

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 1, 2020 7 pm**  
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 – August 18, 2020 (enclosure)**
- 4. UNFINISHED BUSINESS**
- 5. NEW BUSINESS**
  - 5.1. Sale of 2006 GMC 1 Ton (enclosure)**
  - 5.2. Bon Accord Arena Opening During COVID-19 (enclosure)**
  - 5.3. Purchase of Security Equipment for Public Works Yard (enclosure)**
  - 5.4. Shared Funding Model Sturgeon Victim Services (enclosure)**
- 6. BYLAWS/POLICIES/AGREEMENTS**  
**POLICIES**
  - 6.1. Designation of Special Days, Weeks, or Months Policy (enclosure)**
- 7. WORKSHOPS/MEETINGS/CONFERENCES**
  - 7.1. ACCPA Annual General Meeting (enclosure)**
- 8. CORRESPONDENCE**
  - 8.1. Sturgeon Public Schools (enclosure)**
- 9. CLOSED SESSION**
- 10. ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**August 18, 2020 8:30 a.m.**  
**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  
Dianne Allen, Planning and Economic Development Manager  
Falon Fayant, Corporate Finance Officer  
Ken Reil, Operations Manager (via telephone)  
Jessica Caines, Executive Assistant

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

DEPUTY MAYOR BIDNEY MOVED THAT the agenda for the August 18, 2020 Regular Meeting of Council be adopted, as presented.

**CARRIED RESOLUTION 20-236**

**ADOPTION OF MINUTES**

*Regular Meeting of Council Minutes – July 7, 2020*

COUNCILLOR MAY MOVED THAT the minutes of the July 7, 2020 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 20-237**

**DEPARTMENT REPORTS**

Finance, Operations (PW), Planning and Economic Development and CAO reports were presented.

COUNCILLOR MAY MOVED THAT Department reports be accepted, as presented.

**CARRIED RESOLUTION 20-238**

**UNFINISHED BUSINESS**

*Speed Control Devices*

DEPUTY MAYOR BIDNEY MOVED THAT the Town purchase a SafePace Evolution, 15 which comes with a 15" digits and flashes Slow Down, and if it is financially viable, that the Town gets it in place while the pavement is dry.

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 18, 2020 8:30 a.m.  
Live streamed on Bon Accord YouTube Channel**

Councillor May requested a recorded vote.

In favor: Deputy Mayor Bidney, Councillor Laing, Councillor Holden, Mayor Hutton

Opposed: Councillor May

**CARRIED RESOLUTION 20-239**

**NEW BUSINESS**

***Bon Accord Public Library Financial records review***

COUNCILLOR LAING MOVED THAT Council approve Leanne Egeland as the financial reviewer of the Town of Bon Accord Library Board account, as requested.

**CARRIED RESOLUTION 20-240**

***Budget Timeline***

COUNCILLOR MAY MOVED THAT Council approve a budget 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, with September 10, 2020 at 8:30 a.m. for the Administration - Council budget workshop.

**CARRIED RESOLUTION 20-241**

***City of Cold Lake***

COUNCILLOR MAY MOVED THAT Council direct Administration to send letters to the appropriate Federal and Provincial Ministries supporting the City of Cold Lake's request.

**CARRIED RESOLUTION 20-242**

***Block Parties during COVID-19 pandemic***

COUNCILLOR MAY MOVED THAT Council direct administration to continue to allow block parties.

**DEFEATED**

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to temporarily decline all block party applications until further notice.

Councillor May requested a recorded vote.

In favor: Deputy Mayor Bidney, Councillor Holden, Mayor Hutton

Opposed: Councillor Laing, Councillor May

**CARRIED RESOLUTION 20-243**

COUNCILLOR MAY MOVED THAT Council take a 5-minute break.

**CARRIED RESOLUTION 20-244**

Mayor Hutton called the meeting back to order at 10:22 a.m.

**BYLAWS | POLICIES | AGREEMENTS**

***POLICIES***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
August 18, 2020 8:30 a.m.  
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***Declaration Special Days, Weeks, or Months***

COUNCILLOR HOLDEN MOVED THAT Council directs administration to bring to the next regular meeting of Council, the Policy for the Declaration of Special Days, Weeks, or Months Policy, as discussed.

**CARRIED RESOLUTION 20-245**

**WORKSHOPS | MEETINGS | CONFERENCES**

*None*

**COUNCIL REPORTS**

COUNCILLOR LAING MOVED THAT Council reports, be accepted, as presented.

**CARRIED RESOLUTION 20-246**

**CORRESPONDENCE**

*Alberta Police Advisory Board*

*International Day of Older Persons Declaration*

COUNCILLOR HOLDEN MOVED THAT correspondence dealt with and filed.

**CARRIED RESOLUTION 20-247**

**CLOSED SESSION**

*Parcel eligible for auction – FOIP Act 17(1)*

COUNCILLOR HOLDEN MOVED THAT Council move to Closed Session at 11:22 a.m.

**CARRIED RESOLUTION 20-248**

COUNCILLOR HOLDEN MOVED THAT Council return to Open Session at 12:20 p.m.

**CARRIED RESOLUTION 20-249**

COUNCILLOR HOLDEN MOVED THAT the public auction be held on Monday, March 29, 2021, and it be a cash sale, and the reserved bid will be at fair market assessment value. It will be held in Council Chambers at 10:00 a.m.

**CARRIED RESOLUTION 20-250**

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the August 18, 2020 Regular Meeting of Council adjourn at 12:24 p.m.

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Mayor David Hutton

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Joyce Pierce, CAO

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting	
<b>MEETING DATE:</b> September 1, 2020	
<b>AGENDA ITEM:</b> Sale of 2006 GMC 1 ton	
<b>RECOMMENDATION:</b> <b>THAT ...</b> "Council give approval to sell the 2006 GMC 1 ton for fair market value".	
<b>BACKGROUND:</b> The 2006 GMC 1 ton will no longer be needed to haul snow. With the addition of the new International Durastar there are now 2 large trucks for hauling snow. The Ford F550 can be used for any of the work the GMC 1 ton was utilized for. The 2006 GMC is low mileage and has an engine that is highly desirable.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council give approval to sell the 2006 GMC 1 ton.</li><li>2. Council does not give approval to sell the 2006 GMC 1 ton.</li></ol>	
<b>Prepared and Submitted By:</b> Ken Reil	<b>Reviewed By:</b> <b>Date:</b> September 1, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** September 1, 2020  
**AGENDA ITEM:** Bon Accord Arena Opening During COVID-19

**RECOMMENDATION:**

**THAT ...** Council direct administration to ...

**BACKGROUND:**

The Bon Accord Arena 2020/2021 season is upon us, and the Town of Bon Accord understands the desire to return to recreational activities that encourage team comradery and a source of physical fitness in the face of the continuing COVID-19 pandemic.

