

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
June 28, 2023 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. UNFINISHED BUSINESS**
 - 3.1. Aerated Holding Cell Update (enclosure)
- 4. NEW BUSINESS**
 - 4.1. Stormwater Management Proposal (enclosure)
 - 4.2. Playground Equipment Review (enclosure)
- 5. BYLAWS/POLICIES/AGREEMENTS**
POLICIES
 - 5.1. Reserve Policy (enclosure)
 - 5.2. Workplace Violence and Harassment Policy (enclosure)
- 6. CLOSED SESSION**
 - 6.1. Sturgeon School Division – FOIP Act 24(1)(g) Advice from Officials
 - 6.2. Development Updates – FOIP Act 16(1) Disclosure harmful to business interests of a third party, 24(1)(c) Advice from officials, 27(1) Privileged information
- 7. ADJOURNMENT**

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 28, 2023
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	Aerated Holding Cell Update
Agenda Item No.	3.1

BACKGROUND/PROPOSAL

Administration met with the manager of the Alberta Capital Region Wastewater Commission (ACRWC) to discuss the Town's plan to close the existing aerated holding cell and forward all sewer/stormwater through to the ACRWC directly.

The Town was advised that a plan to address infiltration of ground water into the Town's underground utility infrastructure would be needed and further that an alternate plan to transport overflow to another location may be required during a significant weather event.

The 10-year plan to address ground water infiltration is a requirement of the Town's agreement with the ACRWC.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town would need to develop a 10-year plan to line all the Town's sewer lines and sanitary manholes to avoid infiltration. This may be possible however if a significant rainfall event were to overwhelm the lift stations, without the aerated holding cell, the overflow would need to be handled by vac trucks and transported to another location. The transportation costs to another facility (if our aerated holding cell was not operational) to dump the overflow would be very costly.

The aerated holding cell does need to be de-sludged in 2024 to continue to maintain this facility. Administration is researching cost-effective options to complete this work.

Administration will bring forward a recommendation to Council to continue maintaining the aerated holding cell and complete the required maintenance in 2024 given the above information.

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

2024 Budget Allocation

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 28, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Stormwater Management Proposal
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

Administration met with Jennifer Massig of Magna Engineering Services on Wednesday, June 21st, 2023, regarding the Town's stormwater management projects.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Magna Engineering Services has provided the enclosed overview of their proposal regarding stormwater management opportunities and grant funding programs that the Town may be able to access.

Presentation to Council by Jennifer Massig (Magna Engineering Services):

Jennifer is available to provide a virtual presentation to Council about Magna Engineering Services and the feasibility study at the Regular Council Meeting on July 04th, 2023.

A project summary and description of the grant funding opportunity provided by Jennifer Massig is enclosed.

Note the following additional information regarding the grant opportunity from Jennifer Massig:

If Council approves the matching funds on July 04th and the project moves forward, the Town could then move forward with the grant application as soon as possible. This would be for the initial \$175,000 project, which is 80% funded by the Federation of Canadian Municipalities (FCM) and 20% funded by the Town (\$35,000). The timeline for completion of the project usually aligns with the FCM grant award. Hence, Magna Engineering is often just finishing off the project when the final award is announced. It would take an estimated 4-6 months for the full project completion, including the FCM award.

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

Priority 4: Identity

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

COSTS/SOURCES OF FUNDING

Matching Grant Requirements: \$35,000 (20% of \$175,000)

\$65,000 was budgeted for the development of a design and concept model to be completed by the Town's engineers for enhanced drainage work on the west side of Town. In the spring of 2022, this area experienced considerable flooding concerns.

Town staff have since mitigated the potential for these issues by adding a gate in the culvert, completing maintenance activities to assist with flow of stormwater runoff and moved location of snow storage in the winter to minimize melt water in that area.

This project was to be funded by MSI (Operating) provincial grant funding allocation.

The completed feasibility study may allow for alternate solutions to drainage.

The additional \$30,000 of MSI funding ($\$65,000 - \$35,000 = \$30,000$) could be re-allocated.

INTRODUCTION

The following summary is meant to provide information for discussion at the Town of Bon Accord Committee of the Whole meeting on Tuesday, June 27th, 2023. MAGNA is available to do a more in-depth presentation on Tuesday, July 3rd, 2023.

Generally, the Town of Bon Accord is looking for Stormwater Management support to meet the following objectives:

- Provide an assessment of both the existing stormwater wetland facility on the Southeast corner of the community and an overall assessment of the conveyance system that has been impacted by flood and drought, primarily caused during spring freeze/thaw cycles.
- Provide a prioritized list of conveyance system solutions that can be addressed over time by providing recommendations to address short-term, higher-impact upgrades and then prioritizing the remaining upgrades by cost, location, and overall value to the community.
- Provide a recommended set of solutions for bringing the existing stormwater wetland back to full operations, while prioritizing cost-effective, phased, community amenity alternatives and showing a weighted comparison that can be reviewed by the Town of Bon Accord.
- Apply for an FCM Green Municipal Fund grant to cover portions of the feasibility study, concept design, and first phase upgrade to the existing Stormwater Wetland upgrade.

ABOUT MAGNA

MAGNA Engineering Services Inc. (MAGNA) is a civil engineering consulting firm dedicated to delivering innovative, cost-effective infrastructure solutions for municipalities and communities throughout Western Canada and beyond. Within our mission is the goal to take care of our client's municipal servicing needs to create a space for them to concentrate their time and efforts on other elements they are passionate about. We do this by creating an environment of creative, cost-effective innovation for long-term financial and operational sustainability where the priorities of all parties are central to how business is executed.

STORM PARK TECHNOLOGY SUMMARY

Far too often, stormwater management requirements limit the ability for communities to evolve into well integrated and sophisticated environments. Engineering constraints and traditional thinking make use of cookie-cutter approaches to infrastructure solutions that lack character and vibrance. Traditional approaches for managing stormwater can result in an unbalanced application of source control, volumetric retention, and costly water quality improvement infrastructure. These approaches bind spatial and grading opportunities and often produce inefficient, and disproportional utilization.

Effective integrated stormwater management is characteristically evaluated by the system's ability to manage three key metrics:

1. Stormwater utility (discharge, quality, and volume control).
2. Amenity and community placemaking.
3. Natural systems integration and ecological services.

Ultimately, traditional systems result in misalignment between utility function, amenity and placemaking policy, and environmental conservation. In essence, the core tenants of stormwater management are not adequately addressed through the use of traditional methods.

