

Town of Bon Accord
AGENDA
Regular Council Meeting
July 4, 2023, 6:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Regular Meeting of Council; June 6, 2023, Amendment (enclosure)
 - 3.2. Regular Meeting of Council; June 20, 2023 (enclosure)
- 4. DELEGATION**
 - 4.1. 6:10 p.m. – Ted Kinjerski – Communities in Bloom re: Flag Project
 - 4.2. 6:30 p.m. – Jennifer Massig – Magna Engineering re: Stormwater Grant Project
- 5. UNFINISHED BUSINESS**
 - 5.1. Logo Revitalization (enclosure)
- 6. NEW BUSINESS**
 - 6.1. Legal Fete Au Village Invitation (enclosure)
 - 6.2. Stormwater Management Proposal (enclosure)
 - 6.3. Special Council Meeting – Playground Proposal Review
 - 6.4. Advocacy for Funding for LS Road (54th Avenue)
- 7. BYLAWS/POLICIES/AGREEMENTS**

POLICIES

 - 7.1. Financial Reserves Policy (enclosure)
 - 7.2. Workplace Violence and Harassment Policy (enclosure)

AGREEMENTS

 - 7.3. Permanent Rental of Town Basement (enclosure)
- 8. NOTICE OF MOTION**
- 9. ADJOURNMENT**

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lynn Bidney
Councillor Lacey Laing
Councillor Timothy J. Larson
Councillor Tanya May

ADMINISTRATION

Jodi Brown, Town Manager
Jenny Larson – Planning and Economic Development Officer
Terry Doerkson – Operations Supervisor
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to adding a document relative to the 2023 Requested Operating and Capital Expenditures.

COUNCILLOR LARSON MOVED THAT Council adopt the June 6, 2023 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-249

PROCLAMATIONS

World Oceans Day
Pride Month
Alberta Seniors' Week
National Indigenous Peoples' Day

COUNCILLOR MAY MOVED THAT Council accept the proclamations as information.

CARRIED UNANIMOUSLY RESOLUTION 23-250

ADOPTION OF MINUTES

Regular Meeting of Council – May 16, 2023

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the May 16, 2023 Regular Meeting of Council as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-251

Council Briefing Meeting – May 29, 2023

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 7:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the May 29, 2023 Council Briefing Meeting as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-252

Councillor Laing joined the meeting at 7:10 p.m.

DELEGATION

Sgt. Lew Simms – Morinville RCMP – Quarterly Report

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 23-253

UNFINISHED BUSINESS

Laying Hens and Urban Beekeeping Survey Results

COUNCILLOR LARSON MOVED THAT Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program and Laying Hens Program that align with the Town's bylaws.

CARRIED UNANIMOUSLY RESOLUTION 23-254

2023 Requested Operating and Capital Expenditures

COUNCILLOR LAING MOVED THAT Council approves the requested operating and capital expenditures, and necessary allocation of funds and transfer of reserves as presented with an amendment to remove the shale.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

CARRIED RESOLUTION 23-255

NEW BUSINESS

2023 Road Rehabilitation Project

COUNCILLOR LARSON MOVED THAT Council approves the additional spend for the swales for the 2023 road rehabilitation project for 48th street and 51st A avenue to a total of \$159,348 using MSI grant funds.

CARRIED UNANIMOUSLY RESOLUTION 23-256

BYLAWS|POLICIES|AGREEMENTS

Procedural Bylaw 2023-05

COUNCILLOR MAY MOVED THAT Council give second reading to Procedural Bylaw 2023-05 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-257

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 7:00 p.m.
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DEPUTY MAYOR BIDNEY MOVED THAT Council give third and final reading to Procedural Bylaw 2023-05 as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-258

WORKSHOPS/MEETINGS/CONFERENCES

Alberta Municipalities Municipal Summer Leaders' Caucus

COUNCILLOR LAING MOVED THAT Council direct administration to register Mayor Holden and Councillor Larson for in-person attendance on June 22 and Councillor May and Councillor Laing on June 22 for virtual attendance at the 2023 Summer Municipal Leaders' Caucus.

