

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
September 19, 2024 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION – CLOSED SESSION**
 - 3.1.** 5:15 p.m. Susan Berry & Ron Cust – Roseridge Waste Commission – Regional Residential Curbside Collection Program – *FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 21 Disclosure harmful to intergovernmental relations, Section 23 Local public body confidences, and Section 24 Advice from officials*
- 4. UNFINISHED BUSINESS**
- 5. NEW BUSINESS**
 - 5.1.** Board/Committee Resignation Thank You Letter Template (enclosure)
 - 5.2.** Northern and Regional Economic Development Program Funding (enclosure)
- 6. BYLAWS/POLICIES/AGREEMENTS**
 - 6.1.** Reward for Reporting Vandalism Policy (enclosure)
 - 6.2.** Town Issued Electronic Device Policy (enclosure)
- 7. CLOSED SESSION**
 - 7.1.** Fire Services – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*
 - 7.2.** Alberta Industrial Heartland Association – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*
 - 7.3.** Enforcement Issue - *FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information*
- 8. ADJOURNMENT**

**TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT**

| | |
|------------------------|---|
| Meeting: | Committee of the Whole |
| Meeting Date: | September 19, 2024 |
| Presented by: | Jodi Brown, Town Manager |
| Title: | Board/Committee Resignation Thank- You Letter Template |
| Agenda Item No. | 5.1 |

BACKGROUND/PROPOSAL

To thank board and committee members for their service to Bon Accord, administration has drafted a template letter to be used as needed if members resign.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The letter would be drafted by administration and signed by the Mayor or Deputy Mayor in the Mayor's absence to commemorate the member's volunteerism and contributions to the community.

The proposed Board/Committee Resignation Thank - You Letter Template is enclosed for Council's review.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

[date]

Name

Address

**Thank You for Your Service on the [Veterans' Memorial Park Committee;
Community Services Advisory Board; Parks and Trails Committee; Dark Sky Ad
Hoc Committee]**

Dear [name]:

On behalf of the Town of Bon Accord Council, I would like to thank you for your service on the [board or committee name]. Your positive contributions to Bon Accord's [scope of board/committee] will have a lasting impact on the community for the better.

Thank you again for volunteering your time and efforts in Bon Accord.

Sincerely,

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

| | |
|------------------------|---|
| Meeting: | Committee of the Whole |
| Meeting Date: | September 19, 2024 |
| Presented by: | Jay Nagra, Economic Development & Safe Communities Coordinator |
| Title: | Northern and Regional Economic Development Program Funding |
| Agenda Item No. | 5.2 |

BACKGROUND/PROPOSAL

The Northern and Regional Economic Development Program is a Government of Alberta matching grant designed to promote sustainable economic growth and diversification across Alberta. The program opens for applications on September 16th, 2024, with a closing date of December 6th, 2024. Eligible organizations or communities include the following: incorporated nonprofit organizations that have an economic development mandate, **municipalities** and indigenous communities, including First Nations or Metis Settlements. The Town of Bon Accord qualifies under northern and regional projects as a municipality.

This grant information is being submitted to council to provide information, solicit feedback and invite discussion on potential uses for the funding and its alignment with our objectives.

The initiative chosen must support and achieve impactful results in one or more of the following areas:

- Increasing investment readiness and regional attractiveness for private investment.
- Support planning and feasibility studies that lead to economic development enabling investments to boost regional growth.
- Support local and regional business, and industry, business retention and expansion.

Project initiative must not take more than 3 years to complete and must be ready to begin immediately at the start of the grant.