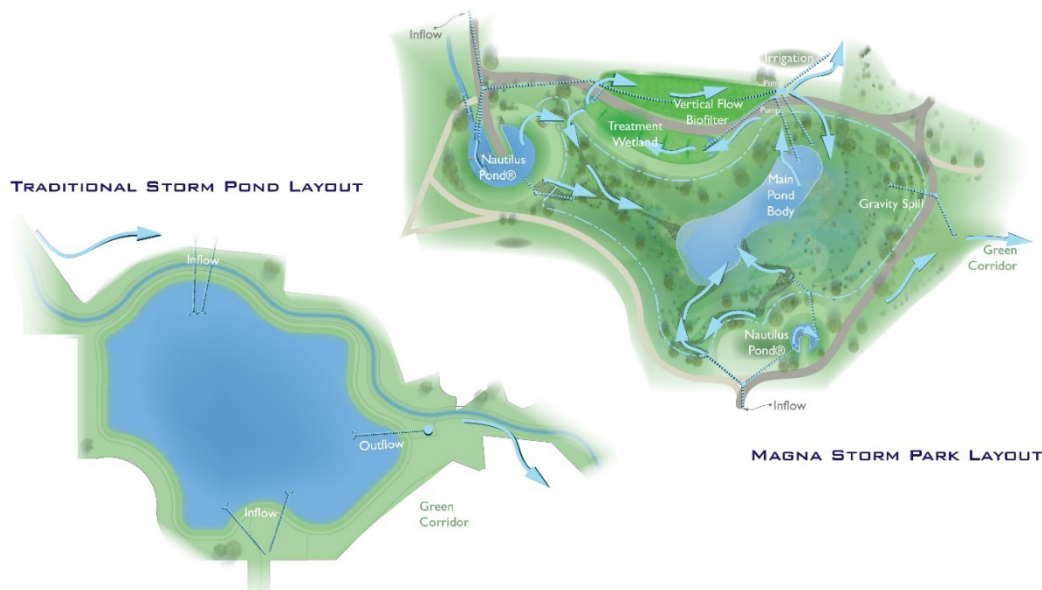
Stormwater management is an integral part of the community and can serve as a centre of opportunity if planned and integrated as part of the larger community values.

Storm Parks are an emerging class of stormwater management facility that focuses on facilitating a harmonious balance between stormwater utility, placemaking priorities, and ecological services. The Storm Park is a modulated stormwater management system that offers reliable and resilient stormwater runoff servicing. Like traditional stormwater management storm ponds, water quality, discharge rate, and discharge volume are the key service metrics. However, this design can also make use of enhanced biological treatment wetland cells that more efficiently make use of storm infrastructure and allow consistent, high quality reuse potential. Storm Parks specifically approach the challenges of traditional stormwater management and systematically integrate utility, environmental, and amenity value. This alternative approach to stormwater management allows Storm Parks to carefully address site specific constraints and adapt fit-for-purpose objectives on a case-by-case basis.

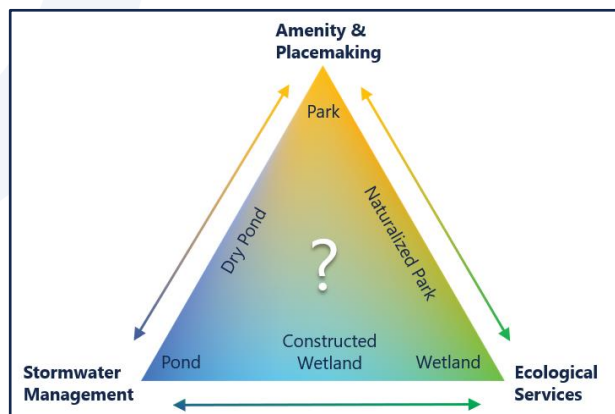


MAGNA approaches stormwater from a fit-for-use approach to deliver innovative, cost-effective, and value-based solutions for municipalities and communities.

The following figure outlines a case study project in Southern Alberta where the storm park offered a more cost-effective option due to a reduction in grading and liner requirements in addition to other traditionally costly elements.



TRADITIONAL STORM POND VERSUS STORM PARK



Stormwater Management Continuum

Traditional storm ponds are designed and sized to manage water quality and discharge within the same pond envelope, which often does not address the specific design objectives efficiently. The Storm Park is broken down so that each aspect of the stormwater objectives has a specific counterpart within the system that is designed to address a specific objective. This maximizes the usefulness of the invested infrastructure and allows for multi-purpose value for the community when it is not in use.

By targeting specific stormwater objectives within the various Storm Park treatment stages, the system can be more useful, more often. This also allows for service and amenity value to be added. As a result, the cost of construction is less, there are lower

maintenance costs, and a higher value land use.

Storm Parks prioritize an effective, fit-for-purpose, treatment train that allows for the system to properly allocate space and function towards stormwater management utility, placemaking, and ecological services. No single Storm Park is the same and vary on the continuum between these values. The Stormwater Continuum figure above illustrates the three anchored perspectives and the various spectrums of opportunity between each – Storm Parks represent a solution that resides in balance between all three.

In general, three sub-categories of storm parks can be considered respective of the three key anchors:

1. Stormwater management and utility focused Storm Parks.
2. Ecological and conservation focused Storm Parks.
3. Amenity and placement focused Storm Parks.

A relative breakdown comparing utility focused, ecological focused, and amenity focused storm parks to a traditional wet pond can be found below. A utility-focused storm pond, the most similar Storm Park to a traditional wet pond, would minimize the number of utilities required and prioritize volume and flow management; an environment-focused storm park would prioritize improving water quality to positively impact downstream areas and create additional wetland habitat opportunities; and amenity-focused Storm Parks would prioritize benefits for the surrounding community, including modes for active and passive recreation (i.e. viewing platforms, walking paths. and park space).

CRITERIA		TRADITIONAL WET POND	STORM PARK - UTILITY FOCUSED	STORM PARK - ECOLOGY FOCUSED	STORM PARK - AMENITY FOCUSED
Engineering & Planning Optimization	Footprint Size & Layout integration	●	●	●	●
	Discharge Flow	●	●	●	●
	Volume Control	●	●	●	●
	Water Quality	●	●	●	●
	Site Grading Balance	●	●	●	●
	Site Servicing	●	●	●	●
	O&M Routine	●	●	●	●
	Land Use Efficiency	●	●	●	●
Social/Public	Community Use/Amenity	●	●	●	●
	Public Perception	●	●	●	●
	Aesthetic	●	●	●	●
	Flood and Drought Resiliency	●	●	●	●

Environmental & Climate Resiliency	Water Reuse Opportunities	●	●	●	●
	Natural Systems Integration	●	●	●	●
	Ecological/Biodiversity Services	●	●	●	●
Economics	Developable Land Cost Value	●	●	●	●
	Land Use Levies Cost Value	●	●	●	●
	Capital Costs	●	●	●	●
	O&M Costs	●	●	●	●
	Design/Engineering Costs	●	●	●	●
Logistics	Schedule	●	●	●	●
	Regulatory Compliance	●	●	●	●
	Phasing and Design Durability	●	●	●	●
TOTAL Points		38/69	59/69	63/69	57/69

TOWN OF BON ACCORD STORMWATER ASSESSMENT

MAGNA is a stormwater management firm at our base and although we specialize in naturalized, full-service stormwater management facilities, we are also the leading stormwater engineering firm in southern Alberta for carrying out community-wide Master drainage plans (MDPs), concept designs, staged master drainage plans (SMDPs), and various other drainage requirements from site design, new community builds, and Low Impact Development (LIDs) elements. Our intention is always to provide a full cradle-to-grave approach with expertise along the whole service offering. From designing and upgrading catch basins to full community drainage assessments. MAGNA will present more detail on this item in our July 4th, 2023 presentation.

