

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**November 27, 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**
- 4. UNFINISHED BUSINESS**
- 5. NEW BUSINESS**
- 6. BYLAWS/POLICIES/AGREEMENTS**
  - 6.1.** Flag Protocol Policy (enclosure)
  - 6.2.** Tax Penalty Bylaw (enclosure)
  - 6.3.** Council Chambers Usage Policy (enclosure)
  - 6.4.** Purchasing Policy (enclosure)
- 7. CLOSED SESSION**
  - 7.1.** Fire Services – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*
  - 7.2.** Enforcement Services – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations and Section 24 Advice from officials*
  - 7.3.** Enforcement Issue - *FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information*
  - 7.4.** Animal Control Bylaw – *FOIP Act Section 27 Privileged information*
  - 7.5.** Community Programming – *FOIP Act Section 16 Disclosure harmful to business interests of a third party and Section 25 Disclosure harmful to economic and other interests of a public body*
- 8. ADJOURNMENT**

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

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	November 27, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Flag Protocol Policy</b>
<b>Agenda Item No.</b>	6.1

**BACKGROUND/PROPOSAL**

The Flag Protocol Policy (attached) was approved on June 15, 2021. Administration reviewed this policy to ensure it reflects current processes and addresses circumstances that were not included in the existing policy.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Changes to the existing policy include:

- New format consistent with existing policies
- A dedicated half-masting section that includes
  - A provision to avoid overtime/on-call for raising/lowering of flags
  - A provision to address when a flag must remain at full mast, and
  - A provision that ensures administration follows Government of Alberta half-mastings
- A dedicated section outlining the specific flags that will be flown on Town property, giving the Gibbons Legion discretion for flags at the Veterans' Memorial Park
- A section outlining proper use of the Town of Bon Accord flag
- Provisions surrounding the condition of flags flown and their disposal
- Provisions surrounding the replacement and raising/lowering of flags at the Veterans' Memorial Park
- Additional guidelines to ensure flag best practices

The redlined version of the updated policy is attached for Council's review. Administration plans to bring back the updated policy to the next Regular Council meeting for approval.

**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.

*Value Statement: Service Excellence*

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

## **COSTS/SOURCES OF FUNDING**

N/A

<b>TOWN OF BON ACCORD POLICY STATEMENT</b>
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<b>SECTION:</b> ADMINISTRATION
<b>POLICY NO.:</b> 21-221
<b>SUBJECT:</b> FLAG PROTOCOL POLICY
<b>RESPONSIBLE AUTHORITY:</b> TOWN OF BON ACCORD
<b>REVIEWED &amp; APPROVED BY COUNCIL:</b> June 15, 2021

**1. PURPOSE AND INTENT:**

The Town of Bon Accord is committed to developing and adhering to established flag protocols for municipal facilities and properties.

**2. POLICY STATEMENT:**

**2.1** The flags flown at Town of Bon Accord facilities are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honored.

**2.2** The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to Town of Bon Accord. The Town will lower flags to half-mast to commemorate solemn occasions in accordance with this Policy.

**2.3** Flag poles at Town of Bon Accord properties and facilities will be used only in accordance with this Policy.

**3. SCOPE:**

**3.1** Flags at Town of Bon Accord properties and facilities will be raised, lowered, flown, maintained, and disposed of in accordance with Canadian Heritage's Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

**3.2** Town of Bon Accord will lower flags to half-mast on all municipal properties and facilities:

- a) From the time of notification of death until sunset the day of the funeral or memorial service for:
  - i. the Sovereign;
  - ii. a member of the immediate Royal Family;
  - iii. a current or former Governor General of Canada;
  - iv. a current or former Prime Minister of Canada;
  - v. a current or former Lieutenant Governor of Alberta;
  - vi. a current or former Premier of Alberta;

- vii. a current or former Member of Parliament representing Town of Bon Accord;
- viii. a current or former Member of the Legislative Assembly of Alberta representing Town of Bon Accord; or
- ix. a current or former member of Town of Bon Accord Council.

b) From sunrise to sunset on special days prescribed by the Government of Alberta.

**3.3** In addition, the Mayor may direct flags to be half-masted at any or all Town of Bon Accord properties and facilities, for such time and under such circumstances as the Mayor directs.