As always, the safety of Town staff and the public are of the utmost importance. Administration has been working on creating and updating various documents including guidelines and contracts to reflect the current situation.

There are many factors to consider in the possibility of opening the Bon Accord Arena to the public. These considerations include:

- Patron cooperation and adherence to Bon Accord's COVID-19 Arena Guidelines, Hockey Canada Guidelines, and Alberta Health Services (AHS) Guidelines.
- The current "watch" status of COVID-19 cases within Sturgeon County.
- Rental contracts and longstanding relationships with consistent seasonal rental revenue from local teams.
- Ice installation, operating, and maintenance costs, plus the following:
  - Additional costs of frequent daily cleaning.
  - If a COVID-19 outbreak occurs, the arena would need to be shut down as per AHS guidelines and would require a commercial cleaning company to do a deep clean over and above the cost of everyday cleaning.
  - Potential lack of participation/rental contracts from teams.
  - Potential early school closure due to a COVID-19 outbreak and the impact on rental contracts for school-aged teams.

Municipalities with arenas that are now open with COVID-19 guidelines in place:

- Spruce Grove's Tri-Leisure Centre
- City of Edmonton

Municipalities with plans to open this fall with COVID-19 guidelines in place:

- Morinville Leisure Centre
- Redwater's Pembina Place

Administration is seeking direction from Council as to whether the Bon Accord Arena should open for the 2020/2021 season. If it is decided to open, administration is also requesting the selection of an opening date.

**FINANCIAL IMPLICATIONS:**

Expenses for the Bon Accord Arena for 2020 were budgeted in the 2020 Operating and Capital Budgets at the Regular Meeting of Council on December 17, 2019.

The arena season typically runs from September through March (28 weeks). During this time, required cleaning is estimated at 45 hours per week to ensure frequency and thoroughness – 5 hours per weekday and 10 hours per weekend day. Cost of frequent cleaning per season from:

- a cleaning company who uses their own supplies: estimated \$30 per hour @ 45 hours per week: \$37,800 – this is NOT the cost for a deep clean, which would be more extensive and costly.
- a cleaner who needs supplies provided by the Town: estimated \$17 per hour @ 45 hours per week: \$21,420.

These costs may fluctuate based on wage, number of rentals, and increased cleaning efficiency due to familiarity of the facility over time.

Average monthly arena operating costs, excluding wages, from September 2019 to August 2020: \$9,553.26 (\$114,639.17 per year).

Arena Rental Sales for 2019: \$154,106.04.

The arena typically runs at a deficit, as this is the cost of providing recreational facilities in the Town. In 2019 the deficit was \$44,099 and in 2020 we are budgeted to have a deficit of \$28,545, slightly lower only because we allocated a portion of MSI operating grant funding to the arena for 2020. Without the grant funds our deficit would have been budgeted closer to the same value as 2019.

**LEGAL IMPLICATIONS: N/A**

**LEGISLATIVE HISTORY: N/A**

**ALTERNATIVES:**

1. Council direct administration to open the Bon Accord Arena for the 2020/2021 season on [date].
2. Council direct administration not to open the Bon Accord Arena for the 2020/2021 season.

**Prepared and Submitted By: Jessica Caines**

**Reviewed By:**

**Date: August 27, 2020**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Regular Council Meeting
<b>MEETING DATE:</b>	September 1, 2020
<b>AGENDA ITEM:</b>	Purchase of Security Equipment for Public Works Yard
<b>RECOMMENDATION:</b>	<b>THAT ... "Council give approval to proceed with the purchase and installation of security equipment and monitoring services from Austin Security for \$9463 plus GST and monitoring services for \$76 per month plus GST".</b>
<b>BACKGROUND:</b>	The Public Works yard has been broken into 4 times in the last 2 years. Vandalism and theft have cost over \$30,000 and numerous man hours lost. The deductible for an insurance claim is \$5,000 so the organization has only been able to file a claim once. Each time the RCMP encouraged the organization to get better equipment. This last criminal activity caused greater concern as vehicle keys were stolen and so was the recording device for the cameras. The new systems can be monitored off site as well as in house and on phones. Austin Security also offers a motion detector with video images. These detectors allow for accurate description of the motion detected as well as still pictures to aid with the live video provided by the security cameras.
<b>FINANCIAL IMPLICATIONS:</b>	There was no budget for this item but money can be reallocated from other areas.
<b>LEGAL IMPLICATIONS:</b>	N/A
<b>LEGISLATIVE HISTORY:</b>	N/A
<b>ALTERNATIVES:</b>	<ol style="list-style-type: none"><li>1. Council give approval to proceed with the purchase.</li><li>2. Council does not give approval to proceed with the purchase.</li><li>3. Council direct administration to research other alternatives.</li></ol>
<b>Prepared and Submitted By:</b> Ken Reil	<b>Reviewed By:</b> <b>Date:</b> September 1, 2020



Advanced Security Solutions

# Proposal from Austin Security Ltd.

Written by Pat McNamara at Austin Security Ltd.



## Quote Options

# Security System, and Analytic Camera System Proposal

**Prepared for: Bon Accord Public Works Yard**

**4728 57 Street, Bon Accord, Ab**

**Quote Submitted to: Jessica Caines**

**Quote Prepared by: Mitch McNamara**

**Quote Prepared: 13th August 2020 and Quote Expiry: 09/13/2020**

## Scope of work:

As per our conversations and site visit. Austin Security will supply and install a building/yard security system and an analytic camera system at the Bon Accord Public Works Yard. Both systems come with a one year parts and labor warranty, and a full training session at the completion of the installation.

The security system will give you full coverage of the 3 buildings, covering every entry and Overhead door with both a door contact and motion detector, as well as temperature sensors. The yard system will include 4 motion viewers, to

identify an intrusion, and deter the intruder with an outdoor siren and strobe. This system will send 10 still images to the monitoring station to confirm the intrusion is either a person, or a moving vehicle, to reduce false alarms by wildlife. The monthly monitoring fee for this system is \$76 per month, with no signed contract. This monthly fee includes the Alarm.com application.

The camera system includes the 5 four megapixel dark vision cameras, an 8 channel recorder, and a full workstation to view the footage. Since this is an outdoor camera system, I have included dark vision cameras which work great in low light situations. This system also includes analytics that will work along side the yard intrusion system, and can send you notifications, if an intruder has entered the premise. This camera system has no monthly fees, reducing the total cost of ownership.