FCM GRANT

As mentioned previously, the FCM GMF offers grants for several municipal environmental projects. They accept applications on a continuous intake basis. The GMF will provide funding to assess whether the initiative is technically and financially feasible, as well as its potential environmental, social, and economic impact (examples include, but are not limited to enabling greater adoption of sustainable infrastructure, capacity building programs that generate direct environmental benefit, emerging and adaptive technologies, policy changes to make it easier to implement environmental initiatives, etc.). MAGNA has successfully supported a number of communities is attaining this grant for these types of projects.

Funding varies based on project type; however, the three main opportunities are:

- Feasibility studies are eligible for up to 80% funding of a \$175,000 project (\$35,000 provided by the community).
 - This would include the Stormwater Wetland facility assessment, alternative options, and conceptual design of the preferred option; AND
 - Community-wide stormwater assessment to provide a prioritized list of upgrade recommendations to address short-term concerns first, and then the ability to address longer-term concerns as funding and impact arise.
- First phase or pilot projects are eligible for up to 80% capital funding for a \$625,000 project (\$125,000 provided by the community).
 - This would be used as part of the first upgrade phase for the chosen Stormwater Wetland project.
- The ultimate build-out of your FCM project is eligible for a low-interest loan of up to \$5 million.
 - This could be used for the next stage of the expansion after the initial first phase.

There is no deadline for application; however, funds are limited. It is prudent to apply for funding as soon as possible since, once the application is submitted, the approval process can take three to four months. An additional benefit of the program is that all eligible work carried out after the initial pre-application meeting with FCM will be retroactively covered by the grant.

CASE STUDY: DAWSON'S LANDING STORMWATER KIDNEY®

CHESTERMERE, AB | QUALICO COMMUNITIES | 2019 TO 2021 | 90 HA OF SERVICED DEVELOPMENT AREA

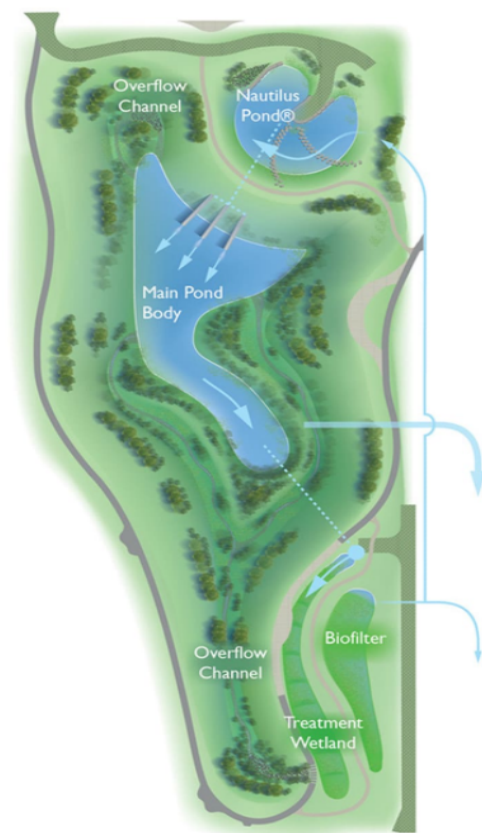
MAGNA Engineering Services was retained by Qualico Communities to design and build the Source2Source Stormwater Kidney® in the new residential development of Dawson's Landing in Chestermere. Dawson's Landing will be the first residential development in Canada, and the world, to implement a Stormwater Kidney®. The system cleans stormwater by circulating the water through spaces with a diverse ecosystem of plants and aquatic creatures so that nutrients contained in the stormwater nourish the living organisms.

As MAGNA's flagship project, the design team developed a successful Stormwater Kidney® detailed design, with planned construction for April 2021. The unique stormwater management facility serves as an effective means for the development to achieve ultra low flow discharge and high-quality irrigation water. It also allows for the introduction of wetlands, park space, and community amenity. The main objective of this project was to create an innovative stormwater solution to meet the needs of various stakeholder interests. The primary stakeholders included the Western Irrigation District, the City of Chestermere, Alberta Environment, and the developer group, Qualico Communities.

The initial stages of the project were a series of stakeholder engagement sessions, led by Jennifer Massig, to ensure the key objectives of each key stakeholder were considered when implementing the final stormwater solution. It was decided through this process that the Stormwater Kidney® technology would be the best fit in meeting the quality, quantity, and community development needs of the project.

Key technical features that MAGNA provided in this design included stormwater modelling to determine the pond size, lift station design, cost estimating, and engineering drafting. Construction has begun already, with MAGNA onsite as the resident engineer overseeing implementation of the detailed design.

Net cost of approximately \$3.5 million.



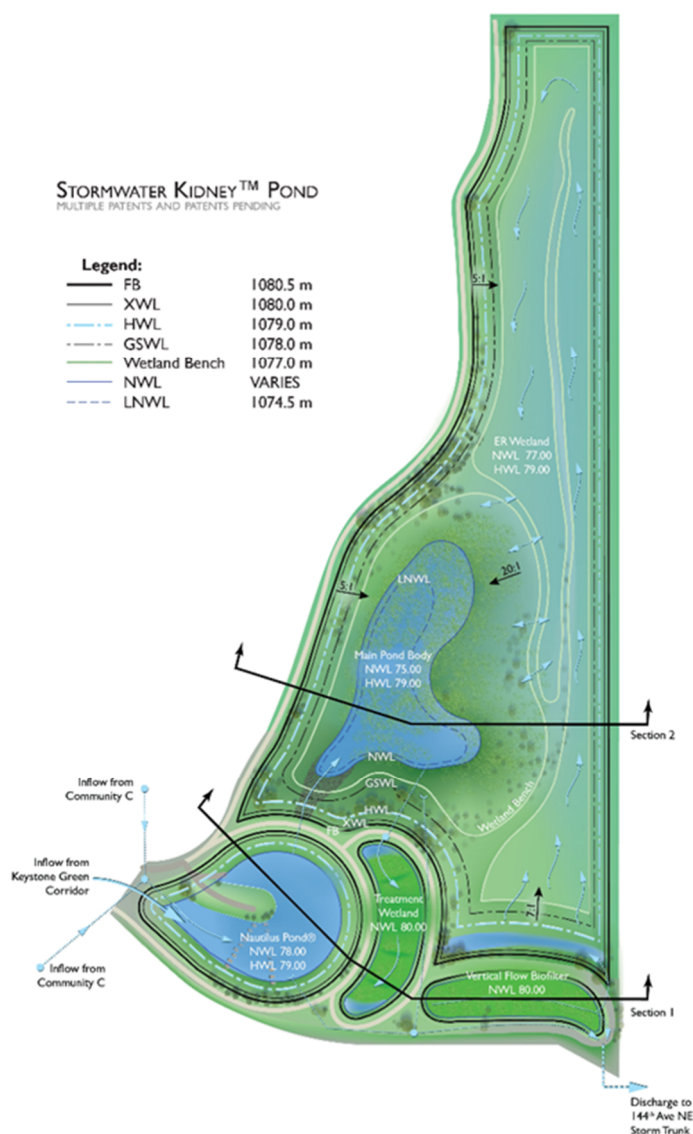
CASE STUDY: LIVINGSTON PHASE 26 STORMWATER KIDNEY®

CALGARY, AB | BROOKFIELD RESIDENTIAL | MARCH 2020 TO PRESENT | 500 HA OF SERVICED DEVELOPMENT AREA

MAGNA was retained to complete the work surrounding the concept design, preliminary design, and detailed design for the Livingston Phase 26 Pond E Stormwater Kidney® (Pond E). MAGNA utilized Source2Source's innovative stormwater technology to design an integrated stormwater management facility that satisfies the necessary functions of both a stormwater management facility (SWMF), incorporating beneficial water cleansing biofiltration elements, and the required constructed wetland facility to replace the existing wetland area.