CARRIED UNANIMOUSLY RESOLUTION 23-259

CORRESPONDENCE

Sturgeon County Emergency Services Long-Term Service Awards Invitation

COUNCILLOR MAY MOVED THAT Council direct administration to register Mayor Holden, Deputy Mayor Bidney, Councillor Larson, and Councillor May for Sturgeon County's Emergency Services Long-Term Service Awards.

CARRIED UNANIMOUSLY RESOLUTION 23-260

CLOSED SESSION

- ***Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy***
- ***Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials***
- ***Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy, Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials, and Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials at 8:32 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-261

COUNCILLOR LAING MOVED THAT Council come out of closed session at 9:17 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-262

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

COUNCILLOR LAING MOVED THAT Council approves the proposed amendments to the Organizational Chart as presented if all changes are within the 2023 salaries and wages budget allocation.

CARRIED UNANIMOUSLY RESOLUTION 23-263

Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials

**Town of Bon Accord
Regular Meeting of Council Minutes
June 6, 2023 7:00 p.m.
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COUNCILLOR MAY MOVED THAT Council approve the Sturgeon Region Partnership Terms of Reference as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-264

Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials

COUNCILLOR MAY MOVED THAT Council approve the Municipal Realities template as presented and direct administration to complete the “three largest contributors to the municipality’s assessment” section.

CARRIED UNANIMOUSLY RESOLUTION 23-265

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the June 6, 2023 Regular Meeting of Council adjourn at 9:21 p.m.

CARRIED UNANIMOUSLY RESOLUTION 23-266

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Regular Meeting of Council Minutes
June 20, 2023 9:00 a.m.
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**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lynn Bidney
Councillor Lacey Laing
Councillor Timothy J. Larson
Councillor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Terry Doerkson – Operations Supervisor
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

There were no objections to adding item 7.3 Urgent Business – Congratulatory Note to the MLAs.

COUNCILLOR MAY MOVED THAT Council adopt the June 20, 2023 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 23-267

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – June 6, 2023

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to bring back the correction to the motion for requested operating and capital expenditures.

CARRIED UNANIMOUSLY RESOLUTION 23-268

DEPARTMENTS REPORT

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the departments report as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-269

UNFINISHED BUSINESS

Budget Reallocation (Library, Picnic Tables, Legal Fees)

COUNCILLOR MAY MOVED THAT Council approves the donation of \$1,886 to the Friends of the Bon Accord Public Library for their wi-fi booster, \$7,954 be allocated towards administration legal fees, and the \$10,062 capital expense for picnic tables be deferred to a future year in the capital plan.

**Town of Bon Accord
Regular Meeting of Council Minutes
June 20, 2023 9:00 a.m.
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CARRIED UNANIMOUSLY RESOLUTION 23-270

Playground Equipment: Public Participation Plan

COUNCILLOR LAING MOVED THAT Council approves the proposed public participation plan for the new play equipment at Centennial Park and directs administration to include choices for new swings at Springbrook Park once options and costs are finalized AND FURTHER THAT surface material options be included in the public participation plan.

CARRIED UNANIMOUSLY RESOLUTION 23-271

NEW BUSINESS

2023 Council Meeting Schedule Amendments

COUNCILLOR LARSON MOVED THAT Council approves the 2023 Council Meeting Schedule as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-272

Council Community Connections – August

COUNCILLOR MAY MOVED THAT Council directs administration the plan and advertise Council Community Connections for September in conjunction with Meet the Community Night.

CARRIED UNANIMOUSLY RESOLUTION 23-273

Urgent Business – Congratulatory Note to the MLAs

COUNCILLOR LAING MOVED THAT Council directs administration to create two congratulatory letters to Ministers Dale Nally and Ric McIvor for their recent election success on behalf of Council and indicate we are looking forward to working with them.