The project chosen must qualify with one of the five following project types:

- **Planning/feasibility studies:** This includes market analyses, feasibility studies for new ventures, and other planning activities that lay the groundwork for future development projects

- **Training or events:** Projects that focus on enhancing skills and capacity through conferences, webinars, or other training events.
- **Marketing and investment/regional promotion:** Initiatives aimed at attracting investments, promoting the region, and improving its appeal to private investors through targeted marketing campaigns and strategies.
- **Business retention and expansion projects:** Projects that support the growth and expansion of local businesses, including initiatives that provide direct support to businesses to help them scale and become more competitive.
- **Other:** Projects that align with program priorities but do not fit into the above categories. There include innovative initiatives, pilot projects, research and development, and unique approaches that support investment readiness, economic development, and business supports.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Upon further research into the type of initiatives this funding could be used for, the Government of Alberta website specified the following examples regarding the type of projects where the funding was used by surrounding municipalities/towns and regions in the previous year:

- Branding Strategy
- Investment Attraction Plan
- Lac La Biche used funds for improving existing Main St. to improve business attraction
- Development of outdoor recreation
- Town of Bonnyville used funds for upgrading Main St. decorative lights in the downtown core to drive retail traffic.
- Town of High Level used funds for a wayfinding signage strategy and implementation plan.
- Chard Metis Community Association used funding to support the recruitment of an economic development officer.
- Municipal District of Opportunity used funds for rebranding and enhancement of community entrance signs.
- Recreation & Tourism signage
- Village of Brewyn used funds for Main St. beautification project will support the development of a highway commercial and multi – family residential structure plan.
- Town of Grimshaw used funds for a social media readiness and development project to provide business supports and marketing within the Town of Grimshaw.

- Edson Friendship Centre used funds toward the upgrade and enhancement of the Willmore Campground. There may be a possibility to allocate the funding toward enhancement/upgrading of the arena.
- Southgrow Regional Initiative used funds toward a feasibility study to explore potential for developing the Southgrow Solar project.
- Town of Raymond used funding to upgrade and market the Victoria Sports Park in the Town of Raymond to attract more economic activity.
- Foothills Tourism Association used funds towards a social media promotional project to help promote tourism to Alberta's foothills region through social media.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Priority #2: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

Priority # 04: Identity

- Bon Accord has a strong, positive identity as an environmentally progressive, family orientated, welcoming community.

COSTS/SOURCES OF FUNDING

- The NRED Program will provide up to 50% of total eligible project costs.
- Total eligible project costs must be a minimum of \$20,000.
- Applicants must be able to match the funding requested at a minimum of 50% of the total project cost.

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

| | |
|------------------------|--|
| Meeting: | Committee of the Whole |
| Meeting Date: | September 19, 2024 |
| Presented by: | Jodi Brown, Town Manager |
| Title: | Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy |
| Agenda Item No. | 6.1 |

BACKGROUND/PROPOSAL

The Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy was first approved in 1996 and most recently reviewed in 2019. The purpose of the policy is to reward anyone who provides information on vandalized property that leads to arrest and conviction.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has reviewed this policy and would like Council’s feedback on whether to keep or rescind the policy.

Considerations:

- The policy has not been utilized in at least 5 years.
- The annual budget should include an amount for rewards.
- The policy does not indicate how to payout rewards for more than 1 person who comes forward for 1 instance of vandalism.
- The policy indicates the purpose is to “curb incidents of vandalism”, indicating a proactive approach, however, the reward factor indicates it is a reactive policy.
- Alternative methods of crime prevention and their efficacy.

The Reward for Reporting Vandalism That Leads to Arrest and Conviction Policy is enclosed for Council’s review.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY NO.: 96.396

SUBJECT: Reward for reporting vandalism that leads to arrest and conviction Policy

RESPONSIBLE AUTHORITY: Administration Department - Communications

REVIEWED & APPROVED BY COUNCIL:

| | |
|---|--------------------|
| Regular Meeting of Council - October 1, 1996 | Resolution #96-396 |
| Regular Meeting of Council - October 3, 2006 | Resolution #06-196 |
| Regular Meeting of Council - December 3, 2019 | Resolution #19-399 |

PURPOSE AND INTENT:

To establish a policy that endeavours to curb incidents of vandalism in the Town of Bon Accord.

