcel eligible for auction - *FOIP Act 17(1)*

- 12. ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
July 7, 2020 7:00 p.m.
Virtual meeting



Live streamed on Bon Accord YouTube Channel

PRESENT

COUNCIL

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

ADMINISTRATION

Joyce Pierce, Chief Administrative Officer
Jessica Caines, Executive Assistant

CALL TO ORDER

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

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda for the July 7, 2020 Regular Meeting of Council be adopted, as amended, by adding *Correspondence Agenda item 8.3 – Minister’s Seniors Service Awards; Closed Session Agenda item 9.2 – Personnel; FOIP Act 17(1) – Disclosure harmful to personal privacy*

CARRIED RESOLUTION 20-224

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – June 16, 2020

DEPUTY MAYOR BIDNEY MOVED THAT the minutes of the June 16, 2020 Regular Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 20-225

UNFINISHED BUSINESS

None

NEW BUSINESS

Council Summer Break

COUNCILLOR LAING MOVED THAT Council accepts the Council Summer Break information, as presented.

CARRIED RESOLUTION 20-226

Speed Control Devices

DEPUTY MAYOR BIDNEY MOVES THAT Council directs Administration to bring back more information in regard to speed control devices to the August 18, 2020 Regular Meeting of Council.

CARRIED RESOLUTION 20-227

Town of Bon Accord
Regular Meeting of Council Minutes
July 7, 2020 7:00 p.m.
Virtual meeting



Live streamed on Bon Accord YouTube Channel

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Community Standards Bylaw #2020-19

COUNCILLOR HOLDEN MOVED THAT Council give second reading to Community Standards Bylaw #2020-19, as presented.

CARRIED RESOLUTION 20-228

DEPUTY MAYOR BIDNEY MOVED THAT Council give third reading to Community Standards Bylaw #2020-19, as presented.

CARRIED RESOLUTION 20-229

POLICIES

Bon Accord Facility Rentals Policy

COUNCILLOR HOLDEN MOVED THAT Council approves the Bon Accord Facility Rentals Policy, as presented, and accepts the Bon Accord Facility Rentals Procedure, as information.

CARRIED RESOLUTION 20-230

WORKSHOPS | MEETINGS | CONFERENCES

None

CORRESPONDENCE

Alberta Infrastructure Act and 20-Year Strategic Capital Plan; Engagement Opportunity

Alberta Municipal Affairs – Economic Recovery Plan

Minister's Seniors Service Awards

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the correspondence and deal with it.

CARRIED RESOLUTION 20-231

CLOSED SESSION

COVID-19 Response Plan; FOIP Act 24(1)(a) – Advice from officials

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

COUNCILLOR HOLDEN MOVED THAT Council move to Closed Session at 8:05 p.m.

CARRIED RESOLUTION 20-232

DEPUTY MAYOR BIDNEY MOVED THAT Council return to Open Session at 9:28 p.m.

CARRIED RESOLUTION 20-233

DEPUTY MAYOR BIDNEY MOVED that Council accept agenda item 9.1 - COVID-19 Response Plan, as information.

CARRIED RESOLUTION 20-234

COUNCILLOR HOLDEN MOVED THAT Council accept closed session agenda item 9.2 - Personnel, as information.

CARRIED RESOLUTION 20-235

Town of Bon Accord
Regular Meeting of Council Minutes
July 7, 2020 7:00 p.m.

Virtual meeting
Live streamed on Bon Accord YouTube Channel



ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the July 7, 2020 Regular Meeting of Council adjourn at 9:30 p.m.

Mayor David Hutton

Joyce Pierce, CAO

Unapproved

**COUNCIL REPORT
FINANCE
AUGUST 2020**

GENERAL MUNICIPAL

The property tax deadline is August 31; to date 61% of property taxes have been collected. The TIPPs program remains steady. Cash flow remains stable.

PUBLIC WORKS

Roads are projected to be in line with budget. Budgeted revenue includes a portion of MSI operating funds not yet received. Water, sewer, and garbage sales and expenses are projected to be in line with budget for the year.

PROTECTIVE SERVICES

The fire hall rental/grant payment has been received from Sturgeon County, slightly higher than budgeted (\$263 higher). Fire services support payment to Sturgeon County has been paid \$27K. Bylaw services invoice for first and second quarter paid to Sturgeon County.

ADMINISTRATION

The account to track COVID-19 related expenditures/items is currently \$3,773. This amount includes lost revenue from early closure of the arena, work from home office supplies, and the plexiglass installed at the front counter. Administration has renewed our lease with Xerox for an upgraded printer and included a mail folder/insert machine, as budgeted for 2020; the cost came in under budget for an expected total savings of approximately \$35/month.

COMMUNITY SERVICES

Recreation program expenses are expected to be decreased from the cancellation of programs due to COVID-19.

PARKS & RECREATION

Received grant from Sturgeon County, funds slightly higher than budgeted for parks and recreation, as well as the library. Budgeted \$64,867, received \$76,331 – allocated to budgeted areas.

ARENA

The arena is closed for the 2019-2020 operating season. Refunds were issued for lost ice time for early closure due to COVID-19. (\$1,596).

ECONOMIC DEVELOPMENT

Revenues and expenses are expected to be in line with budget. Permit revenue is currently slightly over budget for the year.

CAPITAL

In July, the Government of Alberta announced a new grant program – the Municipal Stimulus Program. Each municipality will receive a funding allocation and projects MUST be submitted by October 1, 2020. Municipalities will lose access to any portion of their allocation that is not committed to an accepted project submitted as of October 1, 2020. The Town of Bon Accord’s allocation is reported to be \$181,751.

Projects must begin in 2020 or 2021 but are limited to those projects that would not go forward in the absence of support through the stimulus program; projects currently in construction are ineligible. Project eligibility is similar to the MSI program; project categories include construction, betterment, rehabilitation and non-routine maintenance of roads, bridges, water and wastewater systems, public transit, and recreation, with a focus on projects that will support local jobs and stimulate the economy by reducing municipal red tape. The stimulus program *can be* combined with MSI or GTF funding but *only after* the project has been approved through the stimulus program.

2020 Sources of capital revenue will be MSI, GTF, MCCAC Grant, debenture, and reserves. The Town received communication from Municipal Affairs that our Gas Tax Fund allocation for 2020 is \$87,461.

Current Projects:

48th Avenue & 49A Street: Ongoing; Expenses to date = \$28,515

Solar Farm: Ongoing; Expenses to date = \$916,129

New Single-Axle Dump Truck = \$126,646

Ventrac Mower = \$22,900

Falon Fayant

*Corporate Finance Officer
Town of Bon Accord*

Town of Bon Accord
Year-to-Date Variance Report (*Unaudited*)
for the month ending July 31, 2020