The project team completed the work from feasibility study through to detailed design. This project culminated with the completion and submission of the detailed engineering drawings, the Pond Report, and the Wetland Management Plan. The stormwater management facility provides the community with a green infrastructure solution utilizing engineered wetlands and naturalized technology. MAGNA worked closely with the client to ensure the facility could be integrated into the community providing both efficient stormwater treatment and urban green space that preserved the character of the community.

Net cost of approximately \$6.5 million (after expected \$2.5 million cost savings).



CASE STUDY: ALPINE LANDS STORM PARK

CALGARY, AB | DREAM DEVELOPMENT | 2020 TO PRESENT | 125 HA OF SERVICED DEVELOPMENT AREA

In pursuit of a truly innovative and unique stormwater facility, the Dream Development team was inspired to create a new type of urban destination. The Alpine Park Stage 2 area introduces a new class of storm infrastructure called a “Storm Park.” This tier of urban design is focussed on amenity driven spaces while functionally unlocking new opportunities for stormwater management, water reuse, and environmental resiliency. Interactive park spaces, with both form and function

continue to be the theme of this storm park, while also maintaining key natural wetlands and ravines as part of the overall concept. The vision for this project also required a focussed consideration for the unorthodox engineering constraints.

MAGNA’s project team led innovative concept workshops and feasibility assessments through a collaborative planning, architecture, and engineering approach. The project team effectively determined the key boundary constraints, municipal values, and developed several concepts that facilitated a new wave of opportunity within the City of Calgary.

From this concept work, the project team has continued to development and refine the proposed layouts into high-class functional plans that are formally in preparation on behalf of Dream, within the City of Calgary.

Net cost of approximately \$3.5 to \$4 million (after expected \$3.5 to \$4 million in avoided land levies).



CONTACT INFORMATION

MAGNA is looking forward to the opportunity to present a more in-depth overview of this summary memo. In the meantime if you would like further information or would like to discuss this memo further, please do not hesitate to reach out to either Sahil or I.

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TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 28, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Playground Equipment Review
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

Council directed administration to create a timeline for playground maintenance and for administration to hold a Special Council Meeting or workshop for spring 2023.

The following information provides an overview of the Town's playground equipment.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town of Bon Accord has 2 large playgrounds and 2 small play areas (not including the Bon Accord Community School Playground):

1. Springbrook (playground)
2. Roseglen (playground)
3. Centennial Park (play area)
4. Sportsgrounds (small play area)

Administration is working on new playground equipment for Centennial Park and swings for Springbrook Park as approved by Council on June 06th, 2023.

Total estimated project costs in 2023 for both projects is \$110,000.

Equipment that has been identified as needing replacement:

Playground Play Area	or	Life Cycle	Replacement Timeline
Roseglen (Green Park)		The new sections of this playground (northside) were installed in approximately 2015. The southside of the playground (sand surfacing) is old and should be replaced.	Plan for Replacement 2024

Springbrook Park (Purple Park)	Old equipment with pre-treated wood	Recommend Replacement 2024 Swings to be replaced in 2023
Centennial Park Small Play Area	Small Play Equipment Swings removed in 2022	Planned replacement of swings in 2023 Update sand of small play area in 2023 Plan for replacement of small play equipment in 2025.
Sportsgrounds Equipment Small Play Area	Small Play Equipment	Update sand in 2023 Budget for new small play equipment 2025

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

COSTS/SOURCES OF FUNDING

- Annual capital budget
- Grant Funding or sponsorship



Centennial Park



Sportsgrounds



Roseglén 1



Roseglén 2



Roseglén 3



Roseglén 4



Roseglen 5



Springbrook 1



Springbrook 2



Springbrook 3



Springbrook 4

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole
Meeting Date:	June 28, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Financial Reserves Policy
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

Administration has prepared a financial reserves policy to ensure consistency and transparency for the management and reporting of existing reserves and the establishment of new reserves.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the 2022 financial audit, the auditor also recommended having a reserves policy to formalize reserve transactions and balances.

The policy indicates that the Town Manager must approve all reserve requests and that all reserve transactions are approved by Council.

Each reserve will be outlined in a schedule which will indicate the purpose of the reserve to allow for improved reserve management.

STRATEGIC ALIGNMENT

Values statement of Service Excellence: Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

NA – reserve balances are already established. Administration has revised the organization of the reserve balances to reflect the schedules in the draft policy. Instead of having separate balances for the maintenance and/or capital projects of items in a similar category, such as cemetery, building, administration building, solar farm, they have been consolidated to the one Facility Infrastructure Reserve. It allows for improved management. These items are still listed on the capital plan so that administration and Council are aware of the necessity of maintenance and capital repairs.

FINANCIAL RESERVES POLICY

SECTION: Administration**DEPARTMENT:** Corporate Services**COUNCIL APPROVAL DATE:**

POLICY STATEMENT

The Town of Bon Accord recognizes that the ongoing commitment of funds to specific reserves provides contingency funding for operating and capital expenditures and can reduce the need for debt financing.

PURPOSE

To establish and approve reserves annually and ensure consistency and transparency for the management and reporting of existing reserves and the establishment of new reserves. The Town of Bon Accord will manage the annual allocation of reserves in a fiscally responsible manner.

DEFINITIONS

"Council" means the Mayor, Deputy Mayor, and members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

RESPONSIBILITIES

1. The Town Manager is responsible for administering compliance with this policy.
2. Managers are responsible for following this policy. Reserve requests must be approved by the Town Manager and submitted to the Corporate Services Manager.
3. All reserves shall be reviewed annually by the Town Manager and Council through the annual budget process.
4. The Corporate Services Manager will report reserve status semi-annually to Council, to be included with the financial report at a Regular Council Meeting.

GENERAL REQUIREMENTS

1. All operating and capital reserves will be established as follows:
 - a. The establishment of, contributions to, and withdrawals from a specific reserve shall be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. This may be either as part of the overall budget review and approval process or by resolution on an as needed basis.
 - b. Each reserve will be outlined in a schedule attached to this policy and will outline the following:
 - i. Type of Reserve (Operating or Capital).
 - ii. Reserve Name.
 - iii. Purpose of the Reserve.
 - iv. Source of Funding.
 - v. Minimum/Maximum Limits (if applicable).
 - vi. Application.