In favour: Mayor Holden, Councillor Laing, Councillor Larson, Councillor May

Opposed: Deputy Mayor Bidney

CARRIED RESOLUTION 23-274

COUNCILLOR LARSON MOVED THAT Council directs administration to create a general congratulatory letter to send to all Alberta ministers, other than Minister Nally and Ric McIvor, on behalf of Council.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Larson

Opposed: Councillor May, Councillor Laing

CARRIED RESOLUTION 23-275

Mayor Holden called a short recess at 10:30 a.m.

Mayor Holden called the meeting back to order at 10:39 a.m.

BYLAWS/POLICIES/AGREEMENTS

Library Agreement

COUNCILLOR MAY MOVED THAT Council approve the Library Agreement as presented.

**Town of Bon Accord
Regular Meeting of Council Minutes
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CARRIED UNANIMOUSLY RESOLUTION 23-276

Branded Apparel Policy Pause

COUNCILLOR MAY MOVED THAT Council accept the report as information.

CARRIED UNANIMOUSLY RESOLUTION 23-277

Policies to Rescind and Amend

COUNCILLOR LARSON MOVED THAT Council approve the amendment to the Council Remuneration Policy, as presented.

CARRIED UNANIMOUSLY RESOLUTION 23-278

DEPUTY MAYOR BIDNEY MOVED THAT Council rescind the Council Agenda Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-279

COUNCILLOR MAY MOVED THAT Council rescind the Delegation Request Policy.

CARRIED UNANIMOUSLY RESOLUTION 23-280

WORKSHOPS/MEETINGS/CONFERENCES

Alberta Municipalities Convention Registration & Hotels

COUNCILLOR LARSON MOVED THAT Council direct administration to register Mayor Holden, Deputy Mayor Bidney, and Councillor Larson in person and Councillor May and Councillor Laing as virtual for the 2023 Alberta Municipalities' Convention.

CARRIED UNANIMOUSLY RESOLUTION 23-281

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to book appropriate hotels in Edmonton for the 2023 Alberta Municipalities' Convention for September 27 to 29 for Mayor Holden, Deputy Mayor Bidney and Councillor Larson, as long as those dates may be cancelled in the future.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

CARRIED RESOLUTION 23-282

COUNCIL REPORTS

COUNCILLOR MAY MOVED THAT Council accept the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 23-283

CORRESPONDENCE

COUNCILLOR LAING MOVED THAT Council accept the correspondence regarding Subregional Planning as information.

CARRIED UNANIMOUSLY RESOLUTION 23-284

**Town of Bon Accord
Regular Meeting of Council Minutes
June 20, 2023 9:00 a.m.
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COUNCILLOR LAING MOVED THAT Council accept the correspondence regarding the Alberta Utilities Commission as information.

CARRIED UNANIMOUSLY RESOLUTION 23-285

NOTICE OF MOTION

Canada Day Fireworks

MAYOR HOLDEN MOVED THAT council consider the notice of motion at today's meeting.

CARRIED UNANIMOUSLY RESOLUTION 23-286

COUNCILLOR LAING MOVED THAT Council direct administration to look into the possibility of having Canada Day fireworks.

In favour: Councillor Laing

Opposed: Mayor Holden, Deputy Mayor Bidney, Councillor Larson, Councillor May

CARRIED RESOLUTION 23-287

CLOSED SESSION

- ***Permanent Rental of Town Office Basement – FOIP Act 24(1)(c) Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body***
- ***Residential Property – Compliant – FOIP Act 17(1) Disclosure harmful to personal privacy***

COUNCILLOR MAY MOVED THAT Council enter closed session to discuss Permanent Rental of Town Office Basement – FOIP Act 24(1)(c) Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body and Residential Property – Compliant – FOIP Act 17(1) Disclosure harmful to personal privacy at 11:19 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-288

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 11:45 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-289

Permanent Rental of Town Office Basement – FOIP Act 24(1)(c) Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interests of a public body

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to bring back further clarification of the rental of the town office basement.