Through Austin Security's 27 years in business, motion viewers have proven to be our most successful yard security solution. This not only verifies an intruder has entered the premise, it also sets of a siren and strobe to deter the intruder from the yard. The yard system, complemented by the analytic camera system is the best option available. We have this system installed in every Peavey Mart in western Canada, as well as in Thorhild county, to name a few.

<b>Custom Design Camera Proposal</b>	
<b>MEGAPIXEL ANALYTIC CAMERA SYSTEM</b> 1 - 8 Channel Digital Video Management System 2 - Terabytes Video Grade Hard Drives 5 - 4 megapixel dark vision cameras 1 - 24" HD Monitor 1 - Back-up power supply 1 - Keyboard and mouse 1 - Alberta 2019 Fire Code Cabling 1 - Full installation, training, set up onto customer network/internet	<b>\$4,944</b>
<b>MONTHLY FEES: \$0.00</b> - 30 + Days Video Storage - Smart Phone App - Remote Live View - Remote Playback - Analytic Alarm Notifications	
<b>Building and Yard Security System</b>	
<b>SMART BUSINESS SECURITY SYSTEM</b>	<b>\$4,519</b>

- 1 - Control panel
- 1 - Key pad
- 4 - Door contacts
- 2 - Overhead door contacts
- 3 - Motion detectors
- 3 - Temperature sensors
- 4 - Outdoor yard security motionviewers
- 3 - Keyfobs (used to arm/disarm the system)
- 1 - Supply and installation

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**SMART BUSINESS INTERACTIVE MONITORING**

- No term contract
- Remote Arming/Disarming
- Push Notifications

**\$76 /month**

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**One-off Total \$9,463**

\$9,936.15 (inc. GST)

**Monthly Total \$76/month**

\$79.80/month (inc. GST)

**Austin Security is a member of Canadian Alarm and Security Association (CANASA), Underwriters Laboratory of Canada (ULC), Alberta Construction Association, Alberta Safety Association**

# Actual Intrusion Video

## Actual Event

Below is an actual event using both the analytic camera system, and the yard security system. Notice in the video you get a great video of the intruders walking up to an Austin security van. Once they crossed the plane of the motion viewer, a siren and strobe went off and scared them away. This is the ideal scenario capturing a high quality image of the suspects, being notified by the monitoring station that intruders are in the yard, as well as them being scared away before they can cause damage or steal product.

<https://www.youtube.com/watch?v=S6QiSgM6RbI>

# Next Steps

## **Schedule Installation:**

We have made scheduling our services a simple 4 step process.

No paper, no fuss:

1. Add your digital signature onto the Quote and click 'Sign Proposal'
2. The Proposal will be converted to a service order.
3. Your account representative Mitch McNamara will arrange with our scheduling department an installation date
4. The installation will be completed along with full training.

After completion Mitch will follow up with you to confirm everything meets your expectations.

We very much look forward to working with you.

# Reviews

## Austin Security Systems

11769 156 St NW, Edmonton, AB

[Write a review](#)

4.7 ★★★★★ 14 reviews ?

Sort by: Most relevant ▾



**Lease Link**

1 review

★★★★★ 2 months ago

Last night we called Austin Security for emergency help in our server room for problems unrelated to their systems or service. We knew Austin Security was a firm we could rely on with no notice for emergency help.

At 6PM we messaged them for emergency help because we had a burning smell from our server room. We shut down all systems for safety as we didn't know what was causing the issue. We were effectively completely shut down. Austin immediately replied to our urgent request and promised to be onsite first thing in the AM.

This AM, they diagnosed the problem, installed some loaner equipment and we were back up and running.



**Darcy**

6 reviews · 4 photos

★★★★★ a year ago

I have used Austin security for many projects over the past several years and have always been very happy. We are using Austin again in our new space for security cameras and alarm system. The quality of work has been excellent and integration through new apps and technology was painless thanks to the support provided. Great service and friendly staff, I highly recommend this company!

[Reply](#) [Like](#)



**Marc Driessen**

Local Guide · 17 reviews · 12 photos

★★★★★ 9 months ago

Have nothing but positive feedback for Austin Security and the security installation they did. We had selected TELUS previously, and it was a complete disaster - Austin installed a very comparably priced system with significant upside with respect to the gear they installed, the service they provided, and the end result.



**ST**

23 reviews · 5 photos

★★★★★ 10 months ago

Great group of people at Austin. Chett and Pat were awesome to deal with and helped us fly through our government inspection with ease.



Reply



Like

**TELSCO Security**

12750 127 Street NW  
Edmonton, AB T5L 1A5  
780 424 6971  
telsco.com

**TELSCO**

SECURITY • FIRE • VIDEO • ACCESS

**We have prepared a quote for you**

**New Security Solution**

QUOTE # CT007124 V1

PREPARED FOR

**Town of Bonaccord**

PREPARED BY

**Craig Thomson**

## Company Profile



### Why TELSCO?

Since 1970, Telsco has been proudly serving clients in Edmonton and the surrounding Area.

Our business has been built on the delivery of customized security systems that are backed by exceptional quality and service.

Our dedicated, local experts manage your security solution from start to finish. With every one of our departments comprised of Telsco employees, working out of a centralized location, we are able to support you with personal and thoughtful service that is unparalleled in the security industry.

Each time you interact with a Telsco representative, you are speaking with someone in Edmonton who is backed by a committed team with a wealth of knowledge.

Some of the many services we offer:

- Commercial Security Systems
- Video Alarm Verification
- Video Enhanced Alarm Response
- ULC Listed Fire Panel Monitoring
- Cloud Hosted & Managed Access Control
- Intercom Systems
- Residential Security Systems
- Integrated Home Automation
- Medical Alert & Wellness Solutions
- ULC Listed Monitoring Centre located in Edmonton

At Telsco we know that each client and security solution is unique. Please find the attached proposal that has been prepared exclusively for you. If you have any questions on the enclosed quotation, please do not hesitate to contact me.

Thank you for considering TELSCO.

## Scope of Work

### ◆ Video Verified Enhanced Security Solution

As per our discussion, I have prepared a customized security solution for your business.

For your outdoor space, we will utilize cameras and Video Alarm Verification. With TELSCO Video Alarm Verification, intelligent analytics are programmed to recognize the risk of an intrusion and trigger a video alarm. When an alarm is triggered, our local operators quickly connect to your video system to view footage and understand what has caused the alarm.

Video Enhanced Response will also be utilized as to assist with response to an intrusion alarm. With TELSCO Video Enhanced Response, our local operators connect to your video system and view camera footage during an alarm event.

The verification of an intrusion with the assistance of video allows operators to communicate the urgency of response when speaking with emergency dispatch. Where an alarm is able to be verified as false using video, we can resolve the alarm as false on your behalf and don't need to interrupt you.