2. Transfers to or from reserves shall be authorized for use as per the Financial Reserves Policy schedule and approved by Council.
3. Budgeted release of reserves will occur at the financial year end and will be administered by the Corporate Services Manager.
4. Reserves shall be funded from either internal or external resources as defined in the Reserve Schedules.

DRAFT

Reserve Policy – Schedule A-1

Type: Operating

Name: General Reserve

Purpose: To provide funding for non-recurring/one-time operating expenditures or transfers to capital that will not be built into the base-operating budget in future years.

Source of Funding: a) An annual contribution as determined by Council.
b) Transfers from annual unexpected surplus.
c) Other sources as approved by Council.

Targets →

Minimum Limit: 5% of the annual municipal operating budget.

Maximum Limit: 35% of the annual municipal operating budget.

Application: Funds from this reserve can be used for increased or unplanned operating costs or for transfers to capital.

Reserve Policy – Schedule A-2

Type:	Operating
Name:	Community Services
Purpose:	Funds allocated for Community Services programs such as Karing for Kids, Roots of Empathy, etc.
Source of Funding:	a) Received by organizations servicing the Community Services programs in our community. b) Donations.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve are allocated towards the Community Services reserves. Karing for Kids: \$2,755 Roots of Empathy: \$1,662

Reserve Policy – Schedule A-3

Type:	Operating
Name:	Facility Infrastructure Reserve
Purpose:	To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects.
Source of Funding:	a) Annual operating budget surplus' from Repairs and Maintenance operating budget or, b) Other sources as approved by Council.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve will be used for unplanned significant operational building repairs and/or maintenance or transfers to capital to fund facility infrastructure capital projects.

Reserve Policy – Schedule A-4

Type: Operating

Name: Parks & Recreation

Purpose: To provide funding for budgeted or unexpected expenditures for parks and recreation operation.

Source of Funding: a) Surplus from the Sturgeon County Recreation Grant

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve are to be used for parks and recreation operational purposes.

Reserve Policy – Schedule A-5

Type: Operating

Name: Protective Services (COPS)

Purpose: To hold funding allocated for the Citizens on Patrol group in the Town.

Source of Funding: a) Funds received from the COPS organization.
b) Other sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be held until such time as the Citizens on Patrol organization resumes and requests the funds.

Reserve Policy – Schedule A-6

Type: Operating

Name: Snow Removal Reserve

Purpose: To provide funding for unexpected increases in requirements to municipal snow removal services based on winter conditions and approved Council levels of service. In addition, funds can be used for transfers to capital to purchase snow removal related equipment.

Source of Funding: a) Surplus funds remaining in the snow removal operating budget at the end of fiscal year.
b) Other sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for unexpected increases or overages in the snow removal budget, based on conditions for the seasons and levels of service. Funds can also be transferred to capital for the purchase of snow removal equipment.

Reserve Policy – Schedule B-1

Type: Capital

Name: Gateway Plan Reserve

Purpose: To provide funding for operating or transfers to capital to enhance or facilitate community development at the gateway, including but not limited to economic development.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for expenditures related to the gateway development, or other community development and economic development projects approved by Council.

Reserve Policy – Schedule B-2

Type: Capital

Name: Fleet & Equipment Reserve

Purpose: To provide funding for the purchase of new and/or replacement vehicles and equipment identified in capital budgets as well as providing matching funds for other provincial and federal grants that may arise.

Source of Funding: a) A budgeted annual contribution.
b) Annual unexpected surplus funds as transferred by Council.
c) Other sources as approved by Council.

Target →

Minimum Limit: Current year's capital budget for fleet and equipment replacement.

Maximum Limit: Total of the budget/plan for fleet and equipment replacement.

Application: Funds from this reserve will be used for Town owned fleet and equipment that is approved by Council. In addition, funds may be utilized for vehicles and equipment funded under a provincial or federal program where matching funds are required.

Reserve Policy – Schedule B-3

Type:	Capital
Name:	Parks, Recreation, and Culture
Purpose:	To provide funding for the purchase of new and/or replacement capital items for parks, recreation, and culture as identified in capital budget, as well as provide matching funds for any provincial, federal, or other grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for parks, recreation, and culture items.
Maximum Limit:	Total of the capital budget/plan for parks, recreation, and culture projects.
Application:	Funds from this reserve will be used for capital items for parks, recreation, and culture facilities (e.g. arena, library). In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-4

Type:	Capital
Name:	Protective Services – Fire Reserve
Purpose:	To provide funding for the replacement of fire hydrants within the Town.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for the fire hydrant replacement program.
Maximum Limit:	Total of the budget/plan for the fire hydrant replacement program.
Application:	Funds from this reserve will be used for the management of the fire hydrant replacement program as approved by Council.

Reserve Policy – Schedule B-5

Type:	Capital
Name:	Sewer System Projects
Purpose:	To provide funding for sewer capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget sewer projects.
Maximum Limit:	Total of the expected costs of sewer line replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for sewer related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-6

Type:	Capital
Name:	Storm Water System Projects
Purpose:	To provide funding for storm water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget storm water projects.
Maximum Limit:	Total of the expected costs of storm water management within the Town's asset management program.
Application:	Funds from this reserve will be used for storm water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-7

Type: Capital

Name: Transportation Projects

Purpose: To provide funding for transportation capital projects identified in the capital budget and plans as well as providing matching funds for any provincial, federal, or other grants that may arise.

Source of Funding: a) A budgeted annual contribution.
b) Annual unexpected surplus funds as transferred by Council.
c) Other sources as approved by Council.

Target →

Minimum Limit: Current year's capital budget transportation projects.

Maximum Limit: Total of the capital budget/plan for transportation projects.

Application: Funds from this reserve will be used for transportation (roads, trails, etc.) related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-8

Type: Capital

Name: Veteran's Park Reserve

Purpose: To provide funding for capital replacement projects for Veteran's Park.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for capital replacement projects for the Veteran's Park, including but not limited to flag poles.

Reserve Policy – Schedule B-9

Type:	Capital
Name:	Water System Projects
Purpose:	To provide funding for water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget water projects.
Maximum Limit:	Total of the expected costs of waterline replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

RESERVES		Actual	Actual	Actual
Schedule Per Policy #		2020	2021	2022
OPERATING				
General Reserve	Schedule A-1	599,974	599,974	852,920
Community Services	Schedule A-2	4,417	4,417	4,417
Facility Infrastructure Reserve	Schedule A-3	31,783	31,783	41,783
Parks & Recreation Reserve	Schedule A-4		26,032	26,032
Protective Services - COPS	Schedule A-5			
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
CAPITAL				
Gateway Plan Reserve	Schedule B-1	9,471	14,471	14,471
Fleet & Equipment Reserve	Schedule B-2	10,552	10,552	10,552
Parks , Recreation, and Culture	Schedule B-3		146,755	246,755
Protective Services - Fire Reserve	Schedule B-4	71,506	81,506	91,506
Sewer System Projects	Schedule B-5	141,396	156,396	176,396
Storm Water System Projects	Schedule B-6	-	46,754	62,580
Transportation Projects	Schedule B-7	441,000	461,000	486,000
Veterans Park Reserve	Schedule B-8	9,353	9,353	9,353
Water System Projects	Schedule B-9	252,018	267,018	287,018
TOTALS		\$ 1,586,470	\$ 1,871,011	\$ 2,324,783