DEFINITIONS:

“Vandalism” is an act that damages, defaces, or destroys any piece or part of public or private property.

POLICY STATEMENT:

1. The Town of Bon Accord will pay **up to** \$1000.00 to anyone providing information on vandalism that leads to the arrest and conviction of a perpetrator(s).
2. The amount of the reward will be based on the value of damaged property as follows:

| Damage Value | Reward |
|-----------------|--------|
| \$0 - \$249 | \$50 |
| \$250-499 | \$75 |
| \$500-749 | \$100 |
| \$750-\$999 | \$250 |
| \$1000 - \$4999 | \$500 |
| \$5000 and up | \$1000 |

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

| | |
|------------------------|---|
| Meeting: | Committee of the Whole |
| Meeting Date: | September 19, 2024 |
| Presented by: | Jessica Caines, Legislative Services and Communications Coordinator |
| Title: | Town Issued Electronic Device Policy |
| Agenda Item No. | 6.2 |

BACKGROUND/PROPOSAL

The Council Electronic Devices Policy was first approved in 2011 and reviewed in 2017. The policy is quite short with an accompanying procedure. As such, the policy has been reviewed and revised to create a stronger policy that is more enforceable. These policy provisions will assist in maintaining the security of Town Issued Electronic Devices, limit Town liability, and help manage costs related to device usage.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The updated policy applies to both Council and administration. Therefore, the new name “Town Issued Electronic Devices Policy” has been proposed.

The revised policy includes the following:

- Responsibilities of the Town Manager, Corporate Services, and Designated Users defined as: *individuals who are loaned a Town-owned Electronic Device.*
- Electronic device set up and decommissioning once the device is returned.
- Device operation, including use of devices while operating a motor vehicle and personal communications.
- Travel, including out of province and outside of Canada.

The proposed Town Issued Electronic Device Policy is enclosed for Council's review.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Council

POLICY NO.: 11.260

SUBJECT: COUNCIL ELECTRONIC DEVICES

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

November 1, 2011 - Council Meeting - Resolution 11.260
October 24, 2017 - Council Meeting - Resolution 17.211

PURPOSE AND INTENT: To establish guidelines for the use of Electronic Devices for Council members during the term of their office.

POLICY STATEMENT: To provide Councillors with Electronic Devices to view digital data with respect to municipal business. The Town of Bon Accord views technology as being supportive of municipal governance and a resource to improve communication with the public, other Councillors, organizations and the Town Office.

TOWN ISSUED ELECTRONIC DEVICE POLICY

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

Town-issued Electronic Devices are loaned to Employees, Council members and/or the Town Manager in the course of their duties to allow for ease of internal and external communications for Town business purposes.

PURPOSE

To establish guidelines for the issuance and usage of Town-owned Electronic Devices to Designated Users to enhance safety, limit Town liability, and help manage telecommunications and data costs.

SCOPE

This policy applies to Council members, the Town Manager, and Employees who have or are responsible for any Electronic Device issued by the Town to conduct business on behalf of the Town.

DEFINITIONS

“Electronic Device” means a piece of equipment that can make or receive phone calls, can send and receive text messages, accesses the internet, or allows for the reading of and responding to email. This includes but is not limited to all cellular phones, tablets, and notebooks.

“Designated User” means individuals who are loaned a Town-owned Electronic Device.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord or designate.

I. Electronic Device Set Up

1. The Town Manager will be responsible for determining the best plan and equipment for Electronic Devices.
2. Phone numbers are pre-assigned to each Electronic Device based on role. Transfers of existing personal phone numbers to Town-owned Electronic Devices are not available.
3. All monthly costs associated with Town-issued Electronic Devices will be allocated to the appropriate department.
4. Monthly itemized bills will be received by the Town and circulate by Corporate Services for approval, as appropriate.
5. Designated Users who take their Town-issued Electronic Device outside of areas that are in regular plan limits for any reason are required to ensure that arrangements are made to amend their plan temporarily to avoid excessive roaming, long distance, or other charges. Designated Users may be asked to reimburse the Town for excessive charges.
6. Changes to the Electronic Device’s security configuration and content may be changed at any time as required by the Town’s third-party IT service provider.