**3.4** Town of Bon Accord flag poles will be used only to fly the flags of Canada, Alberta, and the Town of Bon Accord.

#### **4. RESPONSIBILITIES:**

##### **4.1** The Mayor shall:

Direct that flags at Town of Bon Accord properties and facilities be half-masted in circumstances deemed appropriate by the Mayor and when not otherwise required by this Policy.

##### **4.2** Administration shall:

a) Bring to the Mayor's awareness circumstances under which consideration should be given to half-masting flags at Town of Bon Accord properties and facilities.

b) Half-mast flags in accordance with this Policy and communicate to the public the purpose for half-masting flags on social media platforms.

c) Advise the designated representative of the Gibbons Legion when the Municipal flags will be lowered and raised, as Military protocols and etiquette differs from the Federal, Provincial and Municipal flag protocols and etiquette.

##### **4.3** Shall be carried out in accordance with

- i) Canadian Heritage Online Guidelines: Flag Etiquette in Canada
- ii) Canadian Heritage Online Guidelines: Rules for Flying the Flag
- iii) Government of Alberta Flag Etiquette Guidelines

## FLAG PROTOCOL

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**SECTION:** Administration

**DEPARTMENT:** Administration / Public Works / Community Services

**COUNCIL APPROVAL DATE:** June 15, 2021

**LAST REVIEWED BY COUNCIL:** [DATE]

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### POLICY STATEMENT

The flags flown on Town Property are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honored. Flying flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens; therefore, the Town will lower flags to half-mast to commemorate solemn occasions in accordance with this policy.

### PURPOSE

To ensure that all flags flown on Town Property are displayed in an appropriate and consistent manner by outlining protocol for when flags are raised, lowered, flown, and disposed.

### SCOPE

This policy applies to flags located on Town Property with respect to raising, lowering, flying, and disposing of flags, as well as maintenance of flag poles in accordance with the **Canadian Heritage Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag**.

### DEFINITIONS

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

“Half-mast” means lowering the flag to half-way down the mast.

“Town” means the Town of Bon Accord.

“Town Property” means the Town of Bon Accord office building and Veterans’ Memorial Park.

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

## **I. HALF-MASTING**

1. The protocol outlined below will be followed to the extent possible which prevents Town staff overtime or on-call callouts for flag raising and lowering.
2. Flags must be flown at full-mast on Canada Day and Victoria Day, unless the flag is at half-mast for the death of a British monarch, the Canadian Prime Minister, or the Governor General (Holidays Act R.S.C. c. H-5).
3. The Town will lower flags to half-mast at the Town office **at the direction of the Government of Alberta.**
  - ~~3.1. From the time of notification of death until sunset the day of the funeral or memorial service for:~~
    - ~~3.1.1. the Sovereign;~~
    - ~~3.1.2. a member of the immediate Royal Family;~~
    - ~~3.1.3. a current or former Governor General of Canada;~~
    - ~~3.1.4. a current or former Prime Minister of Canada;~~
    - ~~3.1.5. a current or former Chief Justice of Canada and Members of the Canadian Ministry;~~
    - ~~3.1.6. a current or former Lieutenant Governor of Alberta;~~
    - ~~a current or former Premier of Alberta;~~
    - ~~3.1.7. a current or former Privy Councillor or Senator;~~
    - ~~3.1.8. a current or former Member of Parliament representing Town of Bon Accord;~~

- ~~\_\_\_\_\_ a current or former Member of the Legislative Assembly of Alberta representing Town of Bon Accord;~~
  - ~~3.1.9. Any half-masting initiated by the province of Alberta; or~~
  - ~~3.1.10. a current or former member of Town Council.~~
  - ~~3.2. \_\_\_\_\_ From sunrise to sunset on special days prescribed by the Government of Alberta.~~
4. The Mayor may direct flags to be half-masted at any or all Town Properties and facilities, for such time and under such circumstances as the Mayor directs.

## II. FLAGS FLOWN

- 1. Town office outdoor flag poles will be used only to fly the flags of Canada, Alberta, Sturgeon County, and the Town of Bon Accord.
- 2. Town indoor flag poles will be used only to display the flags of Canada, Alberta, Métis, Treaty Six Territory, and the Town of Bon Accord.
- ~~3. In extenuating circumstances, o~~Other flags may be flown at the above locations upon approval from Town Council.
- ~~3.4. \_\_\_\_\_~~Flags flown at the Veterans' Memorial Park will be at the discretion of the Gibbons Legion.