Department	2020 YTD Revenue		2020 YTD Revenue	2020 YTD Expense		2020 YTD Expense	2020 YTD Net	2020 YTD Net	2020 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,141,733	2,220,523	-78,790	14,418	241,369	226,951	2,127,315	1,979,154	148,161	7%
	2,141,733	2,220,523	-78,790	14,418	241,369	226,951	2,127,315	1,979,154	148,161	
Public Works - Roads	10,804	16,149	-5,345	208,151	245,015	-36,864	-197,347	-228,866	31,519	14%
Storm Sewer & Drain	0	0	0	10,232	10,345	-113	-10,232	-10,345	113	1%
Water	261,722	270,873	-9,151	233,656	363,107	-129,451	28,066	-92,234	120,300	130%
Sewer	149,079	155,300	-6,221	105,311	180,366	-75,055	43,768	-25,066	68,834	275%
Garbage	75,115	71,600	3,515	86,272	98,734	-12,462	-11,157	-27,134	15,977	59%
Cemetery	4,150	3,208	942	4,180	5,618	-1,438	-30	-2,410	2,380	99%
	500,870	517,130	-16,260	647,802	903,186	-255,384	-146,932	-386,056	239,124	
Fire Department	9,015	8,752	263	34,025	47,623	-13,598	-25,010	-38,871	13,861	36%
Emergency Services	0	0	0	16,304	10,917	5,387	-16,304	-10,917	-5,387	49%
Bylaw	2,786	22,888	-20,102	30,388	35,689	-5,301	-27,602	-12,801	-14,801	116%
	11,801	31,640	-19,839	80,717	94,229	-13,512	-68,916	-62,589	-6,327	
Administration	2,418	2,042	376	234,290	257,403	-23,113	-231,872	-255,362	23,490	9%
Election	0	0	0	0	2,917	-2,917	0	-2,917	2,917	100%
Library	12,213	10,480	1,733	53,937	58,038	-4,101	-41,724	-47,558	5,834	12%
Council	0	0	0	41,703	61,259	-19,556	-41,703	-61,259	19,556	32%
	14,631	12,522	2,109	329,930	379,617	-49,687	-315,299	-367,095	51,796	
Community Services	25,231	25,364	-133	44,950	57,246	-12,296	-19,719	-31,882	12,163	38%
Recreation Programs	7,100	5,065	2,035	28,139	49,567	-21,428	-21,039	-44,502	23,463	53%
Parks & Recreation	23,873	11,912	11,961	56,446	89,287	-32,841	-32,573	-77,375	44,802	58%
Arena	104,072	127,678	-23,606	129,128	144,329	-15,201	-25,056	-16,651	-8,405	50%
Municipal Planning	5,304	3,325	1,979	61,333	119,846	-58,513	-56,029	-116,521	60,492	52%
Economic Development	0	0	0	42,523	69,315	-26,792	-42,523	-69,315	26,792	39%
	165,580	173,344	-7,764	362,519	529,590	-167,071	-196,939	-356,246	159,307	
TOTAL	692,882	734,636	-41,754	1,420,968	1,906,622	-485,654	-728,086	-1,171,987	443,901	
TOTAL (incl. Gen Mun.)	2,834,615	2,955,159	-120,544	1,435,386	2,147,991	-258,703	1,399,229	807,168	592,061	

** Please note new formatting: budget values are comprised of the current time period, not the entire year,

Council Report

Date: July 2020 – August 2020

Department: Public Works

Submitted by: Operations Manager

PUBLIC WORKS

- Solar Farm is complete. Now producing power.
- PW yard was broken into for the 4th time in 2 years. Some keys, cash and a credit card were stolen from the office. 3 vehicles re-keyed.
- The Case tractor and Schulte mower have been sold.
- The new truck arrived but had some issues. It was taken back to the dealer for repairs.

ROADS

- Crack Sealing completed.
- Spray patching completed.
- Added 41 tonnes of 1.5 inch rock to the back alley South of 48th Ave next to the Wetland area.
- Paving project to begin September 7th.
- Cross walks were repainted.
- Back alleys have been graded twice.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.

CEMETERY

- 2 cremation plots and one full burial plot opened.

WATER

- Monthly water reads occurred on July 31 /20.
- Completed 6 Alberta 1st Calls in July.
- Waterlines and hydrants were flushed.

SEWER

N/A

ARENA/PARKS & RECREATION

- Maintenance and painting in the Arena is ongoing.
- Painting in the skate park was completed.
- Grass cutting ongoing.
- The approved mower was purchased.
- Mulch and rocks added to flower beds along 47th Ave.

SAFETY/TRAINING

- All training is on hold at this time. Extensions were granted for expiring first aid certificates.

SUMMARY

This concludes the Public Works Report ending August 18th, 2020.

Respectfully submitted by:

*Ken Reil
Operations Manager
Public Works/Utilities/Recreation*

End of Report

Council Report

Date: Jun 11/20 – Aug 12/20
Department: Economic Development | Planning
Submitted by: Dianne Allen, Manager

ECONOMIC DEVELOPMENT

Bylaw Enforcement

Bylaw Enforcement has been more pro-active in Town, reporting infractions to the Office on how the Peace Officer is managing the file. There has been positive feedback and good communication between both organizations.

Highway Frontage Property

The property at 4706-51st Street is for sale (sale through owner). This property is 1.81 and is zoned as C2 Highway Commercial.

Micro Developments

Micro Developments has obtained an approved building permit for the project and is currently accepting tenders for the project.

Small & Medium Relaunch Grant for Businesses

Starting June 29, eligible small and medium-sized businesses, co-ops and non-profits could apply for funding to open their doors and get Albertans back to work. Eligible job creators could apply for up to \$5000 through this program and must have 500 or fewer employees. To manage the expected volume of applications, Sturgeon County was one of the first regions for intake of applications.

The program guidelines were sent out to all business in Bon Accord with a valid business license. There was no feedback or inquiries for this grant program from business.

Website

The Town's new website continues to be a great asset. Residents requiring permits, business licenses or compliance certificates have total access to the fillable forms, which can be emailed directly to the office, with payments phoned in. Business continues in a very efficient, timely and safe manner. Other requests such as compliance certificates and complaints have been managed the same.

Face Coverings – Municipal Comparisons

With cases of COVID-19 on the rise, masking regulations are varied and changing quickly as municipalities try to prevent the spread of the virus. Refer to attachment for municipal comparisons within the region and beyond.

Edmonton International Airport

Airport City Solar will transform the west side of EIA's lands, creating jobs and bringing a potential new power source for airport operations and the Edmonton Metro Region. An agreement with Alpin Sun

will see development of a 627-acre, 120-megawatt solar farm. All available information indicates this will be the largest development of its kind at an airport anywhere in the world.

Construction is expected to commence early 2022 and to be operational by the end of the year. The project will bring an estimated \$169 million in foreign investment to the Edmonton Metro Region. Power generated by Airport City Solar will feed into Fortis Alberta and airport distribution systems.

Quick facts about Airport City Solar:

- Construction will employ 120 workers for a year, with up to 250 workers at its peak
- The 120Mwh facility will generate approximately 200,000Mwh per year
- Alpin Sun estimates that annual production of 200,000Mwh will result in an annual offset of an estimated 106,000 tonnes of CO₂
- Airport City Solar will consist of approximately 340,000 solar panels
- The facility will produce enough electricity to power between 27,000-28,000 homes
- The facility area of 627 acres will equal roughly 313 football fields
- The parcels will be constructed in two main groupings (east grouping will be 367 acres that would accommodate 72 MW and west grouping will be 259 acres that would accommodate 48 MW).

Fibre-Optic Networks

Beaumont is negotiating to build an ultra-high-speed, open access network later this year. This project would build 10 Gigabit per second network with fibre to every home and business in Beaumont and provide the foundation for city-wide WiFi and 5G technologies in the future.

This will be an open access network. Any internet service provider will be able to access the 10-gig network infrastructure, driving competition and supporting greater consumer choice by allowing internet service providers to sell their products directly to the homeowner and businesses. The contract is expected to be finalized in the coming months with construction starting shortly after.

Regional Transit Services Commission

On June 11/20 nine municipalities in the Edmonton Metro Region submitted a joint application to the province seeking the establishment of a Regional Transit Services Commission (RTSC): City of Beaumont, Town of Devon, City of Edmonton, City of Fort Saskatchewan, City of Leduc, Town of Morinville, City of Spruce Grove, City of St. Albert and Town of Stony Plain. The Commission estimates to save over 600 service hours per week and \$2.2 million per year once the regional system is fully operational.

Bell – Canada’s Largest 5 G Wireless Network

In June Bell announced the launch of Canada’s largest 5G wireless network offering unprecedented mobile data speeds and Canada’s broadest selection of 5G capable smartphones. 5G is available in Montreal, Greater Toronto Area, Calgary, Edmonton, and Vancouver.

Cannabis Gummy Facility

Dynaleo is set to open a 26,000 sq. ft. manufacturing plant near the Edmonton International Airport, after it secured a processing facility permit from Health Canada. The next step is to get a license to sell so the company can move its edible products to be sold from the Alberta Gaming, Liquor and Cannabis (AGLC) online store and other businesses.

Currently 30 people are working on the facility as the company prepares the building and starts processing. A total of 75 jobs will be created during peak production. Dynaleo will focus on edibles on an industrial scale of supply to meet consumer demand, approximately 80 million packaged units per year.

PLANNING AND DEVELOPMENT

MuniSight Webmap Workshop

Webmap is a one stop shop for municipal data as it houses important information in one centralized database, with the ability to access municipal information including taxes, assessments, utilities, GIS and property information. The workshop provided instruction on how to navigate the site, specific to lots within the municipality. There are additional layers that can be added, dependent on cost. Excellent tool to acquire qualified, accurate data to assist in the decision-making efforts within the municipality.