To ensure image integrity and system connectivity, your video solutions includes 24/7 health monitoring, remote image assessment and a comprehensive service assurance plan for all video alarm verification solutions.

Your proposal also includes TELSCO Connect Interactive Service which allows you to manage your commercial security solution like never before. This easy to use platform allows remote security management for real time updates and instant notifications. With features focused on your business, TELSCO Connect not only provides enhanced security, but also understands the importance of improving the security management experience.

- Arm or Disarm from Anywhere
- Add or Delete Codes Instantly using Web Interface or App
- Receive a Text or Email based on your Custom Notifications & Alerts Access
- Multiple Sites with Enterprise Management
- Receive Automated Reports of Arming & Disarming

## Provide intrusion protection with an enhanced security system including Video Verification service

### CLIENT TO PROVIDE CAT6 CABLE TO CAMERA LOCATIONS, TERMINATING IN THE OFFICE

### CLIENT TO PROVIDE A MOUNTING POLE FOR THE COLD SHOP DOOR CAMERA

## Custom Hardware

Description	Price	Qty	Ext. Price
<b>NEO HS2032 Control Panel - 8 zones expandable to 32</b> This User Friendly DSC Neo Panel utilizes industry leading, Wireless Power G technology to provide the ultimate in system reliability. For new installations or upgrades, this powerful hybrid system allows for flexible system design and ensures a scalable solution for future needs.	\$340.00	1	\$340.00
<b>DSC Dedicated Cellular Communicator</b> Provides enhanced security and services. Transmits alarm signals with increased speed and efficiency. Eliminates the need for traditional phone lines. Enables the addition of Interactive Services, such as Telsco Connect.	\$341.00	1	\$341.00
<b>12 Volt 7 Amp Battery</b> Allows your security system to continue operating when AC power is interrupted.	\$35.00	1	\$35.00
<b>Plug In Transformer</b> 16 Volt 40 VA	\$25.00	1	\$25.00
<b>30 Watt Siren</b> Audible Alarm Alert	\$95.00	1	\$95.00
<b>Wireless Door Contact</b> Door Contacts:  OFFICE MAN DOORS (2) COLD SHOP MAN DOOR SHOP MAN DOOR	\$100.00	4	\$400.00
<b>Wireless Motion Detector</b> Wireless Motion Detector:  EAST OFFICE MOTION OFFICE/ OFFICE MOTION COLD SHOP MOTION SHOP EAST MOTION SHOP WEST MOTION	\$150.00	5	\$750.00

## Custom Hardware

Description	Price	Qty	Ext. Price
<b>NEO Hardwired Keypad with Full Message Display</b> This easy to use keypad offers full alpha message display  OFFICE ENTRY KEYPAD	\$228.00	1	\$228.00
<b>Wireless Power G Transceiver Host Module</b> The Power G Wireless transceiver and sensor devices utilize frequency-hopping spread spectrum technology to overcome frequency blocking and avoid RF interference, ensuring reliable, long range communication. Adaptive transmission power supports long battery life and 128 bit AES encryption ensures transmission security.	\$150.00	1	\$150.00
<b>Installation, Programming &amp; Testing</b> For scope of work as detailed	\$0.00	25	\$0.00
<b>System Orientation &amp; Basic Training</b> The technician will provide training to ensure you are comfortable with your new system.	\$0.00	1	\$0.00
<b>Signage &amp; Decals</b> New Signage and Monitored System Decals will be Installed.	\$0.00	1	\$0.00
<b>Wireless High/Low Temperature Detector</b> Wireless High/Low Temperature Detector  OFFICE TEMPERATURE SENSOR	\$135.00	1	\$135.00
<b>Wireless Smoke and Heat Detector</b> 24/7 Monitoring  OFFICE SMOKE DETECTOR	\$135.00	1	\$135.00
<b>Wireless Rate of Rise Detector</b> Wireless Rate of Rise Detector  SHOP RATE OF RISE COLD SHOP RATE OF RISE	\$155.00	2	\$310.00

## Custom Hardware

Description	Price	Qty	Ext. Price
<b>HARMONY IHD 16 Channel POE Analytic Network Video Recorder</b> Power Over Ethernet Network Recorder	\$1,661.00	1	\$1,661.00
<b>Purple 8 TB Hard Drive for NVR &amp; DVR</b> 8 Terabytes Recorded Video Storage	\$575.00	1	\$575.00
<b>HARMONY IHD 4MP VAV Dome Camera - Adjustable Lens</b> 4 Megapixels, Video Alarm Verification Camera  TO VIEW  ENTRY GATE FUEL AREA COLD SHOP DOOR BACK WEST LOT OFFICE DOORS	\$931.00	5	\$4,655.00
<b>Gigabit POE+ Switch - 8 Port</b> Supports Power Over Ethernet	\$195.00	1	\$195.00
<b>2U Vented Shelf</b> For Recorder Installation	\$70.00	1	\$70.00
<b>Monitor, Keyboard and Uninterruptible Power Supply</b> 350va UPS, 24" Monitor, Keyboard and Mouse	\$460.00	1	\$460.00
<b>Connect to Existing Wiring</b> Existing wiring will be utilized to complete this installation. The wiring is assumed to be intact and usable, except where expressly noted. If existing wiring is found to be damaged and additional labour or parts are required, additional charges will apply.  CONNECT NEW CAMERAS TO CLIENT SUPPLIED CABLING	\$0.00	1	\$0.00
<b>Enhanced Security System Credit (VAV)</b> Enhanced Security System Credit	-\$3,000.00	1	-\$3,000.00
<b>Subtotal:</b>			<b>\$7,560.00</b>

## Monthly Services

Description	Recurring	Qty	Ext. Recurring
<b>24 Hour Security Monitoring</b>	\$37.00	1	\$37.00
<b>Dedicated Cellular Connection</b>	\$15.00	1	\$15.00
<b>Telsco Connect Business Interactive</b>	\$14.00	1	\$14.00
<b>Video Enhanced Response</b>	\$25.00	1	\$25.00
<b>Video Alarm Verification (Per Camera)</b>	\$40.00	5	\$200.00
<b>Video Health Monitoring</b> With 24/7 Remote Health Monitoring, camera input loss or hard drive failures are reported to our central station so they can be addressed. TELSCO personnel will also provide remote app support, ensuring you are always connected.	\$12.00	1	\$12.00
<b>Remote Image Assessment</b> TELSCO Operators will remotely access your video system on a regular basis to ensure that images are clear and usable in the event of an alarm. Any issues discovered pro-actively during the assessment will be communicated and addressed accordingly. On a monthly basis, a report with the current camera views will be delivered via. email.	\$25.00	1	\$25.00
<b>Service Assurance Plan - Intrusion (Adjust based on devices)</b>	\$31.00	1	\$31.00
<b>Service Assurance Plan - Video (Adjust based on Video Prices)</b>	\$58.95	1	\$58.95
<b>Bundled Services Discount</b> Bundled Services Discount	-\$73.00	1	-\$73.00
<b>Monthly Subtotal:</b>			<b>\$344.95</b>

## Optional Monthly Services

\* Contains Optional Items

Description	Recurring	Qty	Ext. Recurring
<b>Annual System Inspection</b>	\$50.00	1*	\$50.00
<b>Wireless Device Battery Replacement</b> .50 per wireless device	\$0.50	13*	\$6.50
<b>* Optional Monthly Subtotal:</b>			<b>\$56.50</b>

## Project Notes

### **Please Review**

A Purchase Order or 50% deposit on Credit Card is required prior to scheduling an installation.