CARRIED UNANIMOUSLY RESOLUTION 23-290

Residential Property – Compliant – FOIP Act 17(1) Disclosure harmful to personal privacy

**Town of Bon Accord
Regular Meeting of Council Minutes
June 20, 2023 9:00 a.m.
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COUNCILLOR LARSON MOVED THAT Council accepts this report as information and directs administration to take no further action at this time.

CARRIED UNANIMOUSLY RESOLUTION 23-291

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the June 20, 2023 Regular Meeting of Council adjourn at 11:47 a.m.

CARRIED UNANIMOUSLY RESOLUTION 23-292

Mayor Brian Holden

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Logo Revitalization
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

At the April 4, 2023, Regular Meeting of Council, two (2) quotes were brought forward in closed session for Council's review and decision. Councillor May moved that Council directs administration to bring the logo revitalization plan to the next Council Briefing Meeting for discussion. Carried resolution 23-168

At the Council Briefing Meeting on May 29, 2023, Council discussed options regarding the logo revitalization. Administration was to compile more data and information to bring forward to Council, as well as one more quote to the next Council meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Benefits:

In the 2022-2026 Strategic Plan, Identity is a main goal. Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

The Strategic Plan goals are as follows:

New Branding strategy

- Develop a revitalized logo that reflects the priority statement.
- Plan for promotion of the refreshed logo.
- Seek out innovative marketing and promotion strategies for development of the brand.

By rebranding the logo, Council will satisfy the Strategic Plan outcome, as well as bring new light to the Bon Accord branding and name. New logos can freshen the identity of the organization and show developers, residents, and visitors that the Town is evolving and adapting to the modern world.

Disadvantages:

Depending on Councils decision on how to revitalize the logo, several items may have to change or be updated, but this can be done over time. Items to take into consideration that might need to be updated:

- Business cards
- Name Tags
- Entrance Signs
- Flags
- Letterhead
- Branded Clothing
- Town Sign
- Clock Tower
- Website
- Promotional Items

Administration is looking to Council to provide a clearer direction of (if they want to proceed with the logo revitalization) how they envision the revitalization such as:

- Add colour
- Change tag line
- Update font
- Keep the 3 pillars

Below is a breakdown of each company that we received quotes from.

ArtsyBee Creations	Vimark	Alchemy Communication
-6 logo options to choose from	-3-4 logo options, if no consensus back to the drawing board	-3-6 logo concepts
-PNG, JPEG, EPS, AI and PDF	-JPEG, PNG, AI, EPS etc....	-All source files and relevant files
-Black logo files	-Black logo files	
-White logo files	-White logos files	
-1 page outlining proper usage of logo	-small 4-page guideline	-Yes
-Outline of font preferences (optional)		
-Morinville Adopt a Family, Smoky Lake Forest Nursery, Chiropractic company etc.	-Town of: Redwater, Bruderheim, Stony Plain and Strathcona County etc.	-Town of Drumheller, Piapot First Nation, University of Calgary, University of BC etc.
-30 min meeting with Council to discuss vision	-meet with Council to discuss vision	-Yes, projected total project hours 12-15
-Complete overhaul or just a few changes	-Complete overhaul or just a few changes	-Complete overhaul or a few changes
\$225 + gst	\$1750 + gst	\$12,500 + gst

STRATEGIC ALIGNMENT

Value Statement:

Priority Statement #4

Identity

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

COSTS/SOURCES OF FUNDING

\$225.00 - \$12,500 + gst

Funds were not budgeted for the 2023 year but can be reallocated from the Economic Development Surplus.

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

THAT Council directs administration to move forward with Vimark's logo design and branding guideline quote at a cost of \$1,750.00 + gst.