NEW Reserve Organization chart per DRAFT Financial Reserve Policy

RESERVES	Actual 2020	Actual 2021	Actual 2022	Consolidated to:
OPERATING	S			
General Operating	599,974	599,974	852,920	GENERAL RESERVE
Protective Services - COPS				PROTECTIVE SERVICES (OPERATING) COPS
Karing for Kids	2,755	2,755	2,755	COMMUNITY SERVICES
Roots of Empathy	1,662	1,662	1,662	COMMUNITY SERVICES
Recreation - OPERATING		26,032	26,032	PARKS & RECREATION
CAPITAL				
Community Development	3,853	3,853	3,853	COMMUNITY DEVELOPMENT
Economic & Community Development	5,618	10,618	10,618	COMMUNITY DEVELOPMENT
Building	16,416	16,416	16,416	FACILITY INFRASTRUCTURE RESERVE
Cemetery	14,085	14,085	14,085	FACILITY INFRASTRUCTURE RESERVE
Lilian Schick School	500	500	500	FACILITY INFRASTRUCTURE RESERVE
Solar Farm Reserve (New in 2022)	\$	-	10,000	FACILITY INFRASTRUCTURE RESERVE
Administration Building	782	782	782	FACILITY INFRASTRUCTURE RESERVE
Equipment	10,552	10,552	10,552	FLEET & EQUIPMENT RESERVE
Parks & Recreation	9,353	146,755	246,755	PARKS, RECREATION, AND CULTURE
Fire	71,506	81,506	91,506	PROTECTIVE SERVICES - FIRE RESERVE
Sanitary Sewer System	141,396	\$ 156,396	176,396	SEWER SYSTEM PROJECTS
Snow Removal	15,000	15,000	15,000	SNOW REMOVAL RESERVE
Storm Water (New 2021)		46,754	62,580	STORM WATER MANAGEMENT PROJECTS
Road Improvement	441,000	\$ 461,000	486,000	TRANSPORTATION PROJECTS
Veterans Park Reserve		\$ 9,353	9,353	VETERAN'S PARK RESERVE
Water Offsite Levies	21,265	21,265	21,265	WATER SYSTEM PROJECTS
Water System	230,753	\$ 245,753	265,753	WATER SYSTEM PROJECTS
TOTALS	\$ 1,586,470	\$ 1,871,011	\$ 2,324,783	

OLD Reserve Organization chart

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	June 28, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Workplace Violence and Harassment Policy #19-175 Update
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

Administration has prepared an update to the Workplace Violence and Harassment Policy #19-175 to meet or exceed the human rights and occupational health and safety legislation. The Town believes that all individuals have the right to work in an environment free from harassment and violence, where they are physically and psychologically safe.

The workplace violence and harassment policy should be reviewed every three years or when there is an incident. The last review of the policy was June 2019.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The policy governs all employees and Council.

Per legislation, a workplace violence and harassment policy must include the following:

- Purpose
- Scope
- Definitions
- Responsibilities – both employer and employee
- A preventative plan
- Education and training information
- Reporting procedures
- Support information
- Investigation procedures
- Consequences
- False allegations
- Reprisal information
- Special circumstances
- And where you can go with questions

As the policy also governs Council, administration has attached the training presentation.

STRATEGIC ALIGNMENT

Values statement of Service Excellence: Administration and Council strive for the highest standard of service delivery and governance.

Priority #2 Community: The residents of Bon Accord live in a safe, connected, and attractive community.

COSTS/SOURCES OF FUNDING

NA

WORKPLACE VIOLENCE AND HARASSMENT

SECTION: Administration / Council

DEPARTMENT: All

COUNCIL APPROVAL DATE: June 18, 2019

LAST REVIEWED BY COUNCIL: June 18, 2019

POLICY STATEMENT

The Town of Bon Accord is committed to maintaining a safe and respectful place to work that is free from Harassment and Violence. Harassment and Violence are serious matters and will be treated as such.

PURPOSE

The Town strives to meet and exceed compliance with human rights and occupational health and safety legislation. The Town believes that all individuals have the right to work in an environment free from Harassment and Violence, where they are physically and psychologically safe. Any Harassment or Violence committed by or against any worker or member of the public is unacceptable and such conduct will not be tolerated.

SCOPE

This policy will govern all employees including but not limited to temporary, seasonal, and contract, as well as council members, volunteers, and contractors. This policy applies to Harassment and Violence at all Town facilities, online/social media forums, vendor/supplier/customer sites, and sites of work-related social gatherings. This policy applies at the Workplace and Extended Workplace.

Complaints of Workplace Violence or Harassment will be taken seriously, and the Town will investigate and act upon incidents quickly and provide appropriate support for victims. The reporting of all incidents is encouraged.

DEFINITIONS

“Bullying” means hurtful or disrespectful treatment of people by yelling or ridiculing, undermining an individual or groups with vindictive or humiliating words or acts, including malicious exclusion, and any acts of intimidation including stalking.

“Chief Elected Official” means the Mayor of the Town of Bon Accord.

“Complainant” means a person who files a Complaint against a Respondent.

“Complaint” means a report of Harassment or Violence submitted to the Town in accordance with this policy.

“Corrective Measure” means a measure taken and/or hazard control implemented to prevent an incident from reoccurring.

“Discrimination” means an action, practice, system, or policy that has an adverse impact on an individual or group’s employment or terms and conditions of employment for reasons related to a protected ground. Under the *Alberta Human Rights Act* the protected grounds are race, religious belief, colour, age, sexual orientation, gender, gender identity or expression, source of income, marital status, family status, disability (physical or mental), place of origin, and ancestry. Harassment based on these characteristics is considered Discrimination, including sexual Harassment.

“Domestic Violence” means a pattern of behavior used by one person to gain power and control over another with whom the person has or has had a personal relationship, including dating, marriage, adult interdependent partnerships, custody, blood relationships, and adoption.

“Extended Workplace” means work-related activities including but not limited to official company trips, company parties/meetings outside the regular Workplace, and sites of work-related social gatherings.

“Harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comments, Bullying, or action by a person that the person knows or ought to reasonably know will or would cause offence or humiliation to a worker, or adversely affect the worker’s health and safety and includes but is not limited to:

- i. Conduct, comments, Bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation, and
- ii. A sexual solicitation or advance

Harassment excludes any reasonable conduct of an employer or supervisor related to the normal management of workers at a work site.

“Interview” in relation to this policy means questions put forward to the Complainant, Respondent, and witnesses in a conversational manner with the purpose of gathering information and determining the alleged behavior. This Interview is non-judgmental.

“Poisoned Work Environment” means a Workplace that is hostile or unwelcoming because of insulting or degrading comments or offensive actions aimed at an employee or other.

“Respondent” means the person against whom a Complaint has been filed in accordance with this policy.