## III. TOWN FLAG

- 1. The Town flag will not be used for commercial purposes by any group or organization.
- 2. The Town flag may be displayed in Council Chambers, during parades where members of Council are participating, and at functions or events where the Town flag may be required.

## IV. RESPONSIBILITIES

- 1. The Mayor shall:
  - 1.1. Direct that flags at Town Properties be half-masted in circumstances deemed



appropriate by the Mayor and when not otherwise required by this Policy.

2. Administration shall:

2.1. Ensure that all flags flown on Town Property are kept in good condition, with no holes, tears, or other visible damage.

2.2. Ensure that flags are disposed of in accordance with Canadian Heritage protocol.

2.3. Ensure flagpoles and equipment on Town Property are in good operating condition.

2.4. Bring to the Mayor's attention circumstances under which consideration should be given to half-masting flags on Town Property.

2.5. Half-mast flags in accordance with this policy and communicate to the public the purpose for half-masting flags on social media platforms.

2.6. Arrange for the replacement of flags at the Veterans' Memorial Park in consultation with the Gibbons Legion.

2.7. Raise or lower flags at the Veterans' Memorial Park under the direction of the Gibbons Legion, ~~Advise the designated representative of the Gibbons Legion when the Municipal flags will be lowered and raised,~~ as Military protocols and etiquette differs from federal, provincial, and municipal flag protocols and etiquette.

3. The Town is not responsible for flags and/or banners of community groups, charitable organizations, or any other outside groups flown on Town Property.

4. This policy shall be carried out in accordance with:

4.1. Canadian Heritage Online Guidelines: Flag Etiquette in Canada

4.2. Canadian Heritage Online Guidelines: Rules for Flying the Flag

4.3. Government of Alberta Flag Etiquette Guidelines

~~Government of Alberta Flags and Flag Use: Half-Masting Guidelines~~

4.3.4.4. Veterans' Memorial Park Committee Bylaw

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

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	November 27, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Property Tax Penalty Bylaw</b>
<b>Agenda Item No.</b>	6.2

**BACKGROUND/PROPOSAL**

The current property tax penalty bylaw, Bylaw 1999-04, is outdated. Administration has rewritten the Property Tax Penalty Bylaw and recommends that the new bylaw will repeal the outdated bylaw.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The new proposed Property Tax Penalty Bylaw is clearer. It provides more specific details on payment terms and responsibilities, including how payments can be made and when they are considered 'received.'

Payments can be made and are considered received in the following manner:

- ✓ In person via cash, cheque, debit. Payment is considered received on the date of in person payment.
- ✓ Through the mail. Payment will be considered received as of the postmark date.
- ✓ Through the Bon Accord drop-box. Payment will be considered received as of the previous business day. Example: payment is due June 30<sup>th</sup>, but June 30<sup>th</sup> is on a Sunday. Staff collect items in the drop-box on the next business day, and the payment would be considered to have been received prior to the June 30<sup>th</sup> due date and therefore not subject to penalty.
- ✓ Online or telephone banking. Payment is considered received on the date printed by the bank as the payment date.
- ✓ Through a mortgage lender. Payment is considered received on the date printed by the bank as the payment date.
- ✓ Through OptionPay on the town website. Payment is considered received on the date printed as payment date on the statement of details received.
- ✓ Through our monthly TIPP program.

Penalty amounts have not been changed and remain as follows:

- Current taxes unpaid after June 30<sup>th</sup> are subject to a penalty of 9%.
- Current taxes unpaid after September 30<sup>th</sup> are subject to a penalty of 6%.
- All outstanding taxes unpaid after December 31<sup>st</sup> are subject to a penalty of 15%

For comparison, the property tax penalty rates in our surrounding area are as follows:

- Redwater
  - A penalty of 10% on current outstanding taxes 30 days after the mailing date.
  - A penalty of 12% on all outstanding taxes unpaid after December 31<sup>st</sup>.
- Legal
  - A penalty of 10% is applied to any unpaid current taxes after August 31<sup>st</sup>.
  - A penalty of 15% is applied to any unpaid tax accounts after December 31<sup>st</sup>.
- Bruderheim
  - Penalties on current taxes are imposed as follows:
    - Unpaid after July 1<sup>st</sup>, 9%
    - Unpaid after August 1<sup>st</sup>, 6%
    - Unpaid after September 1<sup>st</sup>, 3%
  - Penalties on arrears taxes are imposed as follows:
    - Unpaid after January 1<sup>st</sup>, 9%
    - Unpaid after February 1<sup>st</sup>, 6%
    - Unpaid after March 1<sup>st</sup>, 3%
- Gibbons
  - A penalty of 10% applied to current outstanding after June 30<sup>th</sup>.
  - A penalty of 16% applied to arrears outstanding after December 31<sup>st</sup>.
- Morinville
  - A penalty of 7.5% applied to current outstanding after June 30<sup>th</sup>.
  - A penalty of 9% applied to all outstanding after December 31<sup>st</sup>.

The revenue collected from tax penalties has been:

<b>2024</b>	<b>\$40,738</b>
<b>2023</b>	<b>\$21,757</b>
<b>2022</b>	<b>\$29,243</b>
<b>2021</b>	<b>\$44,886</b>
<b>2020</b>	<b>\$47,487</b>

## **STRATEGIC ALIGNMENT**

### *Value Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

### *Value Statement: Stewardship*

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

### *Value Statement: Transparency*

- Open and accountable to our residents and encourage open communication.

## **COSTS/SOURCES OF FUNDING**

Operating budget

**TOWN OF BON ACCORD  
PROPERTY TAX PENALTY BYLAW  
BYLAW 2024-##**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO IMPOSE  
PENALTIES ON UNPAID TAXES AND TO PROVIDE A PLACE AND METHOD OF PAYMENT.**

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**WHEREAS**, under the provisions of Section 344 and 345 of the Municipal Government Act, and amendments thereto, a Council under Bylaw may impose a penalty on unpaid taxes on a certain date.

**WHEREAS**, it is deemed equitable and necessary to outline specific methods of payment accepted by the Town of Bon Accord to facilitate timely and effective tax payments,

**WHEREAS**, it is the intention of Council to establish clear reliable procedures for the application of payments, in order to promote financial transparency and maintain equitable treatment among property owners,

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, enacts as follows:

**1. DEFINITIONS**

- 1.1. Current Taxes are property taxes levied in the same year they are imposed.
- 1.2. Arrears are property taxes that remain unpaid after December 31<sup>st</sup> of the year in which they were imposed.
- 1.3. Owner is the person(s) named on the Land Title of a property.
- 1.4. Payee is the person(s) making payment to an account.
- 1.5. Due Date is the final day by which payment must be received in order to avoid penalties.

**2. PAYMENT TERMS AND RESPONSIBILITIES**

- 2.1. All taxes levied by the Town of Bon Accord are due and payable to Town of Bon Accord.
- 2.2. Accepted methods of payment for property taxes and any amounts added to the property tax roll account include
  - 2.2.1. In person, via cash or cheque or debit or bank draft or certified cheque,
  - 2.2.2. Through mail or the Bon Accord dropbox, via cheque or bank draft or certified cheque,
  - 2.2.3. Online or telephone banking,
  - 2.2.4. Through a mortgage lender,
  - 2.2.5. Via the Tax Installment Payment Plan offered by the town.
  - 2.2.6. Through OptionPay on the Town website.
- 2.3. It is the responsibility of the Owner to make effective payment to the appropriate tax roll account on or by the due date. If the due date falls on a weekend or holiday, in-

**TOWN OF BON ACCORD  
PROPERTY TAX PENALTY BYLAW  
BYLAW 2024-##**

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person payments will not be accepted on that day. The Owner must plan accordingly to ensure payment is made using an available method prior to or on the due date.

- 2.4. Payments made using any of the methods listed in Section 2.2 will be considered received on the date of submission, with the postmark date being the submission date for mailed payments, regardless of when they are processed by Town of Bon Accord staff.
- 2.5. The Town will apply payments according to the account information provided by the Payee. No assumptions will be made based on the amount being paid or current outstanding balances.
- 2.6. Where the payment method states a date of submission, such as cheque or bank draft, they must be made cashable on or before the due date to avoid penalty.