OR

THAT Council directs administration to move forward with ArtsyBee Creations logo design and branding guidelines quote at a cost of \$225.00 + gst.

OR

THAT Council directs administration to move forward with the Alchemy Communication logo design and branding guidelines at a cost of \$12,500 + gst.

OR

THAT Council directs Administration to postpone the logo revitalization until 2024 and budget for the updated logo and guidebook.

OR

THAT Council directs Administration to.....



ArtsyBee
CREATIONS

Mona Bouchard, Freelance Graphic Artist

780.721.0794 monabgraphics@gmail.com

Graphic Design Proposal

2023

artsybee creations.com

To:

Town of Bon Accord
Attn: Jenny Larson
ecdev@bonaccord.ca
780-921-3550

3 January 2023

Logo design

\$150 + GST

- ✓ Six logo options to choose from in first draft
- ✓ Variations to one or two of the first six options in second draft
- ✓ Final files include PNG, JPEG, EPS, AI, and PDF formats
- ✓ Black logo files for single colour useage.
- ✓ White logo files for reverse colour usage on darker colours.

Brand Guidelines

\$75 + GST

- ✓ Page outlining proper usage of logo in various situations to provide to any vendors using the logo in promotional materials.
- ✓ Outline of font preferences (optional)

Accepted:

x _____ Date _____

Vimark Quote

Good morning Jenny,

Sorry I was out in the afternoon.

For a logo we can do this a couple different ways.

1. Just the logo itself with the different formats needed. \$1000.00
2. A logo with a small 4 page brand guideline for the logo. I believe this is all that is necessary. \$1750.00
3. If you are looking for brand guidelines similar to the attached you would be looking at \$5000.00

*WE ARE EXCITED TO ANNOUNCE EFFECTIVE SEPTEMBER 1st 2022
WE WILL BE RELOCATING TO:
13055 - 156 Street, Edmonton, AB T5V OA2

Thanks,

Vince

Office 780-414-1557
Cell 780-499-4652

Town of Bon Accord

Logo Development

JUNE 2023

Jenny Larson
PO Box 779; 5025 50 Ave.
Bon Accord, AB T0A 0K0

June 14, 2023

Dear Jenny,

Thank you for considering Alchemy Communications Inc. for the rebrand for the Town of Bon Accord.

As a leading agency with a unique mixture of expertise in brand awareness strategies, strategic communications, government relations, media relations, content development and plan execution, Alchemy Communications is ideally positioned to dramatically improve the look and feel of the Bon Accord brand.

Alchemy also has extensive experience working with government, non-profit and Public Sector entities. Our team brings the skills, perspectives and experience needed to ensure you connect with the right stakeholders for your target prospects.

Alchemy Communications has been the agency of record for many towns and reserves, including but not limited to:

- Town of Drumheller, AB
- Sun Breaker Cove, AB
- Town of Redcliff, AB
- Piapot First Nation, SK

If you would like additional project references not included in this proposal, please do not hesitate to ask. You will also find additional references for Alchemy on [LinkedIn](#).

The team at Alchemy is excited for the opportunity to support you with your rebrand at Bon Accord. Based on this proposal, we would be ready to begin this project immediately and have it completed by the beginning of September 2023.

Please let us know if you have any questions. We look forward to discussing our proposal with you further.



Kathryn Kolaczek, CEO
Alchemy Communications Inc
403-819-2547
kathryn@alchemycommunications.ca



ALCHEMY COMMUNICATIONS: YOUR TRUSTED PARTNER

Whether you need to promote a product, improve a campaign, or handle a communications crisis, Alchemy Communications has your back.

ABOUT ALCHEMY COMMUNICATIONS

We are a full-service strategic communications agency headquartered in Calgary, Alberta, Canada. Our experienced team of writers, designers, media experts and social media marketers join forces, talents and skills to deliver cutting-edge custom solutions for our clients.