Additionally, MuniSight offers “MuniSight Academy” a free way to train new users and existing users via video courses on your own time when you need training.

Home Improvements

There continues to be an influx of activity regarding home renovation and home improvements. Majority of permits are for decks, patios, sheds and garages

Development / Investment

- Decks, garages, sheds, fences, fire pit, title insurance

Business and Development Inquiries

- Buildings for lease or purchase

Complaints

Complaints received and investigated for this reporting period include:

- Unsightly yards
- Dog at large
- Overhanging trees from neighbors’ yard
- Commercial noise

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
2	2	11	8	0	2	This Period
7	7	14	15	30	3	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- MuniSight Workshop – virtual
- Energy Roundtable: AB Economic Future - Virtual
- Resident Meetings – development questions/inquiries and complaints

Respectfully Submitted – Dianne Allen

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
Bylaw status	Enacted	Enacted	Enacted	Enacted	Pending	Pending	N/A	N/A
Summary	All public premises Bylaw requires person to wear mask in enclosed public spaces.	All public premises. Bylaw requires a person to wear a face covering while in an indoor, enclosed, or substantially enclosed public place or in a public vehicle.	All public premises. Bylaw requires Establishments/Businesses to require a person to wear a mask.	All public premises. Bylaw requires a person to wear a mask in enclosed public spaces.	Bylaw for only City facilities and transit. Planning to give three readings to bylaw on August 4. Chamber of Commerce engaging businesses on possibility of bylaw all public spaces. Waiting on results of this engagement to determine if and when a broader bylaw encompasses public spaces will be considered.	<u>Policy:</u> Face coverings in City facilities and on transit in effect commencing August 4. Currently surveying residents on their views regarding making masks mandatory in the community. <u>Bylaw:</u> Planning to draft bylaw that will require mandatory use of non-medical masks in all public indoor spaces and public vehicles for hire (eg: malls, grocery stores, retail businesses, chur	<u>Policy:</u> Face coverings on transit in effect since mid-July. Currently surveying residents on their views regarding making masks mandatory in the community.	Policy for transit only at this time.

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
						<p>ches). The bylaw would not apply to areas that are not open for general public access (eg: schools, daycares).</p> <p>Expected to be presented at upcoming special Council meeting early August (date to be confirmed).</p>		
Definition of Face Covering	<p>“<i>face covering</i>” means a mask or other face covering that covers the mouth, nose and chin ensuring a barrier that limits the transmission of infectious respiratory droplets;</p>	<p>Face Covering” means a medical or non-medical mask or other face covering that covers the mouth, nose and chin</p>	<p>“Mask or Face Covering” means a mask, balaclava, bandana, scarf, cloth or other similar item that covers the nose, mouth and chin without gapping.</p>	<p>“face covering” shall mean a medical mask or non-medical mask or other face covering, including a bandana, scarf or other fabric that covers the nose, mouth and chin to create a barrier to limit the transmission of respiratory droplets.</p>	<p>N/A at time of drafting document</p>	<p>N/A at time of drafting document</p>	<p>N/A</p>	<p>N/A</p>

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
Scope	<p>Public premises or in a public vehicle</p> <p><i>“public premises”</i> means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation but excludes any premises for which there is an enrolment or membership requirement in order to access it;</p> <p><i>“public vehicle”</i> means a bus, light rail transit (LRT) vehicle, taxi or other vehicle that is used to transport members of the public for a fee;</p>	<p>Public places or in public vehicles</p> <p>“Public Place” means any property, whether publicly or privately owned, to which members of the public have access as of right or by express or implied invitation, whether on payment of any fee or not.</p> <p>“public vehicle” means a bus or light rail vehicle operated by Edmonton Transit Service, or a vehicle for hire as defined in the Vehicle for Hire Bylaw, Bylaw 17400</p>	<p>Establishments:</p> <ul style="list-style-type: none"> • Businesses • Places of worship • Community/recreation centres • Real estate open houses • Common areas of hotels, building lobbies • City facilities 	<p>Enclosed public spaces. Incl:</p> <ul style="list-style-type: none"> • Shopping malls, retail shops, restaurants, museums, grocery stores, etc. • Transit • Gyms, churches, arcades, personal care establishments, etc. 	<p>City owned facilities and transit</p> <p>Reviewed every 60 days (possibly)</p>	<p><u>Policy:</u> City owned facilities and transit.</p> <p><u>Pending bylaw:</u> All public spaces</p>	<p><u>Policy:</u> Transit only</p>	<p><u>Policy:</u> Transit only</p>

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
	<i>*very similar approach to Toronto and Waterloo, but did not provide comprehensive list</i>							
Exemptions	<p>Anyone behind an installed screen, shield or other barrier.</p> <ul style="list-style-type: none"> • Children under the age of 2 • Underlying medical conditions • Persons who are unable to place or remove a mask • Persons engaging in athletic or physical activity • Caregivers where wearing a face covering may hinder the accommodation of the person's disability • Temporarily removing face 	<ul style="list-style-type: none"> • persons under the age of 2; • persons who are unable to place, use, or remove a Face Covering without assistance; • persons unable to wear a Face Covering due to a mental or physical concern or limitation, or protected ground under the <i>Alberta Human Rights Act</i> • persons consuming food or drink in designated seating areas 	<ul style="list-style-type: none"> • Children under the age of 2 • Underlying medical conditions • Persons who are unable to place or remove a mask • Employees or agendas in a designated area without public access or within/behind a physical barrier • Reasonably accommodated by not wearing a covering in accordance with Human Rights legislation <p>Schools and child care facilities are</p>	Children under the age of 5 and those who are unable to wear a covering due to a medical condition, disability, etc.	N/A at time of drafting document	<p>Policy of masks required in City facilities and transit:</p> <ul style="list-style-type: none"> • Children under two years of age • People with underlying medical conditions or disabilities that prevent them from safely wearing a face covering and those who cannot wear or remove one without assistance • People eating or drinking inside public spaces that 	N/A at time of drafting document	N/A at time of drafting document

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
	covering to provide or receive a service.	<p>or as part of religious or spiritual ceremony</p> <ul style="list-style-type: none"> • persons engaged in water activities or physical exercise • persons providing care or assistance to a person with a disability where a Face Covering would hinder that caregiving or assistance • persons engaging in services that require the temporary removal of a Face Covering <p>Does not apply to the following places:</p>	not considered an establishment, nor is transit or hospitals.			<p>offer food or beverages</p> <ul style="list-style-type: none"> • People exercising or engaging in athletic activities • Caregivers or those accompanying someone with a disability 		

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
		<ul style="list-style-type: none"> • schools and other educational facilities; • hospitals and health-care facilities; • child care facilities; • areas exclusively accessed or used by the Public Place’s employees or a Public Vehicle operator, provided that physical barriers or physical distancing practices are implemented between any person not required to wear a Face Covering by operation of this exception 						

Attachment One: Face Coverings – Municipal Comparison

	Calgary	Edmonton	Toronto	Region of Waterloo	St. Albert	Strathcona County	Leduc	Stony Plain
		and any other person.						
How is it enforced	Employer, operator, or proprietor must display a sign. Persons not wearing masks may be issued a violation ticket.	Persons not wearing a mask may be issued a violation ticket.	Businesses must adopt face covering policy. Businesses must post signage. Enforcement of businesses not individuals	Businesses must post signage. Citizens.	To be confirmed – although since mandated via bylaw a person not wearing a mask would likely be issued a violation ticket.	N/A at time of drafting document	N/A at time of drafting document	N/A at time of drafting document
Penalty	\$50 for citizens \$200 for businesses	\$100	Fine as per the Ontario Provincial Offences Act	Conviction, fine not exceeding \$1,000	N/A at time of drafting document	N/A at time of drafting document	N/A at time of drafting document	N/A at time of drafting document
Effective Date	August 1, 2020 (approx. 10 days after enacted and passed)	August 1	July 7, 2020 (7 days after enacted and passed)	September 30	August 4 or later pending Council meeting August 4	August 4 – policy; bylaw discussion pending	N/A at time of drafting document	N/A at time of drafting document

Council Report

Date: July/Aug 2020
Department: Administration
Submitted: Joyce Pierce, CAO

Administration

Held management meetings in July/Aug which have included discussion and planning for the business continuity plan and the relaunch of Stages 1 and now 2, the relaxation of restrictions of AHS for the COVID 19 virus. Working on the COVID-19 Response Plan on the reopening of our facilities, specifically the arena. All the details have not been finalized yet, but Council will be updated once we know what will be required to reopen safely. A request for ice from CNN Spurs for September 14, 2020 start date has been received.