Monitoring Charges will commence at time of installation completion.

An Alarm Permit is required for customers in the City of Edmonton, Calgary, St. Albert and Strathcona County, and the application fee is the responsibility of the customer.

Any wiring included in this proposal is low voltage wiring. Conduit is not included and may result in additional charges if required during installation.

\*\*Please note that a high speed internet connection is required for video services in this quote, as well as for remote viewing of your cameras. If an internet connection is not available for TELSCO technicians during installation, your video system will not be accessible by your team or TELSCO for remote viewing. \*\*

## Monitoring & Service Agreement

1: Initial Term: This Agreement shall be in force and in effect for an initial term of ONE year commencing on the first day after the installation of the alarm system. After the initial one year term, this agreement will automatically renew on a month to month basis.

2: Monitoring Centre Services: Monitoring centre services consist of the receipt, analysis of and response to signals from systems installed under this Agreement. Service may be discontinued at any time that charges are unpaid or that the system or Telsco personnel are abused. Notice by letter to the billing address shall be deemed sufficient notice of discontinuation.

3: Alarm Response: Telsco monitoring personnel at their discretion will provide appropriate response upon receipt of an alarm signal. Fees, fines or charges related to the response of a private guard service, police or fire department are not included in the monthly monitoring fee and shall be the responsibility of the Subscriber.

Alarm Protocol for Video Alarm Verification: If an individual is seen on the camera footage, while acting on a video trigger alarm, this is to be considered a video verified alarm and is cause for immediate dispatch depending on when the alarm is received. Alarm response will not occur where an individual is not seen.

Between the hours of 0700 - 2300:

- 1: Monitoring centre will attempt contact with a minimum of 2 emergency contacts
- 2: Dispatch Police or RCMP
- 3: Inform alternate emergency contacts

Between the hours of 2300 - 0700:

- 1: Dispatch Police or RCMP
- 2: Inform an emergency contact

4: Telephone connections: Subscriber acknowledges that where a digital communicator is utilized to provide transmission of alarm signals from the Subscriber's alarm panel to the Telsco monitoring station that an analog telephone line will be made available by the Subscriber. Changes, cancellation or disconnection of this telephone line would result in alarm signals being unable to communicate to Telsco monitoring station and that this interruption will not be known to Telsco. VOIP (Voice Over Internet Protocol) telephone lines may not provide an acceptable communication path for digital alarm signals.

5: Dedicated Cellular Connection: Where radio or cellular services are selected for communication, Telsco will utilize a radio frequency for transmitting alarm signals from the system to the Monitoring Station. The Customer acknowledges that the use of radio frequencies are controlled by the Canadian Radio-Television and

Telecommunications Commission and local regulatory agencies and changes in rules, regulations and policies may necessitate discontinuing or modifying such transmission facilities. The Customer further acknowledges that radio frequency transmissions may, in rare circumstances, be impaired or interrupted by atmospheric conditions, including electrical storms, power failures or other conditions and events beyond the Security Provider's control.

6: Internet Connection: Telsco will utilize internet communication for transmitting alarm signals from the video system to the Monitoring Centre. In the event that an active internet connection is not available, Telsco operators will not receive video alarms. Telsco operators will be made aware that there is a loss of internet connection and keyholders will be contacted to advise of the loss of connection. For enhanced response, internet connection is required for operators to access video in the event of an intrusion alarm. In the event that an active internet connection is not available, Telsco operators will not be able to utilize video to provide enhanced alarm response. Alarm response will continue based on intrusion alarm activity.

7: Video System Access and Sharing: Please note that TELSCO staff will be remotely accessing live and/or recorded video footage in order to provide Video Alarm Verification, Video Enhanced Response Services and/or Remote Image Assessments. Remote access of the video system is not pre-scheduled and will occur as it is required to deliver selected video services for the Subscriber. Recorded video footage or still images captured during alarm response or assessment may be shared internally for training and support purposes.

8: Monitored Environment: Ideal conditions for Video Alarm Verification include environments that are free from false alarm triggers such as unkempt foliage, unsecured tarps or overhead banners and signage. In the event that our operators are presented with excessive video alarms from a common trigger such as weeds that require trimming, we may request that your site be altered to reduce excessive signaling into our monitoring centre. Inclement or extreme weather conditions may affect the quality of video footage or the triggering of video alarms.

9: Testing: It is the responsibility of the Subscriber to test the system for proper operation periodically, at least every six months.

10: Service Assurance Plan: A: The Service Assurance Plan does not include at No Charge\*: any damage to the material or equipment caused by accident, fire, intrusion, an act of God, misuse, abuse, attempted unauthorized repair service, modification or improper installation by anyone other than Telsco, trouble in a telephone line due to an interruption in power, or any other cause beyond our control. Also excluded are services required due to expansion or alteration of the premise, or upgrades of existing system. Out of town travel and service outside of regular hours are not included in the Service Assurance Plan. Please note that service response times will vary outside of Telsco's regular service area. Manlift rental is not included in the Service Assurance Plan. C: The Service Assurance Plan can be canceled with a 30 day written notice to Telsco. Once canceled this option is no longer available. D: Where Service Assurance is not selected, client is limited to one year Parts and Labour Warranty on New Equipment ONLY Installed by Telsco. Existing equipment is not covered by any warranty where the Service Assurance Plan has been declined.

11: Limited Warranty - Where Service Assurance is not selected - 1 Year Parts & 1 Year Labour (Based on a Monitored System) A: Telsco hereby warrants that all of the material installed is agreed to be as specified and is in accordance with the manufacturer's specification. B: If Subscriber shall discover a defect in the products purchased

under this Agreement, Subscriber should immediately contact Telsco service department, in writing or by telephone and fully describe the nature of the defect so that repair service may be rendered. C: This warranty does not cover any damage to material or equipment caused by accident, fire, intrusion, misuse, an act of God, attempted unauthorized repair service, modification or improper installation by anyone other than Telsco. Telsco shall not be liable for consequential damages. D: Existing security equipment is not covered by the limited warranty.