We specialize in [Crisis Communications & Reputation Management](#), [Public Relations & Marketing](#), and [Nonprofit Strategic Communications](#).

[The core of our work involves developing and executing strategies that maximize brand development, grow your bottom line, and protect your company's reputation.](#)

[We provide a spectrum of integrated communications services, including:](#)

- | | |
|---|--|
| <ul style="list-style-type: none">• Branding• Corporate Communications• Art Development• Content Development• Design: Logos, Infographics, Animation + GIFs• Video Marketing• Crisis Communications• Reputation + Issues Management• Stakeholder Relations• Assertiveness Training | <ul style="list-style-type: none">• Inbound Marketing: Website Design, Email Campaigns, Social Media Strategy + more• Public Relations• Media Relations• Media Training• Speech Writing + Presentations• Nonprofit Communications, Marketing + Strategy• Municipal Communications Services• Grant Research, Applications, and Reporting |
|---|--|

WHO WE HELP

[We partner with large and small companies across North America, including B2C, B2B, small businesses and entrepreneurs, as well as municipalities, post-secondary institutions and nonprofits. We take pride in exceeding our clients' expectations and delivering incredible results. As your steadfast partner, we help you move through challenges and opportunities with success and confidence.](#)



COMPETITIVE PRICING

Alchemy Communications believes that every dollar counts, especially when it comes to marketing and communications. That is why we have set our price point to be competitive in the market and ensure that our clients see the value in their investment.

When you work with Alchemy, not only will you receive exceptional service, we leverage your marketing dollars for maximum impact. We pride ourselves on working closely with our clients to develop the best solutions that are right for them.

We're Here to Lead so You Can Focus on Your Business

At Alchemy, we know our clients need a partner that can anticipate risks and opportunities before anyone else. We leverage our expertise to proactively bring you the best and brightest new ideas. We pride ourselves on being agile, flexible and adaptable – when an opportunity presents itself, we're ready to act. We maximize value, innovation and impact for every client, every time.

We Get Creative

We bring fresh perspectives, cutting-edge ideas and outside-the-box thinking to tackle your biggest marketing & communications challenges. Our focus is on designing creative, compelling and scale-able strategies that empower your team with the right tools and supports.

The Details are in the Data

Data and analytics form the foundation of any successful strategy and are at the heart of everything we do at Alchemy Communications. When you work with Alchemy, our recommendations are always backed by data - there is a method to the madness! At the same time, we know data doesn't answer every question - that's why we are always committed to making recommendations that are rooted in your core values.

From Start to Finish

As a full-service agency, we're with you every step of the way in pursuit of achieving your marketing and communications goals. From traditional service offerings such as writing, communications planning, and implementation to more recent offerings such as podcasting and video production, Alchemy Communications is proud to do whatever it takes to make sure our clients are satisfied and happy. There are no hidden fees or extras if you want to explore innovation or new ways of doing things.

OUR APPROACH

We believe in putting people first. This means that every strategy we develop, every communication we draft, every message we share is focused on how it will impact people and the communities they live in.

We value honesty and integrity. We say the truth and do what's right, even if it's hard.

We take our work seriously but have fun doing it. We love what we do and our clients can tell.




GRAPHIC DESIGN

Today's print and digital media is highly visual and must capture a viewer's attention in an instant and hold their interest long enough to communicate your story. Creative design is instrumental in attracting viewers but must also assure the message doesn't get lost in the delivery. Attention-grabbing typography, well-designed infographics, and original, striking photography are replacing stock photos and traditional fonts and layout.

Alchemy PR's graphic designers are highly skilled in custom design and layout. Our creative team has expertise in understanding when to implement the latest graphic design trends so that you can capture the attention of the smart consumer - and knowing when simple, clear design and layout is more effective.