The reopening of the Town office on July 13, 2020 has allowed people to call and make an appointment to come into the office. Due to the limited space of the front desk, people must wait to be allowed in to allow compliance with the distancing regulations in place. Also, the viewership of the online meetings has increased immensely as compared to holding meetings in the chambers.

There have been many discussions with the regional CAOs for the ICF/IDP work that administration has been working to complete. Vincinia consulting has been working to develop a funding model that can be considered once the ICF agreement has been completed with Sturgeon County.

Work has been progressing very well on the solar farm project, the Operations Manager will be speaking to that in the Public Works report. At the time of writing this report the Solar Farm should be operational by mid-August or sooner.

The Relaunch plan is being worked on being the move forward approach to the new normal that Town of Bon Accord will be in once the facilities and programs get completely brought back online.

After everyone has an opportunity to go through the summer enjoying the weather and the ability to spend some time with friends and family and even possibly enjoying some of what Alberta has to offer, we will get into September with work on the 2021 Budget.

Training

ICS 300 training is going to be held at the Emergency Operations Centre with Josh Morin instructing. Also, I have staff scheduled to take the Crisis Management Training program that will take a year to complete with classes being held 3 days per month.

AUMA/RMA/ Town Hall Relaunch Strategy - Ask the Expert Meeting

The fall convention will be hosted virtually on Sept 23 & 24, 2020. Council has been registered and will be in Council chambers socially distanced to attend the conference.

SREMP Agency Meeting

The SREMP agency has been having virtual meetings on a weekly basis to share and discuss how we are managing our municipalities during this pandemic. It has been a very good sharing and discussion on all the municipalities positions during these trying times.

SREMP Committee Meeting

The committee meeting was held virtually on Aug 10, 2020. 2021 Budget was a discussion point at that meeting.

PRECONSTRUCTION MEETING 48 Ave/49A Street Paving Project

A preconstruction meeting was held on July 30, 2020 to discuss the plans for the paving projects with the engineers and contractor. The first week of September contractors should be on site to do some preliminary ground works to get ready for the construction to begin soon after. Affected residents will be notified of parking and access plans in a hand delivered letter once the contractor is on site for the preliminary work on this project. Work has been done on the wetland back alley to address the highwater table in early July. Property owners were contacted to address overgrown trees and shrubs in the back alleys prior to work commencing.

Public Works Office Break In

Early hours of the morning on August 4, 2020 the public works office was broken into. RCMP were contacted and claims were filed. If any member of the public sees or suspects illegal activity, please report it to the RCMP immediately. Working together to keep our community safe.

Meetings Virtually Attended/Attending

Management Mtg	Regular Meeting Council
SREMP Mtg	Regional CAO Mtg

Respectfully submitted
Joyce Pierce, CAO

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting

MEETING DATE: August 18, 2020

AGENDA ITEM: Speed Control Devices

RECOMMENDATION:

THAT ... Council direct administration to...

BACKGROUND:

At RMC May 7, 2019, administration brought forward an RFD with pricing for speed bumps, at which time no further action was taken.

At RMC July 7, 2020, administration brought forward an RFD revisiting the speed bump costs for the Town. Pricing for speed control devices from ATS were presented.

DEPUTY MAYOR BIDNEY MOVED THAT Council directs Administration to bring back more information in regard to speed control devices to the August 18, 2020 Regular Meeting of Council. CARRIED RESOLUTION 20-227.

Administration has received quotes from 310-Sign, Barricades and Signs, and Alberta Traffic Safety (ATS), and Mega-Tech for speed control signage. All signs show approaching traffic the rate of speed they are travelling as a reminder to slow down. Mega-Tech and Barricades and Signs models SafePace 100 and SafePace 450 are the same models. Only the TC – 1000S and SafePace Evolution 15 models have an integrated flashing message. All pricing includes tax.

ATS – \$8375.00 (\$6700 for base unit + \$390 for batteries + \$1285 for solar panels)

310-Sign – quote for two solar models (see attached for details)

TC – 600S w/ 13” display = \$6103.65

TC – 1000S w/ 17” display and “Slow Down” or “Too Fast” = \$7826.70

Barricades and Signs – quote for three solar models (see attached for details)

SafePace 100 w/ 11” digits = \$6026.27 (\$4778.55 for base unit + \$675 for data software + \$285.75 for mounting bracket + tax)

SafePace 250 w/ 12” digits = \$5901.79 (\$4660 for base unit + \$675 for data software + 285.75 for mounting bracket + tax)

SafePace 450 w/ 15” digits = \$7639.54 (\$6315 for base unit + \$675 for data software + \$285.75 for mounting bracket)

Mega-Tech – quote for three solar models (see attached for details)

Signs with data analysis software only – data can be accessed via laptop/USB plug-in when user is standing next to sign

Signs with modem installed – data can be accessed via Bluetooth when user is standing close to sign

Signs with Cloud subscriptions – data can be accessed via computer in a remote location. Subscription can be renewed yearly for \$437.50 **OR** opt out of subscription after 12 months and continue to use the modem for BlueTooth capabilities – no additional costs.

SafePace 100 w/ 11” digits

Option 1 – with data analysis software only \$3345.56

Option 2 – with data analysis software, modem install and 12-month Cloud subscription \$3791.81

SafePace 450 w/ 15” digits

Option 1 – with data analysis software only \$4395.56

Option 2 – with data analysis software, modem install and 12-month Cloud subscription \$4841.81

SafePace Evolution 15 w/ 15” digits and “Slow Down”

\$3857.37 includes data analysis software, modem install, and 12-month Cloud subscription

The SafePace Evolution 15 sign from Mega-Tech is the best value, as it includes the “Slow Down” warning, data analysis software, modem install and 12-month Cloud subscription for a lower price than any of the other quoted models.

If data analysis software is not needed, the lowest price for a base model is the SafePace 100 from Mega-Tech at \$2748.75.

FINANCIAL IMPLICATIONS:

This expense is not included in the 2020 budget.

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council direct administration to purchase...
2. Council accept RFD as information and take no further action.
3. Council accept RFD as information and discuss further at the 2021 Budget Workshop

Prepared and Submitted By: Jessica Caines

Reviewed By: Joyce Pierce, CAO

Date: August 7, 2020

ATS Option

Driver Feedback/Variable Message Sign

- Vehicle Activated Traffic Calming
- Solar or AC powered
- Compact & lightweight
- User-friendly
- Adjustable Settings

*Various options available. Please contact us for more information.

*Images may not be representative of actual product.



Barricades and Signs Options



RADAR SIGN - 100

SPEED SIGN - SAFEPACE 100 SOLAR POWERED - 11"

DITGITS (20 WATT)

* OPTIONS AVAILABLE

Item #: 18097

*Options:

- SPEED SIGN - SafePace 100 A/C Powered - 11" Digtits (Yel & Wht Faceplate)
- SPEED SIGN - SafePace 100 Battery - 11" Digtits (A/C Charger)

Price:

Qty:



RADAR SIGN - 250

SPEED SIGN - SAFEPACE 250 SOLAR POWERED - 12"
DITGITS (20 WATT)

* OPTIONS AVAILABLE

Item #: 18099

*Options:

- SPEED SIGN - SafePace 250 Battery - 12" Digits (A/C Charger)
- SPEED SIGN - SafePace 250 A/C Powered - 12" Digits (Yel & Wht Faceplate)

Price:

Qty:



RADAR SIGN - 450

SPEED SIGN - SAFEPACE 450 A/C POWERED - 15" DITGITS
(COMPACT OR FULL SIZE FACEPLATE)

* OPTIONS AVAILABLE

Item #: 18100

*Options:

- SPEED SIGN - SafePace 450 Battery - 15" Digits (A/C Charger)
- SPEED SIGN - SafePace 450 Solar Powered - 15" Digits (50 Watt)

Price:

Qty:

310-Sign Options



 ZOOM

TC-600 RADAR SPEED SIGN

Call 1-844-289-7446 for Pricing



0 reviews | [Write a review](#)

Brand: **Radarsign®**
Product Code: **TC-600**
Product viewed: **18081**

Qty:



 ZOOM

TC-1000 RADAR SPEED SIGN

Call 1-844-289-7446 for Pricing



0 reviews | [Write a review](#)

Brand: **Radarsign®**
Product Code: **TC-1000**
Product viewed: **15171**

Qty:

Mega-Tech Options



[Back to 11" Signs](#)

SAFEPACE 100

Compact Entry-Level Speed Sign

The Traffic Logix SafePace 100 is the radar sign that fits your budget. This compact radar speed sign offers exceptional visibility and power efficiency in a lightweight, portable solution. Featuring the options you need at remarkably affordable pricing, the SafePace 100 is the sign you'll want to use again and again to keep local roads safe.