**3. UNPAID PROPERTY TAXES**

- 3.1. The balance of a tax roll account, as of the due date, is the amount upon which penalties will be assessed.
  - 3.1.1. Payments applied to one account, which affect its balance, cannot be considered towards the balance of another account.
  - 3.1.2. Payments can be transferred between accounts by request of the Owner or Payee, where the transfer date becomes the effective payment date to the receiving account.
    - 3.1.2.1. Fees for transfers are described in the Fees and Charges Bylaw, as appealed and amended.
- 3.2. If Current Taxes remain unpaid after the 30<sup>th</sup> of June in the same year in which the taxes are levied, there shall be added thereto, by way of a penalty, an amount of nine (9%) percent.
- 3.3. If Current Taxes remain unpaid after the 30<sup>th</sup> of September in the same year in which the taxes are levied, there shall be added thereto, by way of a penalty, an amount of six (6%) percent.
- 3.4. After the 31<sup>st</sup> of December, all unpaid amounts on the tax roll account form part of the unpaid taxes, which there shall be added thereto, by way of penalty, an amount of fifteen (15%) percent.

**4. SEVERABILITY**

- 4.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

**5. GENERAL**

- 5.1. Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.
- 5.2. Bylaw 1999-04 is hereby repealed when this bylaw comes into effect.
- 5.3. This Bylaw becomes effective upon third and final reading.

**TOWN OF BON ACCORD  
PROPERTY TAX PENALTY BYLAW  
BYLAW 2024-##**

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READ A FIRST TIME THIS

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS

\_\_\_\_\_  
Mayor Brian Holden

\_\_\_\_\_  
Chief Administrative Officer Jodi Brown

DRAFT

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

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	November 27 <sup>th</sup> , 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Council Chambers Useage Policy #20-116 Review</b>
<b>Agenda Item No.</b>	6.3

**BACKGROUND/PROPOSAL**

The enclosed Council Chambers Useage Policy was approved by Council on March 17<sup>th</sup>, 2020. This policy established guidelines and procedures for the use of Council Chambers.

Currently, community programs or events run by the Community Services department are not offered in Council Chambers. These activities may involve craft or art activities that may result in damage to the carpet, audio-visual equipment or Council desks or chairs.

The Town does offer lower risk public meetings in Council Chambers related to Economic Development, Community Safety, and Public Engagement Opportunities as noted below:

- Coffee with a Cop
- Open House events (For example, Urban Hens and Beekeeping Open House)
- Communities in Bloom host site for the provincial judges
- Meetings with residents or community groups with administration
- Business networking or education support (For example, Small Business Week networking event and Community Futures business mentoring program).

Council also hosts a few events in this location annually—in previous years the Council Community Connections events and Elected Officials Welcome event for the Harvest Days parade.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Council Chambers Useage Policy states that “Council Chambers is to be considered a room where Council, Administration, and Council Committees meet.” This statement would not include all of the events currently being offered in that space.

These events are offered in Council Chambers because they are low risk for any damages, small in nature, and sometimes are hosted by or include Council. By using this space, the Town does not incur facility rental fees for these small events.



For Council Consideration:

1. The policy could be revised/updated to allow Council Chambers to continue to be used for small public meetings or education seminars as noted above while not permitting high risk activities that may result in damages.
2. The Town may also consider renting the Jewel Box for some or all of the above events. This would assist the Golden Gems Society with some rental revenue however this cost would need to be included in the annual operating budget.

Administration will be updating this policy to the new format and is seeking Council feedback on potential changes before proceeding with formal approval processes.

### **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.

*Value Statement: Stewardship*

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

### **COSTS/SOURCES OF FUNDING**

Annual Operating budget

**TOWN OF BON ACCORD  
POLICY STATEMENT**

**SECTION:** Administration

**POLICY NO.:** 20-116

**SUBJECT:** Council Chambers Usage

**RESPONSIBLE AUTHORITY:** Administration Department

**REVIEWED & APPROVED BY COUNCIL:**

*RMC March 17, 2020*

**PURPOSE AND INTENT:** To establish clear guidelines and procedures for the usage of Council Chambers.

**POLICY STATEMENT:** Council Chambers is to be considered a room where Council, Administration, and Council committees meet.