We specialize in:

- Annual Reports
 - Branding and Logo Development
 - Collateral for Stakeholder Relations
 - Collateral for Events
 - General Marketing Collateral
- 

COMMUNITY ENGAGEMENT SERVICES FOR NEW LOGO

Community engagement is crucial for building relationships and trust with your stakeholders, whether it's customers, employees, or the general public. Alchemy Communications offers comprehensive community engagement planning services to help you create a tailored plan that meets your unique business needs and objectives.

We will work with you to develop a community engagement plan for your new logo that builds long-term relationships with your stakeholders and ensures that your municipality's brand is meeting their needs.

Here's what you can expect:

1. Stakeholder Interviews

1. Mayor and Council, Committees, CAO, Communications Department, etc

Projected Hours: 12-15

2. Concept Development

1. 3-6 Concepts

Projected Hours: 12-15

3. Community and Focus Group Review

1. Feedback review and compilation

Projected Hours: 12-15

4. Presentation to:

1. CAO and Senior Team
2. Mayor and Council
3. Community

Projected Hours: 12-15

5. Follow-up Consultation

We will follow up with you to discuss the engagement plan and answer any questions you may have. We will also provide guidance on how to implement the new logo as needed.

6. Sharing of all Design files, Brand Guidelines, Recommendations

Total Investment: \$12,500 plus GST

*travel expenses billed on approval

Timeline: July 2023-September 2023



REFERENCES

Town of Drumheller

Heather Colberg, Mayor
HColberg@drumheller.ca

Cenera Inc.


Jennifer Doiron, Partner
Jennifer.doiron@cenera.ca

Ontario Psychology Association

Richard Morrison, Executive Director
richard@psych.on.ca

University of Calgary

Dean Parthenis
1 (403) 629-5806
dparthen@ucalgary.ca



TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Town of Legal Fete au Village
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Town of Bon Accord Council have been invited to attend the Town of Legal's Fete au Village parade and pancake breakfast on Saturday, July 29, 2023. Council members may bring one guest each.

The pancake breakfast is at Citadel Park from 7:30 a.m. – 9:30 a.m. Council members and their guests are to meet at the Legal town office prior to the parade. Refreshments begin at 9:00 a.m. The train boards at 9:45 a.m. with departure at 10 a.m.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Please see attached Fete au Village itinerary for details.

Council members may attend the pancake breakfast, the parade or both. Breakfast tickets will be provided upon entry at Citadel Park.

There are two options: Riding in the Town of Legal "train" (vehicle that looks like a train and is driven on the road) OR driving a Town of Bon Accord vehicle. If attendees would like to ride on the train, the Town of Legal will provide our signage. This signage is a piece of paper printed and added to the side of the train where Council members are sitting.

The Town of Legal would like to know numbers for any guests attending as well in the RSVP.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority 5 – Collaboration

- Town of Bon Accord has strong, sustainable relationships to support and enhance municipal programs and recreation.

COSTS/SOURCES OF FUNDING

Attendance is complementary. Cost of candy for parade is included in the annual budget.

RECOMMENDED ACTION (BY ORIGINATOR)

Choose one of the following:

THAT Council direct administration to register [names of attendees AND number of guests attending] for the Town of Legal Fete au Village [pancake breakfast/parade/or both] on July 29, 2023 AND FURTHER THAT Council ride [in the Legal “train” OR in the Town of Bon Accord vehicle].

OR

THAT Council accept the report as information.