“Sexual Violence” means a Workplace hazard referring to any sexual act, attempt to obtain a sexual act, or other act directed against a worker’s sexuality using coercion, by any person regardless of their relationship to the victim, in a Workplace or work-related setting. Sexual Violence exists on a continuum from obscene name-calling to rape

and/or homicide and includes on-line forms of Sexual Violence (e.g. Internet threats or Harassment) and sexual exploitation.

“Town” means the Town of Bon Accord.

“Town Manager” means the individual appointed by Council to manage the affairs of the Town, otherwise referred to as the Chief Administrative Officer (CAO).

“Vexatious” means denoting an action or the bringer of an action that is brought without sufficient grounds, purely to cause annoyance to the Respondent.

“Violence” whether at a work site or work-related, means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or Sexual Violence.

“Workplace” means a work site as defined in the Occupational Health and Safety Act: a location where an employee is, or is likely to be, engaged in their duties, and includes any vehicle or mobile equipment used by an employee for the purposes of their job.

“Workplace Violence” means Violence in the Workplace that could put the worker at risk of physical or psychological harm. Workplace Violence can include physical attack or aggression, threatening behavior, verbal or written threats, Domestic Violence, and/or Sexual Violence.

“Zero Tolerance” means a strict application of the rules up to and including termination.

RESPONSIBILITIES

1. The Town of Bon Accord is obligated to protect all employees from prohibited behavior during Town related activities. The Town is committed to providing a respectful Workplace free of Discrimination and Harassment and meeting its obligations under the *Alberta Occupational Health & Safety Act* and the *Alberta Human Rights Act*. The Town is responsible for maintaining a Harassment and Violence policy.
2. The Town is responsible for thoroughly investigating any Workplace Violence incidents.
3. Managers and the Town Manager (or designates) are responsible for creating and maintaining a Workplace environment free from Harassment, Discrimination, and Violence. Managers must maintain the confidentiality of Complaints, disclosing only the information necessary to investigate. Managers will support the individuals involved in an investigation of alleged Harassment or Violence, and ensure no individual suffers from retaliation as a result of filing a Complaint or providing information pertaining to an investigation.
4. Managers and Supervisors are responsible for ensuring that workers under their supervision are not subject to Harassment or Violence at the Workplace, and that there is compliance with this policy.
5. Managers and Human Resources are responsible to provide and coordinate training on Workplace Harassment and Violence, provide advice and sources of support for those involved in an incident, collaborate with all parties involved to deal with Harassment, and coordinate the timely investigation of Harassment Complaints in collaboration with the investigation team.
6. Employees have a shared responsibility to create and maintain a respectful Workplace free from Harassment, Discrimination, and Violence. All employees have the right to be treated in a fair, reasonable, and respectful manner. Employees have a responsibility to report alleged Workplace Violence and Harassment incidents. Employees must review and certify that they have read

the Workplace Violence and Harassment Policy, as well as complete training to recognize and avoid Workplace Violence and Harassment.

PREVENTATIVE PLAN

1. In support of the Workplace Violence and Harassment policy, we have put in place Workplace Harassment prevention procedures. This includes measures and procedures to protect workers from the hazard of Harassment and a process for workers to report incidents or raise concerns. Measures and procedures include:
 - a. Creating a safe, supportive, and positive work environment.
 - b. Conducting an initial Workplace assessment and taking actions necessary to mitigate risks identified.
 - c. Communicating Zero Tolerance for behaviors not in compliance with this policy.
 - d. Encouraging employees who feel they are being Harassed to report the matter appropriately.
 - e. Providing training to employees including a review and explanation of this policy.
 - f. Investigating all forms of Harassment and Violence as required per the Investigation Procedures in this policy.
 - g. Ensuring proper resources and skilled personnel are assigned for the intake, resolution, and/or investigation of all incident occurrences.
 - h. Ensuring this policy and any applicable supporting procedures are implemented, maintained, and reviewed every three (3) years.
 - i. Providing third-party resources for medical and psychological support for employees through the designated Employee Assistance Program.

2. The Town of Bon Accord will not tolerate or condone Harassment and/or Violence that creates a Poisoned Work Environment. This includes proper training on behavior that is and is not appropriate, investigating Complaints, taking Corrective Measures, and providing supports for victims.

EDUCATION & TRAINING

1. The Town of Bon Accord is committed to provide training to its employees including a review and explanation of this policy and any accompanying procedures, as well as a description of the Town of Bon Accord's expectation of employees regarding their behavior in the Workplace. This training will include the following:
 - a. How to recognize Workplace Violence and Harassment.
 - b. Appropriate response to incidents of Harassment and Violence.
 - c. The procedure for reporting, investigating, and documenting incidents of Workplace Violence and Harassment.
2. Refresher training on workplace violence and harassment and review of the policy will occur every three (3) years.

REPORTING PROCEDURE

1. Should an incident of Workplace Violence and Harassment occur, the employee who believes they are experiencing prohibited behavior is encouraged to communicate, either verbally or in writing, to the Respondent responsible as soon as possible to indicate that the action is offensive or concerning and ask that person to stop. If the communication to the Respondent is in writing, the Complainant should keep a record of the incident and associated document. If a Complainant is not comfortable confronting the Respondent or if the actions do not stop, the Complainant can proceed with the informal procedure.

- a. **Informal Procedure:** The Complainant can communicate the incident of Workplace Violence and Harassment to their immediate manager or supervisor. Should this be uncomfortable, the Complainant may advise Human Resources or the Town Manager. Should the incident involve the Town Manager, the Complainant is advised to inform either Human Resources or report the incident directly to the Chief Elected Official. Should the informal Complaint involving the Town Manager be brought to the attention of Human Resources, Human Resources will report the incident to the Chief Elected Official and the Deputy Mayor. Informal Complaints do not require a full investigation per the Investigation Procedures in this policy, however it does not prohibit the request for an investigation.
- i. Attempts will be made to resolve the Complaint informally. The individual listed above to whom the Complaint was reported will arrange for the Complainant and Respondent to come together to resolve the issue.
 - ii. Should the Complainant be uncomfortable with resolving the issue directly with the Respondent in this way, due to the nature of the incident, the Manager, Town Manager, and Human Resources, or the Mayor and Deputy Mayor should the complaint involve the Town Manager, will take further steps to resolve the issue and ensure it does not reoccur. This includes speaking with the Respondent to advise them of their prohibited behavior, ensuring the Respondent understands the policy and what does and does not constitute Workplace Violence and Harassment, and initiating an investigation if necessary.
 - iii. Complaints reported using the informal procedure are subject to the consequences listed in this policy up to and including termination depending upon the nature of the incident.