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

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	November 27, 2024
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Purchasing Policy</b>
<b>Agenda Item No.</b>	6.4

**BACKGROUND/PROPOSAL**

The current Purchasing Policy #22-518 was last reviewed by Council on December 6, 2022. Administration has reviewed the policy and added statements to Section 8, allowing for the payment of accounts payable invoices through electronic funds transfers (EFTs).

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Section 8, Authorization of Invoices and Payments, now includes the ability to pay invoices through electronic funds transfer (EFT). Procedures have been built into the policy to ensure internal controls are maintained, such as:

- ✓ Invoices must still be approved by the appropriate manager or delegate.
- ✓ The Town Manager and Mayor will review and initial EFT transfer files with the cheques.
- ✓ Vendor banking information must be confirmed with authorized vendor personnel over the phone. No vendor banking information will be created or changed based on emails, faxes, voicemails, or methods other than speaking directly to the vendor.

The policy also includes an added note for the allowance of regular bills such as utilities (cell phones, office phones, power/gas), etc., to be paid through online banking or automatic withdrawal.

Having the ability to make payments through EFT will also help alleviate the recent challenges created by the current Canada Post strike. No mail is currently being delivered, so we cannot send our cheques through regular post. Another method of delivery, such as courier or Purolator, would be more expensive. Hand delivery is inefficient for staff and not always an option, and while a small selection of local vendors may be able to pick up their payment at the Town Office, most vendors cannot.

## **STRATEGIC ALIGNMENT**

### *Value Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

### *Value Statement: Stewardship*

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

### *Value Statement: Transparency*

- Open and accountable to our residents and encourage open communication.

## **COSTS/SOURCES OF FUNDING**

NA

**PURCHASING POLICY**

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**SECTION:** Administration**DEPARTMENT:** Administration / Finance**COUNCIL APPROVAL DATE:****LAST REVIEWED BY COUNCIL:** December 6, 2022, September 6, 2022

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**POLICY STATEMENT**

The Town of Bon Accord is committed to purchasing goods and services fairly and equitably to ensure that the Town maintains and improves all infrastructure in a fiscally responsible manner. The Purchasing Policy provides a framework for the Town's purchasing activities to create intentional positive environmental, social, and economic impacts while maintaining an open, fair, and transparent procurement process.

**PURPOSE**

This policy aims to align the Town's procurement practices with its mission, vision, and values. It will establish a governance framework for the Town's purchasing activities to provide guidance, direction, and accountability for employees involved in procuring goods and services and ensure that all purchases made by the Town are recorded and accounted for in a consistent and transparent manner.

**DEFINITIONS**

- a) "AIT" means the Agreement on Internal Trade, an intergovernmental agreement between the federal government and the provinces and territories to reduce and eliminate barriers to free movement of people, goods, services, and investments within Canada. Effective July 1, 2017, this agreement was replaced with the Canadian Free Trade Agreement.
- b) "Best value" means the most advantageous balance of price, availability, quality,

and serviceability identified through competitive procurement methods per stated selection criteria.

- c) “Bid” means a vendor or purchaser's offer to buy or sell goods or services.
- d) “CFTA” means the Canadian Free Trade Agreement, an agreement where the objective is to reduce and eliminate, to the extent possible, barriers to free movement of persons, goods, services, and investments within Canada and to establish an open, efficient, and stable domestic market.
- e) “Council” means the Mayor, Deputy Mayor, or members of Bon Accord Council.
- f) “Department Manager” means the Town employee responsible for a department based on the Town’s organizational chart.
- g) “Emergency Purchases” means situations where lack of immediate action jeopardizes operations, disrupts public services, or involves the safety of employees and/or the public.
- h) “Employee” means an individual employed by the Town.
- i) “Goods” and “Services” includes all supplies, materials, and equipment of every kind required to carry out the operations of the Town. Services include contractors, consultants, and other non-material requirements.
- j) “Invitation to Tender” means a request for Bids for prices on specific goods and/or services from a Supplier submitted in writing.
- k) “Local vendor” means a vendor that maintains a permanent business within the limits of the Town of Bon Accord.
- l) “NWPTA” means the New West Partnership Trade Agreement, a trade agreement between Alberta, British Columbia, and Saskatchewan.
- m) “Procurement” means the acquisition by any means of goods or services for the provision of municipal services.
- n) “Request for Proposal” means a request for Bids as to how the Supplier would address the need identified in the Request for Proposal document.
- o) “Request for Quotation” means a request for Bids for prices on specific Goods and/or Services from a supplier submitted verbally or in writing.
- p) “Town” means the Town of Bon Accord.