[Read Success Story](#)

Features:

- Compact sign with smaller 11" digits
- Affordable pricing
- Static Your Speed message
- Lightweight, compact design
- Energy efficient power options
- Choice of sign color
- Diamond-grade sheeting available
- Strobe activation/deactivation available



[View All 15" Signs](#)

Lightweight Speed Display Sign

The SafePace 450 speed display sign offers a portable speed solution that doesn't compromise on digit size or visibility. The innovative sign displays vehicle speed in full 15" LED digits at a weight of only around 20 lbs (depending on options) and can be seen from up to 1000 feet away. Using optional battery power, the sign can function autonomously for up to two weeks. With a full range of features including intuitive programming, low power consumption, vandal resistance, and universal mounting brackets, the SafePace 450 is the lightweight sign with full size impact.

Features:

- MUTCD approved 15" digits
- Static Your Speed message
- Lightweight, compact design
- Energy efficient power options
- Compact or full size sign face
- Choice of sign color
- Diamond-grade sheeting available
- Strobe activation/deactivation available



[View All 15" Signs](#)

SAFEFACE EVOLUTION 15

Lightweight Speed Display Sign

The Traffic Logix SafeFace Evolution 15 driver feedback sign is a portable, lightweight radar sign with full size 15" digits. A speed activated message to slow down alerts speeding drivers. Digits are dual color while messaging is available in a choice of red or amber. The Evolution 15 sign can be mounted at multiple locations with a universal mounting bracket and can function autonomously for weeks at a time with optional battery power.

Features:

- 1 Year cloud connectivity included
- MUTCD approved 15" digits
- Static Your Speed message
- Flashes "Slow Down" message at drivers who exceed designated speed
- Lightweight, compact design
- Energy efficient power options
- Compact or full size sign face
- Choice of sign color
- Diamond-grade sheeting available
- Strobe activation/deactivation available

BARRICADES AND SIGNS

Traffic Control Professionals



Serving Western Canada for 15 years!

EDMONTON: 25213 Hwy 37, Sturgeon County, AB, T8T 0G4
CALGARY: #2 285177 Wrangler Ave, Rocky View, AB, T1X 0P3
LANGLEY: #2-20085 100A Ave, Langley, BC, V1M 3G4
Toll Free: 1-888-488-0027 | Fax: 780-419-7370

Page: 1/1

Original

Document Number: 12816
Document Date: 08/05/20
Valid Until: 09/05/20
Customer No.: C1259
Customer PO:
Payment Term: Net30c

Quotation

Bill To:

Town of Bon Accord
HO
5025, 50E Ave PO Box 779
Bon Accord AB T0A 0K0
CANADA

Ship To:

PO
5025, 50E Ave Po Box779
Bon Accord AB T0A0K0
CANADA

ItemCode	Description	Quantity	Unit Price	Total
Sales				
18097	SPEED SIGN - SafePace 100 Solar Powered - 11" Digtits (20 Watt)	1	4,778.55	4,778.55
18099	SPEED SIGN - SafePace 250 Solar Powered - 12" Digtits (20 Watt)	1	4,660.00	4,660.00
18102	SPEED SIGN - SafePace 450 Solar Powered - 15" Digtits (50 Watt)	1	6,315.00	6,315.00
18103	SPEED SIGN - SafePace (Data Collection & Analysis Software - BlueTooth)	1	675.00	675.00
18091	SPEED SIGN - SafePace (Universal Mounting Bracket)	1	285.75	285.75

Total Before Tax: **\$ 16,714.30**

Total Tax Amount: **\$ 835.72**

Total Amount: \$ 17,550.02

Signature _____

Date _____

GST No: 86486 7544 RT0001

Interest charge at 2% per month for overdue invoices

Pricing Valid for 30 days, availability may vary

310-SIGN Inc.
 9570 58 Ave.
 Edmonton AB T6E 0B6



www.310sign.ca

Town of Bon Accord
 Jessica Caines
 Bon Accord AB

Estimate # 0008014
 Estimate Date July 31, 2020
Estimate Total (CAD) \$6,103.65

Item	Description	Unit Cost	Quantity	Line Total
Radarsign-TC-600S	<p>Solar Powered Radar Speed Sign w/13" LED Display Includes - 40 watt solar panel with pole mounting bracket, two 12V 18 amp hour AGM batteries, 28"w x 33"h YOUR SPEED faceplate, SS mounting pipe clamp set, Bashplate™, Wi-Fi range up to 300 feet, 2 year warranty</p> <p>**FLASHING MESSAGE CHOICES** Your choice of Slow or Fast flash of actual speed; SLOW DOWN message; TOO FAST message.</p> <p>**NEW SIMULATED CAMERA FLASH** Upgrade Option @ 149.00 per unit</p> <p>https://www.trafficsupply.ca/product/radar-speed-sign-tc-600-full-matrix/</p> <p>https://www.trafficsupply.ca/wp-content/uploads/2017/08/TC-600-Radar-Speed-Sign-Spec-Sheet-Trafficsupply.ca_.pdf</p> <p>** PROMO PRICED \$ 4695.00 REG PRICE \$ 5295.00</p>	4,695.00	1	4,695.00
Radarsign-SPU	<p>** RECOMMENDED UPGRADE Solar Panel Upgrade to 65 watt (for northern states & Canada) All TC-600 models come with a 40 watt solar panel and can be upgraded to a 65 watt solar panel. A 65 watt solar panel is recommended for locations in northern latitudes and for sites where speeding traffic volume is very high (> 15,000 vehicles per day).</p>	259.00	1	259.00
Radarsign-SS002	<p>*OPTIONAL ADD-ON* STREETSMART Data Collection Software (licensed per sign) Provides weekly, daily, hourly, and 1/2 hour data on # of</p>	399.00	1	399.00

Item	Description	Unit Cost	Quantity	Line Total
	vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Over 25 charts and graphs included.			
Radarsign-Freight	Freight from factory direct - Drop Ship	460.00	1	460.00
Subtotal				5,813.00
GST (826378838RT0001) 5%				290.65
Estimate Total (CAD)				\$6,103.65

Terms

FOR YOUR CONVENIENCE WE NOW ACCEPT PAYMENTS ONLINE.

Invoice due upon receipt. Approved accounts receive Net-30 terms. Please read these Terms & Conditions carefully: <http://www.310sign.ca/terms-and-conditions>

PRICES VALID FOR 30 DAYS

310-SIGN Inc.
9570 58 Ave.
Edmonton AB T6E 0B6

310-SIGN

www.310sign.ca

Town of Bon Accord
Jessica Caines
Bon Accord AB

Estimate # 0008013
Estimate Date July 31, 2020
Estimate Total (CAD) \$7,826.70

Item	Description	Unit Cost	Quantity	Line Total
Radarsign-TC-1000S	Solar Powered Radar Speed Sign-17" Display w/17" LED display, 65 watt solar panel with pole mounting bracket, two 12V AGM batteries, 36"w x 44"h YOUR SPEED faceplate, SS mounting pipe clamp set, Bashplate™, Wifi wireless transmitter, 2 yr. warranty."SLOW DOWN" ALERT MESSAGE - for TC-1000 series signs only http://310sign.ca/pdf/radarsign/TC-1000_310SIGN.pdf ** PROMO PRICED \$6595.00 ** REG PRICE \$7395.00	6,595.00	1	6,595.00
Radarsign-SS002	*OPTIONAL ADD-ON* STREETSMART Data Collection Software (licensed per sign) Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Over 25 charts and graphs included.	399.00	1	399.00
Radarsign-Freight	Freight from factory direct - Drop Ship	460.00	1	460.00
Subtotal				7,454.00
GST (826378838RT0001) 5%				372.70
Estimate Total (CAD)				\$7,826.70

Terms

FOR YOUR CONVENIENCE WE NOW ACCEPT PAYMENTS ONLINE.