II. Device Operation

1. Town-issued Electronic Devices must be used appropriately, responsibly and ethically. Designated Users must ensure the following are observed:
 - a. All Town-issued Electronic Devices must be locked by requiring a password, fingerprint ID, facial recognition or another similar security mechanism.
 - b. Town-issued Electronic Devices are the property of the Town and must be treated, used, and safeguarded as such. If a Designated User damages or loses a Town-issued Electronic Device, the Town Manager must be informed immediately to minimize losses or expenses that could occur.
 - c. All Town-issued Electronic Devices are to remain solely in the Designated User’s

possession and control. All other individuals, including but not limited to family members and friends, are prohibited access.

- d. All Town-related content, including but not limited to email, calendars, notes, and messages, are to be considered and treated as confidential.
- e. Designated Users are prohibited from using a Town-issued Electronic Device for the purpose of illegal transactions, criminal conduct, harassment, or obscene behavior.
- f. Designated Users are prohibited from using a Town-issued Electronic Device's camera or microphone to record confidential information without the consent of the person(s) being recorded.
- g. Designated Users will ensure that the technology related to finding a lost Electronic Device is activated and accessible, if available.
- h. A case and screen protector must be installed on Town-owned Electronic Devices.
- i. Any issues with the Electronic Device's hardware or software must be brought to the attention of the Town Manager as soon as possible. Any required service will be performed or arranged by the Town.
- j. If Designated Users have any reason to suspect that a Town-issued Electronic Device, account, or password has been compromised, or if any malware or virus is suspected, please immediately notify the Incident Manager as per the **Cyber Security Incident Response and Disaster Recovery Plan Policy**.

III. Use of Electronic Devices While Operating a Motor Vehicle

1. Use of a Town-issued Electronic Device while driving is prohibited, except for when used with a hands-free device. See the Town **Employment Policy** for details.
2. Designated Users are solely responsible for any fines and/or charges laid by traffic authorities for illegal use of Town-issued Electronic Devices while operating a vehicle. Individuals who violate the policy will face disciplinary measures up to termination, or face personal legal responsibility if, in the course and scope of their duties, they are involved in a car accident and there is evidence that they were using their Town-issued Electronic Device while driving and the Town is sued.

IV. Travelling Outside Canada

1. When travelling outside of Canada, it is recommended to leave Town-issued Electronic Devices at the Town office or in a secure location at home prior to leaving the country to ensure all measures are taken to avoid unnecessary charges and the risk of a security breach.
2. All Town-issued Electronic Devices should be placed in 'Airplane Mode' if no cellular access is necessary.

V. Use of Town-Issued Electronic Devices

1. In accordance with the Town's **Employment Policy**, Town-owned Electronic Devices may be subject to monitoring and searches. To protect individual privacy, the Town does not permit Town-issued Electronic Devices to be used for personal communications. This includes, but is not limited to messages, contacts, calendars, photographs, videos, and music.
2. Town-issued Electronic Devices have a limited amount of data available each month. To help mitigate data-related overcharges, Designated Users should:
 - a. Ensure their Town-issued Electronic Device is properly connected to their home-based and/or other frequented venues' internet Wi-Fi connection.
 - b. Refrain from using their Town-issued Electronic Device as an access point or 'Personal Hotspot', where possible.

VI. Device Decommissioning

1. Each Designated User will promptly return the Town-issued Electronic Device and all Town-issued accessories to their manager.
2. The Town Manager will initiate a full reset which erases all data and returns the device to its original factory condition and to be repurposed as required.

REFERENCES

- Cyber Security Incident Response and Disaster Recovery Plan Policy
- Employment Policy