## SCOPE

The Purchasing Policy applies to purchasing Goods and Services by any municipal employee or Council member on behalf of the Town. All employees delegated with purchasing authority shall follow the guidelines set out in this policy. Town Council delegates procurement authority to the Town Manager through the budget process and Council resolutions and bylaws. The Town Manager shall delegate purchasing authority to Managers, who may further delegate that authority to appropriate personnel. The Town Manager shall be responsible for implementing and monitoring compliance with the procedures and practices of this policy. Managers shall be responsible for ensuring compliance with this policy and the procurement procedures and practices set forth by the Town Manager.

## RESPONSIBILITIES

1. All employees are responsible for:
  - a. Procurement that is compliant with all applicable trade agreements, including but not limited to:
    - i. [Canadian Free Trade Agreement \(CFTA\)](#) (previously AIT prior to July 1, 2017)
    - ii. [New West Partnership Trade Agreement \(NWPTA\)](#)
    - iii. [Canadian-European Union Comprehensive Economic and Trade Agreement \(CTA\)](#)
  - b. Maintaining high legal, ethical, managerial, and professional standards in the management of resources.
  - c. Obtaining the Best Value for money by achieving fulfillment of specified needs.
  - d. Using fair and transparent processes in procurement with regards to quotations and proposals.

- e. Using appropriate purchasing techniques, including negotiation of contract terms and conditions, cost reductions, and cooperative buying processes.
  - f. Ensuring purchases are within budget, and appropriate expense authorizations and processes are followed before and following purchases, except Emergency Purchases.
2. Managers are responsible for:
- a. Ensuring all purchases are performed in accordance with this policy.
  - b. Delegating expense authorization appropriately.
  - c. Coordinating administration and the continuous review of the department's use of Goods and/or Services to ensure the Town receives the best quality, quantity, service, price, etc.
3. The Corporate Services Manager is responsible for:
- a. Ensuring that no payments are made without the appropriate authorization.
  - b. Provide training and documentation on how to utilize the Purchasing Policy.

## **GENERAL REQUIREMENTS**

### **1. Purchasing Policy**

- a. The Town encourages the consideration of overall Best Value in procuring goods and services. All procurement by the Town shall be fair and impartially conducted, free of real or perceived conflicts of interest, ensuring reasonable competition for procurement opportunities. Procurement of Goods and Services shall be conducted openly and transparently, treating all vendors fairly.
- b. All relevant financial and non-financial factors in procurement shall be considered, including but not limited to:
- c. Price, including delivery and implementation or set-up costs.



- d. Operating costs, including maintenance and life-cycle costs.
- e. Salvage value and disposal costs.
- f. Availability and timeliness of delivery.
- g. Quality, serviceability, and warranties.
- h. Vendor experience, expertise, capacity, and capability to meet predefined requirements. References regarding past performance from other vendor customers and the Town's previous experience with the vendor.
- i. Value-add benefits to the Town.
- j. Contributions to the local economy through supporting businesses and the creation of job opportunities.
- k. Environmental and ethical impacts of producing the goods and services and the goods and services themselves.

The Town may give preference to local vendors when the procurement of goods and services are valued at less than the relevant thresholds prescribed in the New West Partnership Trade Agreement (NWPTA). Notwithstanding this, procurement decisions shall be based on the option representing the Best Value to the Town.