Invoice due upon receipt. Approved accounts receive Net-30 terms. Please read these Terms & Conditions carefully: <http://www.310sign.ca/terms-and-conditions>

PRICES VALID FOR 30 DAYS



Quotation

7116 67 Street NW
Edmonton, AB T6B 3A6

Phone: (800) 700-7937 Fax: (780) 435-7606
Tax ID: 136768629RT0001

Bill To

Town of Bon Accord
5025 50 ave
Bon Accord AB T0A0K0
Canada

Date 8/5/2020
Estimate # 20-4061

Expires 8/8/2020
Exp. Close 8/5/2020

Project
Order Contact Jessica Caines
Promised Delivery Da...

Qty.	Item	Description	Options	Rate	Amount
1	TRL-SP1004SOL	SafePace 100 Model includes standard pole mount banding brackets, metal bands & programming software w/PC connection cable with 4 cell ion battery and solar panel w/mounting bracket.		2,748.75	2,748.75
1	TRL-DATA&REPORTING	Data Analyzer & reporting tool- optional vehicle count/speed data analysis and reporting. Intergrated hardware/software upgrade. SP1004SOL with standard date and reporting \$3186.25		437.50	437.50
		↑↑↑ OPTION 1 ↑↑↑			
		↓↓↓ OPTION 2 ↓↓↓			
1	TRL-MODEM-INSTALL	SP1004SOL with Cloud added. (TRL-CLOUD-SUB can be continued at \$437.50 annually) \$3611.25		425.00	425.00
1	TRL-CLOUD-SUB	Data Analyzer & reporting tool- optional vehicle count/speed data analysis and reporting. Intergrated hardware/software upgrade - also includes modem for use with Cloud system (subscription extra charge) 1 YEAR SUBSCRIPTION FOR CLOUD REPORTING SERVICE		437.50	437.50
				Subtotal	4,048.75
				Tax	202.44
				Total	\$4,251.19

Invoicing Policy - Mega-Tech will invoice all major components on receipt to our location. Installation and miscellaneous items to be billed upon completion. All payments are due Net 30 days. A monthly charge of 1% interest will be applied on all overdue accounts. Estimates are only valid for 7 days from date of issue.



Quotation

7116 67 Street NW
Edmonton, AB T6B 3A6

Phone: (800) 700-7937 Fax: (780) 435-7606
Tax ID: 136768629RT0001

Date 8/5/2020
Estimate # 20-4062

Expires 8/8/2020
Exp. Close 8/5/2020

Project
Order Contact Jessica Caines
Promised Delivery Da...

Bill To

Town of Bon Accord
5025 50 ave
Bon Accord AB T0A0K0
Canada

Qty.	Item	Description	Options	Rate	Amount
1	TRL-SP4504SOL	SafePace 450 Sign System on Solar with 1 x 4 cell lithium ion batteries		3,748.75	3,748.75
1	TRL-DATA&REPORTING	Data Analyzer & reporting tool- optional vehicle count/speed data analysis and reporting. Intergrated hardware/software upgrade. SP4504SOL with standard data and reporting \$4186.25		437.50	437.50
		↑↑↑ OPTION 1 ↑↑↑			
		↓↓↓ OPTION 2 ↓↓↓			
1	TRL-MODEM-INSTALL	SP4504SOL with Cloud added. (TRL-CLOUD-SUB can be continued at \$437.50 annually)		425.00	425.00
1	TRL-CLOUD-SUB	Data Analyzer & reporting tool- optional vehicle count/speed data analysis and reporting. Intergrated hardware/software upgrade - also includes modem for use with Cloud system (subscription extra charge) 1 YEAR SUBSCRIPTION FOR CLOUD REPORTING SERVICE		437.50	437.50
				Subtotal	5,048.75
				Tax	252.44
				Total	\$5,301.19

Invoicing Policy - Mega-Tech will invoice all major components on receipt to our location. Installation and miscellaneous items to be billed upon completion. All payments are due Net 30 days. A monthly charge of 1% interest will be applied on all overdue accounts. Estimates are only valid for 7 days from date of issue.



Quotation

7116 67 Street NW
Edmonton, AB T6B 3A6

Phone: (800) 700-7937 Fax: (780) 435-7606
Tax ID: 136768629RT0001

Date 8/5/2020
Estimate # 20-4064

Expires 8/8/2020
Exp. Close 8/5/2020

Project
Order Contact Jessica Caines
Promised Delivery Da...

Bill To

Town of Bon Accord
5025 50 ave
Bon Accord AB T0A0K0
Canada

Qty.	Item	Description	Options	Rate	Amount
1	TRL-EVL-15SD-SOLAR	Evolution 15" Digit - Solar - Includes Strobe, Bluetooth, Data - modem and 12 month Cloud service - includes mounting bracket		3,673.69	3,673.69
				Subtotal	3,673.69
				Tax	183.68
				Total	\$3,857.37

Invoicing Policy - Mega-Tech will invoice all major components on receipt to our location. Installation and miscellaneous items to be billed upon completion. All payments are due Net 30 days. A monthly charge of 1% interest will be applied on all overdue accounts. Estimates are only valid for 7 days from date of issue.

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING:	Regular Council Meeting
MEETING DATE:	August 18, 2020
AGENDA ITEM:	Bon Accord Public Library Financial records review
RECOMMENDATION:	
THAT ...	Council approve Leanne Egeland as the financial reviewer of the Town of Bon Accord Library Board account, as requested.
BACKGROUND:	Leanne Egeland has been a resident of Bon Accord for many years. She is retired and has experience in finances and marketing. She has agreed to have her name submitted for approval as reviewer for the 2019 financial records for the Bon Accord Public Library Board.
FINANCIAL IMPLICATIONS:	N/A
LEGISLATIVE HISTORY:	N/A
ALTERNATIVES:	<ol style="list-style-type: none">1. Council approve Leanne Egeland as the financial reviewer of the Town of Bon Accord Library Board account.2. Council does not approve Leanne Egeland as the financial reviewer and requests that the Library Board look for an alternate volunteer to review the 2019 financial records of the Bon Accord Library.
Prepared and Submitted By:	Julia Miller
Reviewed By:	Joyce Pierce, CAO
Date:	July 9, 2020

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

MEETING: *Regular Meeting of Council*

MEETING DATE: **August 18, 2020**

AGENDA ITEM: **Budget Timeline**

RECOMMENDATION:

THAT ... Council approve a timeline as presented for the approval of the 2021 Town of Bon Accord Operating Budget and the 2022, 2023, 2024 Operating Plan, and the 2021 Town of Bon Accord Capital Budget and 2022 to 2026 Capital Plan.

BACKGROUND:

1. Preliminary budgetary meetings will commence in September with council and administration. Administration and council will hold a budget workshop day on September 3, 2020 at 8:30 am to determine budgetary focus and present administration plans.
2. Initial budget presentation on Regular Meeting of Council October 6, 2020.
3. Pass final budget on Regular Meeting of Council December 1, 2020.
4. This plan is subject to change based upon council and administration time requirements.

FINANCIAL IMPLICATIONS:

Council must pass a yearly operating and capital budget, and three-year operating plan and five-year capital plan.

LEGISLATIVE HISTORY:

Section 242(1) and Section 245 and Section 283.1

ALTERNATIVES:

1. Council approve a timeline as presented for the approval of the 2021 Town of Bon Accord Operating Budget and the 2022, 2023, 2024 Operating Plan, and the 2021 Town of Bon Accord Capital Budget and 2022 to 2026 Capital Plan.
2. Council declines the timeline as presented and directs administration to proceed with a different timeline.