12: Termination: Either party may terminate the Agreement at the end of the initial term with a 30 day written notice to the other. Systems installed by Telsco shall remain the property of Telsco until fully paid for and the Subscriber agrees to perform all such acts as may be necessary to assure Telsco's ownership of the system. Furthermore, Telsco shall be in no way obligated to restore the premises to its original condition or redecorate the same in the event that the system or part thereof is removed as a result of Subscriber's default in payment. In the event the home or business is sold and the Telsco installed system is paid in full, this Agreement will be terminated.

13: Default: In the event that the Subscriber fails to pay monies as and when due, Telsco may at its sole discretion terminate the Agreement and sue for all sums due to Telsco.

14: Telsco Is Not An Insurer; Liquidated Damages; Limitation of Liability: It is understood and agreed that Telsco is not an insurer, and that insurance, if any, shall be obtained by the Subscriber. Payments provided for herein are based solely on the value of the service as set forth and are unrelated to the value of the Subscriber's property. In no event shall Telsco be liable for damages, whether consequential, incidental or indirect nor for the loss of property arising from use or inability to use the hardware installed.

15: Taxes, Fees, Fines and Licenses: Subscriber acknowledges that all charges set forth herein are based upon existing federal, provincial and local taxes. Telsco shall have the right, at any time, to increase the monthly charges provided herein to reflect any additional taxes, fees, fines, licenses or charges which hereafter may be imposed on Telsco by an utility or government agency relating to the service provided under this Agreement and Subscriber agrees to pay the same.

780 424 6971  
 craig@telsco.com  
 telsco.com

## New Security Solution

### Prepared by:

#### TELSCO Security

Craig Thomson  
 780-424-6971  
 craig@telsco.com

### Prepared for:

#### Town of Bonaccord

5728 57 Street  
 Bonaccord, AB  
 Jess Caines  
 (780) 921-3550  
 exec.asst@bonaccord.ca

### Quote Information:

#### Quote #: CT007124

Version: 1  
 Delivery Date: 08/20/2020  
 Expiration Date: 09/14/2020

## Quote Summary

Description	Amount
Custom Hardware	\$7,560.00
Subtotal:	<b>\$7,560.00</b>
Estimated Tax:	<b>\$378.00</b>
Total:	<b>\$7,938.00</b>

## Monthly Expenses Summary

Description	Amount
Monthly Services	\$344.95
Monthly Subtotal:	<b>\$344.95</b>
Estimated Tax:	<b>\$17.25</b>
Monthly Total:	<b>\$362.20</b>

## \*Optional Expenses

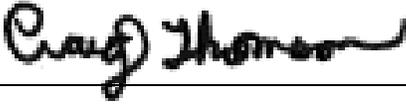
Description	Recurring
Optional Monthly Services	\$56.50
Optional Subtotal:	<b>\$56.50</b>

I have reviewed this quote and wish to proceed as per the details outlined in the PDF document.

I have read, acknowledge, and accept all terms of the Monitoring and Service agreement on the attached PDF document.

TELSCO Security

Town of Bonaccord

Signature:   
Name: Craig Thomson  
Title: Solutions Specialist  
Date: 08/20/2020

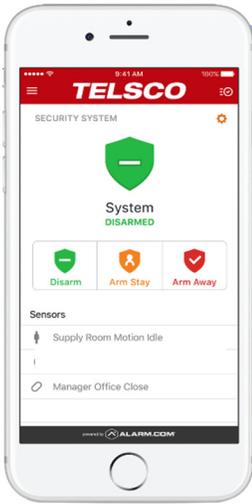
Signature: \_\_\_\_\_  
Name: Jess Caines  
Date: \_\_\_\_\_

### Preliminary Emergency Contact Information

Name	Phone Number	Verbal Password For identification when speaking with a member of the TELSCO team	Authorized (Y/N) to make changes on the account

# TELSCO

SECURITY • FIRE • VIDEO • ACCESS



## TELSCO Connect - Security for your Business

TELSCO Connect allows you to manage your commercial security system, and stay connected to your business like never before. This easy to use platform allows you to utilize your cell phone or any web-enabled device to access, control and update your security system. With features focused on your business, TELSCO Connect not only provides enhanced security, but also understands the importance of continually improving your security experience.



### Advanced Security

With automatic and remote arming, your business will never be left unprotected. User-specific access codes let you see who disarmed the system and remove access whenever needed.

With applications in both small and large commercial settings, this powerful service offers a flexible, practical and effective solution for modern security management- Anytime, Anywhere!



### Real-time Alerts

Get notifications for activities you care about, like whether the business opened on time, who disarmed the system, and if a secure area was accessed.



### Business Insights

Monitor activity at your business across multiple locations, and get any-time reports to track operational metrics such as opening and closing times.





August 20, 2020

Attention: Stephane Labonne CAO Town of Morinville, Farrell O'Malley CAO Town of Gibbons, Reegan McCullough CAO Sturgeon County, Joyce Pearce CAO Town of Bon Accord, Robert Proulx CAO Town of Legal

**Re: Shared Funding Model Sturgeon Victim Services**

In consideration of upcoming municipal budget preparation, we would like to respectfully submit a funding request for consideration. Please note that while some of the municipalities currently provide some form of funding, either directly or indirectly, we felt it important to provide enhanced information in hopes of formalizing a more structured and transparent funding model for the provision of support services to your community. As such, we propose the following:

#### **Funding Request**

While we are endeavouring to more in 2021, we have implemented cost efficiencies that will enable us to hold our budget equal to that of 2020. We respect and understand that huge financial strains have been placed on our municipalities experiencing their own challenges. We would like to propose that the operational funding we are asking for, be shared amongst the municipalities we serve (i.e. Sturgeon County, Towns of Morinville, Legal, Bon Accord and Gibbons). Our ask is in hope of securing these finances not just for the 2021 financial year but as a budget line item for discussion and implementation for a minimum of 3 year period. Should a multi-year model not be an option at this time, we would appreciate consideration be given to an annual contribution, similar to what is proposed.

Funding is proposed to be based on a per capita allocation in support of the \$12,000 annual budget (a copy of the proposed budget is available for reference). For your consideration we would like to suggest that the FCSS Operational grant received by your municipality be allocated towards our funding as we often collaborate with FCSS on emergency response in your community.