- iv. Should the informal procedure not solve the issue, the Complainant may proceed with a formal Complaint process. A formal Complaint will supersede an informal Complaint. It is not required to initiate an informal Complaint prior to proceeding to a formal Complaint.
- b. Formal Procedure: A formal Complaint is made in writing and includes all details of the alleged incident.
 - i. This written Complaint can be filed with the Complainant's direct manager or supervisor, Human Resources, or the Town Manager. In the case where the incident is regarding the Town Manager, the report can be filed with Human Resources or the Mayor and the Deputy Mayor. Should the formal Complaint involving the Town Manager be brought to the attention of Human Resources, Human Resources will report the incident to the Mayor and Deputy Mayor. The formal Complaint will be reviewed for completion and to ensure that it is not Vexatious.
 - ii. To proceed with resolving the Complaint, an investigation team will be arranged in collaboration with Human Resources and the Town Manager. Depending on the situation, the investigation will either be completed internally or an external third party investigator will be hired. For complaints involving the Town Manager, a third party investigator will be hired.
 - iii. Attempts to resolve a formal Complaint through conciliation may continue throughout an investigation so long as both the Complainant and Respondent agree.
 - iv. Formal Complaints should contain all the following:
 - Date, time, and location of the incident.
 - The nature of the incident.
 - Full description of what occurred.
 - Name of person(s) involved in the incident.
 - Name of any potential witnesses to the incident.

SUPPORT

1. The Town of Bon Accord recognizes that an employee who has been a victim of Workplace Harassment and/or Violence requires necessary support. The Town will ensure the victims or those exposed to a Harassment and/or Violence incident that they are not to blame, and the incident does not reflect on them.
2. The Town is committed to ensuring that employees subject to harassing and/or violent behavior or exposed to an incident of Harassing and/or Violent behavior are encouraged to consult a health care professional of their choice for treatment or referral. The Town will also advise the individual that access to the Employee and Family Assistance program for 24/7 consultation is available, 1-833-300-9511.
3. In addition to these options, the following supports are also available: Alberta Occupational Health and Safety (OHS) and the Alberta Human Rights Commission as well as the Canadian Mental Health Association of Edmonton Distress Line at 780-482-4357 available 24/7. Employees may also approach Human Resources for further contacts for information support.
4. Employees will be provided with time off with pay to attend support appointments that are scheduled during their regular working day and that are related to a Workplace Violence and Harassment incident.

INVESTIGATION PROCEDURES

1. The Town of Bon Accord is committed to conducting thorough and timely investigations of any Complaints received. If the investigation is to be completed internally, the Town will appoint an internal investigation team comprising of the Complainant's manager or supervisor, the Town Manager, and Human Resources. Should the Complaint be directed at the Town Manager, a third party investigation team will be hired.

2. Following the receipt and review of a Complaint, the Town will ensure that the Complainant and Respondent do not work together. This may include working from home or providing the Respondent with a leave of absence with pay.
3. The investigation team will then proceed with an investigation in the following manner:
 - a. Request a written statement from the Complainant, if not already received. Interview the Complainant for clarification of details and to determine the specifics of the incident and receive a list of witnesses.
 - b. Provide the Respondent with a copy of the Complaint and the name of the Complainant. Ask for the Respondents written statement of events and Interview the Respondent.
 - c. Interview any witnesses or other parties that may be relevant to the investigation of the incident.
 - d. The investigation team will provide an assessed outcome of the investigation of the incident:
 - i. Harassment and/or Violence did occur.
 - ii. Harassment and/or Violence did not occur.
 - iii. The incident of Harassment and/or Violence cannot be substantiated based on the available evidence.
 - e. Produce a detailed Investigation Report including the specifics of the Complaint and the date it occurred, the details of all Interviews including names, dates, and times, details of all evidence assessed, the credibility of the interviewees, the outcome, and the recommendations.

CONSEQUENCES

1. If an investigation leads to the support of the Complaint of Harassment and/or Violence, the Respondent will be disciplined accordingly. This discipline may include one or more of the following consequences:
 - a. The Respondent is directed to provide a formal apology.

- b. The Respondent receives a written warning placed in their employee file.
 - c. The Respondent is referred to counselling either through a counsellor of their choice or the Employee and Family Assistance Program.
 - d. Reassignment.
 - e. Suspension or termination.
 - f. Any other measures as determined appropriate by the Town Manager, or Chief Elected Official should the incident involve the Town Manager.
2. If the investigation does not lead to a support of the Complaint of Harassment and/or Violence, there will be no reference to the Complaint placed in the Respondent's employee file.
3. If the Complaint was made without malicious or Vexatious intent, there will be no disciplinary action taken against the Complainant, regardless of the outcome of the investigation.
4. The consequences of this policy do not prohibit a person subjected to Harassment and/or Violence from directing a Complaint to the local police detachment if it is of a criminal nature or reporting the incident to the Alberta Human Rights Commission or filing a Complaint under any other applicable law.
5. The Town will make all reasonable efforts to conduct the investigation with intent to protecting the privacy of all individuals involved. All persons involved must keep the Complaint and the details thereof confidential. Despite these efforts, anonymity and complete confidentiality cannot be guaranteed once a Complaint is made due to the requirement for a complete investigation. Information collected and retained as part of the investigation may be subject to release as part of a legal process or under the *Freedom of Information and Protection Privacy Act*.

FALSE ALLEGATIONS

1. Should the Complaint be found to be false or made with malicious or Vexatious intent, one or more of the following consequences will apply:
 - a. The Complainant is directed to provide a formal apology.
 - b. The Complainant receives a written reprimand placed in their employee file.
 - c. The Complainant is referred to counselling either through a counsellor of their choice or the Employee and Family Assistance Program.
 - d. Reassignment.
 - e. Suspension or termination.
 - f. Any other measures as determined appropriate by the Town Manager, or Chief Elected Official should the incident involve the Town Manager.

REPRISAL

1. Individuals submitting a Complaint will not be penalized or subjected to prejudicial treatment because of filing the Complaint. Correspondence regarding the Complaint will not be placed on the Complainants file unless the Complaint is found to be malicious or Vexatious in nature and such consequences are determined warranted under this policy.
2. No employee may retaliate against a Complaint either in efforts to punish the Complainant or to dissuade the Complaint or a witness to the incident. If retaliation occurs, the alleged offender will be subject to disciplinary action.

SPECIAL CIRCUMSTANCES

1. If an incident of Domestic Violence occurs, all attempts will be made to de-escalate the situation by removing the victim from the scene and having the

Town Manager ask the offender to leave the premises immediately. Should the situation be more serious, the Town will immediately contact the local police, either the non-emergency line at 780-939-1545 or the emergency line 911 depending upon the situation.

2. In the event someone enters the premises with a weapon or otherwise becomes Violent, all employees must vacate to a safe location and contact 911.
3. Should there be special circumstances not covered by any section within this policy, the employee is encouraged to bring the matter forth to Human Resources or the Town Manager, or the Chief Elected Official and Deputy Elected Official if the circumstance involves the Town Manager.

QUESTIONS

1. Questions regarding this policy can be brought forward to Human Resources, the employee's direct manager or supervisor, or the Town Manager. This policy does not prohibit employees from directing questions to the Alberta Human Rights Commission, Alberta Occupational Health and Safety, the local police detachment, or any other support program.
2. Additional information resources can be found by visiting the following websites:
 - a. https://albertahumanrights.ab.ca/publications/bulletins_sheets_booklets/sheets/Pages/protected_grounds.aspx Alberta Human Rights
 - b. <https://www.alberta.ca/ohs-act-regulation-code.aspx> Alberta OHS Code & Regulations