Prepared and Submitted By: Falon Fayant

Reviewed By: Joyce Pierce

Date: July 27, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: August 18, 2020
AGENDA ITEM: City of Cold Lake – Criminal Code Amendment
RECOMMENDATION: THAT.... Council direct administration to...
BACKGROUND: <p>The City of Cold Lake sent a letter to the Town regarding the criminal code amendments that took place on May 1, 2020 under an “Order in Council” titled and referred to as “<i>Regulations Amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR/2020-96.</i>” Their council passed a resolution to lobby the federal government to revoke these amendments.</p> <p>The City is asking “all municipalities in Alberta, Saskatchewan, and Manitoba to voice their concerns along with their respective provincial governments.” Additionally, “The City of Cold Lake supports initiatives to end violence; however, feels very strongly that the Government of Canada is wasting valuable resources and taking the wrong approach to gun control that will have zero effect on gun crime.”</p> <p>Key points in the letter include: the buyback program costing the federal government hundreds of millions of dollars; the people who own these firearms went through the proper channels and followed the laws to obtain their firearms; more effective solutions can be sought to resolve violence including sharing data on crimes involving firearms, harsher punishments for firearms trafficking and crimes involving firearms.</p>
FINANCIAL IMPLICATIONS: N/A
LEGAL IMPLICATIONS: N/A
LEGISLATIVE HISTORY: N/A
ALTERNATIVES: <ol style="list-style-type: none">1. Council accept the letter as information and for discussion purposes.2. Council direct administration to send letters to the appropriate Federal and Provincial Ministries supporting the City of Cold Lake’s request.
Prepared and Submitted By: Jessica Caines Reviewed By: Joyce Pierce - CAO Date: July 21, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: August 18, 2020
AGENDA ITEM: Block Parties during COVID-19 pandemic

RECOMMENDATION:

THAT... Council direct administration to...

BACKGROUND:

The Town's Block Party Policy has been in place since March 19, 2020. Administration is seeking guidance from Council regarding residents hosting block parties during the COVID -19 pandemic.

The procedures for this policy state the Community Services Department will provide the first five (5) registered and approved block parties per calendar year:

1. a gift card in the amount of \$100 to assist with the cost of food and supplies, and
2. an "activity bin" which includes items like bubbles, sidewalk chalk, games, etc.

The procedure states that 75% of households in the block party area must agree to the party before the event can occur. Signatures and addresses must be obtained on a petition form that the block party organizer must submit to the Town prior to the event.

According to the Government of Alberta (GoA) website, people at outdoor gatherings should continue to maintain the two (2) metre spacing for social distancing.

High-risk activities include:

- "sharing food, drinks or utensils
- sharing equipment
- close-range conversations
- direct physical contact or touch with people outside of your household"

Many of these high-risk activities typically occur at a block party.

Public Health Recommendations from Alberta Health Services (AHS) put emphasis on general cleaning and prevention cleaning; items in the "activity bin" may not allow for proper sanitizing between uses.

Additional concerns include:

- many of the Town's residents are seniors. Whether or not seniors reside in the block party area, hosting a party may result in exposure to other residents who would then come in contact with seniors
- how symptoms will be monitored/screened and what area(s) would be designated as quarantine zones should a resident start showing symptoms
- the number of residents in the block party area who agree to the party should be 100% instead of 75% - no one should feel uncomfortable

The following areas are **allowing** block parties:

City of Edmonton
Strathcona County
City of St. Albert

The following areas are ***not allowing*** block parties:

Town of Redwater
Sturgeon County
City of Calgary
City of Spruce Grove

The following areas are ***strongly discouraging*** block parties and currently not providing support to hosts:

Town of Legal

To date, there has been one application submitted in 2020. This request is to host a block party in September. This area is where our paving construction project is happening this year and may not be completely cleaned up by the date requested for the block party. Approval is pending Council's direction for this RFD.

FINANCIAL IMPLICATIONS: N/A

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council direct administration to temporarily decline all block party applications until further notice.
2. Council direct administration to continue to allow block parties.
3. Council direct administration to strongly discourage block parties and no longer provide support until further notice.

Prepared and Submitted By: Jessica Caines

Reviewed By: Joyce Pierce - CAO

Date: August 7, 2020

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: August 18, 2020
AGENDA ITEM: Policy - Declaration of Special Days, Weeks, or Months

RECOMMENDATION:

THAT ... Council approve the Declaration of Special Days, Weeks, or Months Policy, as presented, and the Declaration of Special Days, Weeks, or Months Procedure, as information.

BACKGROUND:

Town of Bon Accord administration is reviewing bylaws and policies and amending as necessary to keep them up to date.

There are numerous special days, weeks, and months, that are observed in Canada and around the world, every year. In the past, many of these special days have been recognized and proclaimed by the Mayor of Bon Accord. To help ensure that these important days continue to be recognized by the Town of Bon Accord, it is suggested that a list of days that the Town wishes to be recognized by brought forward, at the Organizational Meeting of Council in October of each year.

A list of the days that have been recognized (proclaimed) by Bon Accord in the past are as follows,

- Volunteer week – April
- Day of Mourning – April 28
- CiB week – May
- Falun Dafa Day – May
- Emergency Preparedness Week – first full week of May
- National Nursing Week – May
- Alberta Rural Health Week – May
- National Public Works Week – third week of May
- National Health & Fitness Day – first Saturday in June
- Seniors' week – Early June
- National Drowning Prevention Day – Third week of July
- Muscular Dystrophy – September
- Prostate Cancer awareness month – September
- International Day of Older Persons – October
- Breast Cancer awareness month – October
- Freedom of the City

FINANCIAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council approve the Declaration of Special Days, Weeks, or Months Policy, as presented, and the Declaration of Special Days, Weeks, or Months Procedure, as information.
2. Council does not approve the Declaration of Special Days, Weeks, or Months Policy and Procedure, and continues to recognize these days as they arise.

Prepared and Submitted By: Julia Miller

Reviewed By: Joyce Pierce, CAO

Date: July 20, 2020

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Administration

POLICY NUMBER: 98.126

SUBJECT: Declaration of Special Days, Weeks, or Months

RESPONSIBLE AUTHORITY: Administration

REVIEWED & APPROVED BY COUNCIL:

Passed: April 21, 1998

Reviewed: August 18, 2020

PURPOSE AND INTENT: To establish clear guidelines and procedures for the declaration / proclamation of special days or weeks.

POLICY STATEMENT: The Town of Bon Accord will recognize special days, weeks, or months of the year, as per Council approval at the organizational meeting.

**TOWN OF BON ACCORD
PROCEDURE**

SECTION: Administration

SUPPORTED POLICY NUMBER: 98.126

SUBJECT: Declaration of Special Days, Weeks, or Months

RESPONSIBLE AUTHORITY: Administration

REVIEWED & APPROVED BY COUNCIL:

Passed: April 21, 1998

Reviewed: August 18, 2020

PROCEDURES:

1. Administration will provide Council with a list of the special days, weeks, or months that the Town wishes to recognize, by declaration or proclamation, at the Organizational meeting.
2. The Mayor will be responsible for the declaration or proclamation of requests received from specific individuals or groups, based on the following criteria.
 - 2.1.1. Special days, weeks or months will be declared only if one or more of the following conditions are present and only after a written request is received,
 - i. The Council or Town staff are planning to be actively involved in events pertaining to the cause,
 - ii. The request comes from a group that has had a demonstrable positive impact on the community in the past or present,
 - iii. The requested cause will have demonstrable positive impact on the community in the present or future.

Days that Bon Accord has recognized - Proclaimed

Volunteer week – April

National Volunteer Week is an opportunity to celebrate the vibrancy and impact of volunteerism in our community and across our country.

Day of Mourning – April 28

Marked annually in Canada on April 28, the National Day of Mourning is dedicated to remembering those who have lost their lives or suffered injury or illness on the job or due to a work-related tragedy.

CiB Week – May

Communities in Bloom is a volunteer based, Canadian non-profit organization, committed to fostering civic pride, environmental responsibility, beautification and to improving quality of life through community participation and the opportunity to participate in a national program.

Falun Dafa Day – May

(Minghui.org) Falun Gong, also known as Falun Dafa, was first made public in Changchun, Jilin Province, China on May 13, 1992 by its founder Mr. Li Hongzhi. The practice has since spread to over 100 countries around the world.

May 13 was declared as World Falun Dafa Day in 2000. On the occasion of the 20th annual World Falun Dafa Day and also the 68th birthday of Mr. Li, Falun Gong practitioners in Montreal, Edmonton, and Vancouver held celebratory events.

Practitioners also drew attention to the Chinese Communist Party's (CCP) persecution of Falun Gong, especially the CCP's state-sanctioned live organ harvesting from Falun Gong practitioners and other prisoners of conscience. They called for bringing an end to the persecution and the atrocities taking place in China.