## 2. Purchasing Process & Authorization Thresholds

Threshold Levels	Process	Authorization
\$0-\$5,000	<ul style="list-style-type: none"> <li>Use of normal invoice procedures, Town credit card, or cheque request.</li> </ul>	Managers or appropriate designate.
\$5,001-\$10,000	<ul style="list-style-type: none"> <li>Verbal or written quotation from one or more vendors.</li> <li>Use of normal invoice procedures, Town credit card, or cheque request.</li> <li>A verbal or written Request for Quotation may be used.</li> </ul>	Managers
\$10,001-\$74,999	<ul style="list-style-type: none"> <li>Request for Quotation from three or more vendors.</li> <li>A written Request for Proposal or Invitation to Tender may be used.</li> <li>Use of normal invoice procedures, Town credit card, or cheque request.</li> </ul>	Managers
\$75,000 +	<ul style="list-style-type: none"> <li>An advertised Request for Proposal or Invitation to Tender must be used.</li> <li>Goods and Services over \$75,000 and Construction contracts over \$200,000 must be procured openly through the <a href="#">Alberta Purchasing Connection system</a>.</li> <li>A contract or Agreement may be required.</li> </ul>	Town Manager (CAO)

## 3. Emergency Purchasing

- a. An emergency is defined as a situation in which the municipality must expend money to protect people or property and where there is inadequate time for Council to give prior authorization for the expenditure.
- b. Emergency purchases must be authorized by the Town Manager or their designate, based on judgement of the situation.
- c. The emergency and subsequent expenditure must be reported to Council at the next Council meeting.

#### **4. Sole Source Procurements**

With prior written authorization from the Town Manager, the Town may acquire Goods, Services, or construction through sole source procurements when there is only one available supplier of a required good, service, or construction that meets the Town's needs or in the event of an emergency.

Notwithstanding the foregoing, in no case shall sole source procurements be used to avoid competition or to discriminate between suppliers. Every reasonable effort shall be made to negotiate to receive the Best Value.

#### **5. Barter Transactions**

Barter transactions are generally discouraged but may be appropriate in special circumstances. They must be approved by the Town Manager.

Barter transactions are accounted for at the amounts that would have been paid had they occurred as routine transactions in the ordinary course of business. Authorizations shall follow the same process as for a standard purchase at the normal value of the exchange.

#### **6. Non-Budgeted Purchases**

In a non-emergency situation, Town Council shall review and authorize any purchase not approved in the budget that has the potential to affect the direction or overall budgeted financial results of the Town in the amount of \$10,000 or greater.

## **7. Vendor Insurance Requirements**

Requirements related to vendor liability insurance and Workers Compensation Board (WCB) insurance shall be requested and provided in accordance with the requirements provided by the Town's insurance company.

## **8. Authorization of Invoices and Payments**

Invoices must be authorized for payment by an employee authorized in Section 2 of this policy. Payments will be made when the Town is satisfied that the Goods/Services provided meet the required specifications. Payment runs will be produced semi-monthly based on a schedule determined by the Corporate Services Manager or designate.

- a) \$200 in petty cash is kept as a float in the office vault and can be used for small cash purchases. Purchases must be authorized by the Corporate Services Manager or designate. Receipts must be kept in the float.
- b) Invoices may be paid by cheque or Electronic Funds Transfer (EFT). The employee authorizing the invoice must indicate if it is to be paid by EFT; otherwise, a cheque will be printed.
- c) The town manager or designate and the mayor or designate will sign cheques and review the initial EFT files.
- d) To set up the EFT information for the vendor, account information must be confirmed over the phone with authorized vendor personnel.
  - a. Any notification of EFT information changes must be verbally confirmed with authorized vendor personnel.
  - b. No changes to EFT information can be made solely based on mailed or electronic notification (e.g., email, fax).
- e) Regular bills for MasterCard, cell phones, internet and office phones, power/gas, and workers' compensation insurance must be authorized for payment by an employee authorized in Section 2 and may be paid through the online banking

bill payment function or automatic withdrawal.

## 9. Prohibitions

The following activities are prohibited unless specifically approved by Council:

- a) The division of purchases by any method, including the use of the Town credit card, to avoid the requirements of this policy.
- b) Purchase by any employee or member of Council of any Goods or Services for personal use.
- c) An employee shall not accept a gift, favour, or services from any individual, organization, or corporation other than the normal exchange of gifts between friends, the exchange of hospitality between persons doing business together, tokens exchanged as part of protocol, or the normal presentation of gifts to persons participating in public functions.
- d) Purchases by the Town from any member of Council or Town employee or their immediate families or other sources except when the purchase is at a competitive price and the supplier is a dealer in those goods and services and for which the purchase is incidental or in the ordinary course of the business of the supplier.

## 10. Non-Compliance

Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be depending upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.

Any member of Council found to be in violation of this policy may be dealt with utilizing a confidential report to Council.