#### **Use of Operational Funds:**

Sturgeon Victim Services uses funding from the municipalities for operational purposes such as Insurance, Office Supplies, Internet Costs, Computer Programs, Fees and Dues and Advertising.

#### **Justification for Funding**

The administration and support efforts provided to those in all of our communities who have experienced personal trauma as a result of crime or circumstance. These supportive efforts rely heavily on fundraising to complete the financial needs of the organization. While the Alberta Solicitor General provides some funding, through a grant, there are remaining costs that are in excess of the allocated provincial funding. Like a number of organization, we are experiencing significant funding changes in 2020 due to Covid-19. Traditional fundraising efforts have been prevented, cancelled or eliminated.

These funding challenges have the potential to greatly impact service levels on much needed support to the communities we serve and the RCMP.

Current statistics indicate an increase in persons' crimes in the Towns within Sturgeon County and Sturgeon County itself. We have increased our volunteer advocate program by 71%, enabling staff to focus on daytime client and program supports, with volunteers tending to night time and weekend call outs with our local RCMP. These volunteers are members of your communities and we applaud them for stepping up to help.

We are embarking on a new and important initiative on behalf of victims of crime, that being Restorative Justice. The aim of restorative justice is to give victims a bigger role; meet their need for information about the reasons for and circumstances of the offence; allow them to be heard and to obtain tangible or symbolic compensation; and regain the independence and power that the crime took away from them. Restorative justice is also meant to have a positive impact on offenders by confronting them with the consequences of the actions and their responsibilities, giving them the opportunity to repair the damage caused to the victim and having them work on finding a solution to their problems. All in all, the program is viewed as an important one that provides enhanced victim recovery and quality of life.

Below you will see the statistics for the demographic, geographic and types of calls we responded to in 2019. Attached is our 2019 audited financials.

Respectfully,

Elisabeth Melvin  
Executive Director

# **STURGEON VICTIM SERVICES ASSOCIATION**

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**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019**

# STURGEON VICTIM SERVICES ASSOCIATION

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Notes to Financial Statements	6-8

## INDEPENDENT AUDITOR'S REPORT

### To the Directors of Sturgeon Victim Services Association:

We have audited the accompanying financial statements of Sturgeon Victim Services Association, which comprise the balance sheet as at December 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Sturgeon Victim Services Association as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

  
ALLAN WELSH & COMPANY PROFESSIONAL CORPORATION  
CHARTERED PROFESSIONAL ACCOUNTANTS

Edmonton, Alberta  
May 4, 2020

# STURGEON VICTIM SERVICES ASSOCIATION

## STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
<b>RECEIPTS</b>		
Government grants	\$ 194,801	\$ 132,557
Fundraising	34,079	36,381
Casino	23,177	-
Contributions	1,900	8,254
Interest income	730	624
	<u>254,687</u>	<u>177,816</u>
<b>OPERATING EXPENDITURES</b>		
Salaries and benefits	127,316	138,028
Fundraising expense	17,668	16,013
Staff expense	6,144	6,294
Volunteer expense	4,698	8,990
Victim expense	4,325	1,626
Casino expense	1,900	-
	<u>162,051</u>	<u>170,951</u>
<b>EXCESS OF RECEIPTS OVER OPERATING EXPENDITURES</b>	<u>92,636</u>	<u>6,865</u>
<b>ADMINISTRATIVE EXPENSES</b>		
Public relations and advertising	7,242	3,685
Professional fees	4,691	3,000
Telephone and internet	2,087	1,556
Insurance and licenses	1,904	250
Office	1,134	3,228
Interest and bank charges	468	330
Amortization	362	138
	<u>17,888</u>	<u>12,187</u>
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENDITURES</b>	<u>\$ 74,748</u>	<u>\$ (5,322)</u>

The accompanying notes are an integral part of these financial statements.

# STURGEON VICTIM SERVICES ASSOCIATION

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## STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
<b>FUND BALANCES</b> , beginning of year	\$ 150,825	\$ 156,147
<b>EXCESS (DEFICIENCY) OF RECEIPTS OVER EXPENDITURES</b>	74,748	(5,322)
<b>FUND BALANCES</b> , end of year	\$ 225,573	\$ 150,825

The accompanying notes are an integral part of these financial statements.

# STURGEON VICTIM SERVICES ASSOCIATION

## BALANCE SHEET

AS AT DECEMBER 31, 2019

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 225,929	\$ 155,876
Short term investments	513	508
Prepaid expenses and deposits	4,645	1,421
	231,087	157,805
<b>EQUIPMENT (Note 3)</b>	-	362
	\$ 231,087	\$ 158,167
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 4)	\$ 2,975	\$ 3,043
Government remittances payable (Note 5)	2,539	4,299
	5,514	7,342
<b>NET ASSETS</b>		
<b>UNRESTRICTED</b>	202,163	150,237
<b>EXTERNALLY RESTRICTED - CASINO FUNDS</b>	23,410	226
<b>INVESTED IN PROPERTY AND EQUIPMENT</b>	-	362
	225,573	150,825
	\$ 231,087	\$ 158,167

**APPROVED ON BEHALF OF THE BOARD:**

 \_\_\_\_\_ Director

 \_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

# STURGEON VICTIM SERVICES ASSOCIATION

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
<b>CASH FLOWS FROM OPERATIONS</b>		
Cash received from grants and contributions	\$ 254,687	\$ 177,816
Cash paid to suppliers and employees	(184,634)	(178,827)
	70,053	(1,011)
<b>CASH FLOWS FROM INVESTING</b>		
Purchase of equipment	-	(500)
<b>INCREASE (DECREASE) IN CASH</b>	70,053	(1,511)
<b>CASH, beginning of year</b>	155,876	157,387
<b>CASH, end of year</b>	\$ 225,929	\$ 155,876

The accompanying notes are an integral part of these financial statements.

# STURGEON VICTIM SERVICES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2019

### 1. PURPOSE OF THE ORGANIZATION

The Sturgeon Victim Services Association (the Society) is a registered society incorporated under the Business Corporation Act of Alberta on March 11, 1992, and is a registered charity under the *Income Tax Act*. The Society's primary purpose is to work in partnership with the Morinville Royal Canadian Mounted Police (RCMP) to provide support, information, and referrals to victims of crime or tragedy.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) and include the following significant accounting policies:

#### (a) Revenue Recognition

The Society follows the restricted fund method of accounting for contributions. Contributions are recognized as revenue when it is received. Casino income is recognized in the year in which the event occurs.

#### (b) Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and short term investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and government remittances payable.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income.

#### (c) Equipment

Equipment is stated at cost less accumulated amortization as follows:

Amortization of equipment is recorded on a declining balance basis at the undernoted rates and is provided at 50% of the annual rate on assets acquired during the year. No provision for amortization is recorded during the year of disposal.