Emergency Preparedness Week – first full week of May

an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

National Nursing Week – May

The week draws attention to nurses, increasing the awareness of the public, policy-makers and governments of the many contributions of nursing to the well-being of Canadians.

Alberta Rural Health Week – May

An opportunity to honour the contributions of the rural Alberta health-care providers and community volunteers who help keep health care close to home.

National Public Works Week – third week in May

Since 1960, the third week in May has been celebrated as National Public Works Week (NPWW). Municipalities across Canada use this week to educate, engage and inform the public about the essential role public works plays in the quality of life. Equally important is promoting public works

as a career choice for the future workforce and recognizing those who currently serve in these vital roles.

National Health & Fitness Day – First Saturday in June

Since 2014, the first Saturday in June is designated National Health and Fitness Day across the country. With a goal to make Canada the “fittest nation in the world” it’s a day set aside to encourage citizens to get out and get active in their communities.

Seniors’ Week – First full week of June

During the first full week of June, Albertans can show appreciation for Alberta’s seniors and all that they contribute to Alberta.

National Drowning Prevention Week – Third week of July

The Lifesaving Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention.

Muscular Dystrophy – September

As part of an effort to heighten awareness of its work in research, treatment and care — as well as to raise funds — the Muscular Dystrophy Association (MDA) has proclaimed September MDA National Muscular Dystrophy Awareness Month.

Prostate Cancer awareness month – September

During Prostate Cancer Awareness Month - we asked you to get the men in your lives talking about the prostate specific antigen (PSA) test with their doctor and make an informed decision about the best testing approach for them.

International Day of Older Persons – October 1

The day is a special one for older people and senior citizens around the world.

Breast Cancer Awareness month – October

October is Breast Cancer Awareness Month, an annual campaign to increase awareness of the disease.

Freedom of the City

The Freedom of the Town of Bon Accord
Has been granted to the Commanding Officer,
The Officers, Warrant Officers,
Non Commissioned Officers and soldiers of the
1 Combat Engineer Regiment

This honour is conferred in recognition of the manner in which many of our citizens have served with pride in the Canadian Armed Forces which, by its great achievements in times of peace and war, has built up honourable traditions.

TOWN OF BON ACCORD

Deputy Mayor Report – for June 10 to Aug 11, 2020

June 12, 2020	Virtually attended “What Phase 2 Means to Municipal and Community Services” webinar hosted by Municipal Affairs.
June 16, 2020	Virtually attended the Regular Meeting of Council
June 18, 2020	Virtually attended “Keeping Local Elections Local” hosted by AUMA. It was a prelude to the conference. Voting was confusing at first, but I guess it can also be done remotely
June 19, 2020	Virtually attended the Alberta Capital Region Wastewater Commission meeting. Most of the meeting was spent on a review of how we are coming along with the Strategic Plan. We are planning on holding a one day workshop (in person) hopefully in October to look at it again.
June 25, 2020	Attended in person the Homeland Housing Board meeting. We were given the choice to attend via Zoom. Several members decided to attend personally
July 6, 2020	Met with IDP/ICP Consultants and committee members from Redwater, Gibbons, Legal and ourselves to discuss the recent correspondence from Sturgeon County wanting to make changes to the documents already presented and given final reading by some of the town councils.
July 7, 2020	Attended the Regular Meeting of Council via Microsoft Teams.
August 10, 2020	Attended SREMP Advisory Committee meeting via Teams. Reviewed and approved the 2021 budget.
August 11, 2020	Attended the AUMA Summer Leaders Caucus in Stony Plain.

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Council report
June 15 – August 15, 2020

June 16	Regular meeting of council
June 18	AUMA Local elections RFD session
July 7	Regular meeting of council
July 7	Library Board meeting (did not attend as it overlapped council)
July 11	Summer Municipal Leaders Caucus

Councillor Tanya May
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period Jun 15- August 15, 2020

May 28, 2020	Food Bank pick up around Bon Accord (forgot to add last report)
June 2, 2020	Regular Meeting of Council
June 16, 2020	Regular Meeting of Council
June 25, 2020	Admin Briefing
July 6, 2020	ICF/IDP Discussion
July 7, 2020	Regular Meeting of Council
August 11, 2020	AUMA Leaders Convention

Note: My thoughts to council, we need to think of something that will put Bon Accord on the map. In a good way.

Lacey Laing
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period June 16, 2020 – August 12, 2020

June 16, 2020	Attended virtual Regular Meeting of Council
June 18, 2020	Attended virtual AUMA meeting regarding Keeping Local Elections Local
June 19, 2020	Attended Treaty Six flag raising ceremony in Morinville
July 3, 2020	Attended virtual ICF/IDP meeting
July 7, 2020	Attended virtual Regular Meeting of Council
August 11, 2020	Attended AUMA Summer Caucus. There were some interesting comments regarding Council's role in regard to Bon Accord's collaboration with Morinville Detachment's Commander. (Staff Sergeant Chris Palfy)

Brian Holden
Councillor
Town of Bon Accord



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

July 17, 2020

Dear Mayors, Reeves, and CAOs:

We are writing to introduce ourselves as members of the newly appointed Alberta Police Advisory Board. This Board was established by the Minister of Justice and Solicitor General to give municipalities served under the Provincial Police Service Agreement a strong voice in setting RCMP policing priorities. We believe that the Board offers a tremendous opportunity to help ensure that policing in our communities reflects the local needs and concerns of our citizens.

As you may be aware, the Board is being implemented in two phases. In the first year, an Interim Board will develop the Board's structure and scope. On completion of the Interim Board's mandate, the work of the operational Alberta Police Advisory Board will begin for a four-year term.

As per the Board's Terms of Reference (attached), the Interim Board has been mandated to work with the Ministry of Justice and Solicitor General (JSG) and those municipalities served under the Provincial Police Service Agreement to:

- Develop the scope and terms of reference for the operational Board;
- Develop a recruitment and selection process for operational Board members;
- Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- Provide input, advice, and recommendations to the government and RCMP "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- Provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

As we are cognisant of the timing of the municipal elections, we have requested some changes to the timing of the transition to the permanent Board due to the likelihood that the permanent Board will have representation from municipal elected officials. We will advise the membership on the transition to the permanent Board when we have more details of what that process will entail.

The Board has held two meetings to date and will continue to meet approximately twice a month. We are currently developing a work plan for our deliverables, as well as an engagement strategy that will enable us to collect input from you and other community stakeholders and report back to you regularly on our progress.

If you have any questions or suggestions at this time please feel free to contact us at Board@ABPoliceAdvisoryBoard.com or call any of the members of the Board directly.

We look forward to engaging with you soon!

Sincerely,

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Brian Brewin	Board Member	Councillor, Municipal District of Taber
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Bill Given	Board Member	Mayor, City of Grande Prairie
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin

cc: Al Kemmere, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance

ALBERTA POLICE INTERIM ADVISORY BOARD

TERMS OF REFERENCE

BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

MEMBERSHIP

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

Interim Board Representation

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

Chair

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

Secretary

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

RESPONSIBILITIES

Conduct

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

Duties

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP “K” Division as necessary and required to discuss matters related to the Interim Board’s mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board’s work.

Meetings

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

Reporting

Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board’s recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board’s recommendations and advice on the JSG/RCMP “K” Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board’s recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization’s Chairs, Presidents and Executive Directors.

Quorum

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

Voting

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

EXPENSES

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

CONFIDENTIALITY

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

International Day of Older Persons Declaration October 1, 2020
Pandemics: Do They Change How We Address Age & Ageing?



DECLARATION

WHEREAS the Town of Bon Accord recognizes and values the experience, contributions, and wisdom of seniors; and

WHEREAS the declaration of International Day of Older Persons would give us the opportunity to build greater awareness, understanding and appreciation of seniors; and

WHEREAS an International Day of Older Persons will stand as an important annual occasion to celebrate the strength and community connections of seniors in our province.

THEREFORE, I, MAYOR HUTTON DO HEREBY DECLARE OCTOBER 1, 2020 AS INTERNATIONAL DAY OF OLDER PERSONS IN THE TOWN OF BON ACCORD.

Mayor David Hutton
Town of Bon Accord
August 18, 2020