Computer equipment	55%
--------------------	-----

#### (d) Use of Estimates

The preparation of financial statements in accordance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

### 3. EQUIPMENT

	Cost	Accumulated Amortization	Net 2019	Net 2018
Office computer	\$ 500	\$ 500	\$ -	\$ 362
	\$ 500	\$ 500	\$ -	\$ 362

# STURGEON VICTIM SERVICES ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2019

### 4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2019	2018
Accounting accrual	\$ 3,000	\$ 3,000
Mastercard payable	(25)	43
	\$ 2,975	\$ 3,043

### 5. GOVERNMENT REMITTANCES PAYABLE

	2019	2018
Payroll arrears payable	\$ 197	\$ 3,921
December 2019 source deduction payable	2,612	2,629
Good and Services Taxes receivable	(270)	(2,251)
	\$ 2,539	\$ 4,299

### 6. FINANCIAL INSTRUMENTS

#### *Categories of financial instruments*

The Company has classified its financial instruments as follows

	2019	2018
<b>Financial assets</b>		
Cash and cash equivalents measured at amortized cost	\$ 225,929	\$ 155,876
Trade and other receivables measured at amortized cost	\$ 513	\$ 508
<b>Financial liabilities</b>		
Trade accounts payable and accrued liabilities measured at amortized cost	\$ 5,514	\$ 7,342

## 6. FINANCIAL INSTRUMENTS (continued)

### *Financial risk management*

The Society through its financial assets and liabilities has exposure to the following risks from its use of financial instruments: credit risk, and liquidity risk. An analysis of these risks at December 31, 2019 is presented below.

#### (i) Credit risk

Credit risk is the risk that one party of a financial instrument will cause a financial loss for the other party by failing to meet its contractual obligations. The Society is exposed to credit risk associated with its holdings of cash and short term investments with various financial institutions. To mitigate this risk, the Society maintains its cash and short term investments with reputable and major financial institutions. The Society considers the risk of non-performance of these instruments to be remote. Over the past years, the Society has not suffered any material losses related to credit risk.

#### (ii) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. The Society is not exposed to significant interest rate risk as its cash and short term deposits are held in current savings accounts and a short term investment.

#### (iii) Liquidity risk

Liquidity risk is the risk the Society will not be able to meet its financial obligations when they come due. Sufficient liquidity is maintained by regular monitoring of cash flow requirements. The Society believes it has low liquidity risk given that it holds a significant amount of cash and short term investments.

## 7. ECONOMIC DEPENDENCE

The Society receives approximately 80% of its income from the Alberta Government and must maintain standards to qualify for funding.

## 8. COMMITMENT

In 2018, the Society was granted a three-year term funding in the amount of \$150,000 per year by the Government of Alberta. On the start of each funding term, the grant will be forwarded to the Society by electronic fund transfer.

## 9. SUBSEQUENT EVENT

The 2020 funding is pending the completion of the audited financial statements.

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** September 1, 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 – Jenny tried to organize a walk, little participation
- 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 – Lacey to find out if CR is willing to work with us on future events – will get back to admin on date

At the RMC August 18, 2020,

*COUNCILLOR HOLDEN MOVED THAT Council directs administration to bring to the next regular meeting of Council, the Policy for the Declaration of Special Days, Weeks, or Months Policy, as discussed.*

**CARRIED RESOLUTION 20-245**

A list of days proposed for the Town of Bon Accord based on the meeting discussion are as follows:

- Volunteer week – April
- Day of Mourning – April 28
- Fire Prevention Week – October
- Emergency Preparedness Week – first full week of May
- Alberta Rural Health Week – May
- Seniors’ week – Early June

These two were undecided at the August 18, 2020 RMC:

- National Drowning Prevention Day – Third week of July
- Freedom of the City – Date TBD

**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:** Jessica Caines

**Reviewed By:**

**Date:** August 25, 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.

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting	
<b>MEETING DATE:</b> September 1, 2020	
<b>AGENDA ITEM:</b> ACCPA Annual General Meeting	
<b>RECOMMENDATION:</b> <b>THAT....</b> Council direct administration to attend the virtual ACCPA Annual General Meeting on September 9, 2020 and complete the proxy form provided.	
<b>BACKGROUND:</b> The Alberta Community Crime Prevention Association (ACCPA) was established in 1989 as the Alberta Community Police Advisory Committee by provincial police services as a means to discuss mutual crime related issues within communities, police and government.  The Town of Bon Accord is currently a member of the ACCPA. They are holding their annual general meeting virtually via Zoom on September 9, 2020 at 7:00 p.m.  If we do not wish to attend the virtual meeting, we are asked to complete the proxy form, on which we designate a proxy holder. ACCPA President, Jean Bota, is the default.	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council direct administration to attend the virtual ACCPA Annual General Meeting on September 9, 2020 and complete the proxy form provided.</li><li>2. Council direct administration to decline attendance at the virtual ACCPA Annual General Meeting and complete the proxy form provided.</li></ol>	
<b>Prepared and Submitted By:</b> Jessica Caines	<b>Reviewed By:</b>  <b>Date:</b> August 25, 2020

14 August 2020

RECEIVED

AUG 19 2020

SENT VIA EMAIL & REGULAR MAIL

Town of Bon Accord  
PO Box 779  
5025 – 50 Avenue  
Bon Accord, AB TOA OKO

Attention: Joyce Pierce, Chief Administrative Officer  
[cao@bonaccord.ca](mailto:cao@bonaccord.ca)  
Jenny Larson, Community Services  
[jl Larson@bonaccord.ca](mailto:jl Larson@bonaccord.ca)

Dear Ms. Pierce and Ms. Larson,

Re: **Suspended Use of Facilities – Joint Use**

On 21 July 2020, the Government of Alberta advised School Divisions that schools will re-open to in-class instruction under Scenario 1. You will find the Division's [Relaunch Guidebook](#) on our website for your reference.

Given the current circumstances, I regret to advise you that the suspension of the Joint Use Agreements will continue, and access to all Sturgeon Public School buildings will be restricted.

Please know that Sturgeon Public Schools values the relationship we share with the communities that we proudly serve. As the situation evolves, the Division will closely monitor and comply with the requirements set out by the Chief Medical Officer of Health and the Alberta Government.

Please contact me directly if you have any questions.

Stay well,



Dr. Charmaine Brooks, Ph.D.  
Associate Superintendent  
Corporate Services

cc: Mary Lynne R. Campbell, ICD.D, Superintendent/CEO  
Board of Trustees  
Aaron Chute, Principal, Bon Accord Community School  
Shelley Greenwood, Principal, Lilian Schick School