You are invited to join
Mayor & Council at the
**LEGAL LIONS PANCAKE
BREAKFAST**
& then board the
Legal Traditional Train
for the annual
FETE AU VILLAGE PARADE

**SATURDAY
JULY 29, 2023**



RSVP to the Town of Legal:

main@legal.ca or 780-961-3773 by Friday, July 21, 2023

**Signage will be provided for all dignitaries. Dress is casual.
Dignitaries are welcome to bring Candy, as it is permitted to be
tossed from parade vehicles.*

Legal Lions Pancake Breakfast

LOCATION: Fete au Village Grounds, Main Gate
Citadel Park, 4812 51 Ave, Legal AB

TIME: 7:30 am to 9:30am

NOTES: Breakfast Ticket(s) will be provided
to Dignitary and guest upon arrival
at Citadel Park by a member of the
Town of Legal Council

Fete au Village Annual Parade

MEETING Town of Legal Municipal Office

LOCATION: 5021 50 St, Legal AB

TIME: Refreshments: 9:00am
Train Boarding: 9:45am, Departure: 10am

NOTES: Dignitaries will board the train at the
Municipal Office, then head over to the
parade staging area.
*For those with their own transportation,
the Staging Area is located at 5318 48
Ave, Legal AB.*

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 04 th ,2023
Presented by:	Jodi Brown, Town Manager
Title:	Stormwater Management Proposal
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

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

During the June 28th, 2023, Committee of the Whole Meeting, Council reviewed the project summary provided by Jennifer Massig regarding a stormwater management feasibility study and potential grant opportunities.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As the grant funding may only be available for a limited time, administration recommends making a decision about whether or not to move forward with this opportunity as soon as possible.

If further information is needed, administration may report back to Council at the next regular meeting which is scheduled for August 15th, 2023.

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. This project was to be funded by MSI (Operating) provincial grant funding allocation. Council may choose to reallocate this funding accordingly.

RECOMMENDED ACTION (by originator):

Choose one of the following actions:

1. That Council directs administration to work with Magna Engineering to apply to the Federation of Canadian Municipalities for \$175,000 to complete a feasibility study and that Council approve the required matching funds of \$35,000.
2. That Council directs administration to...

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.

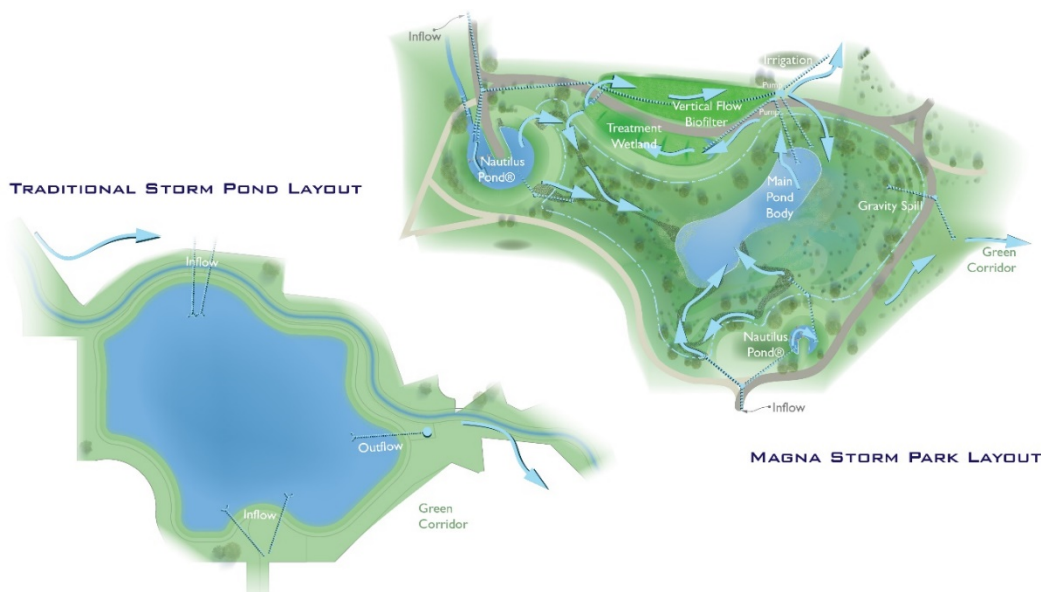
Stormwater management is an integral part of the community and can serve as a centre of opportunity if planned and integrated as part of the larger community values.

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.

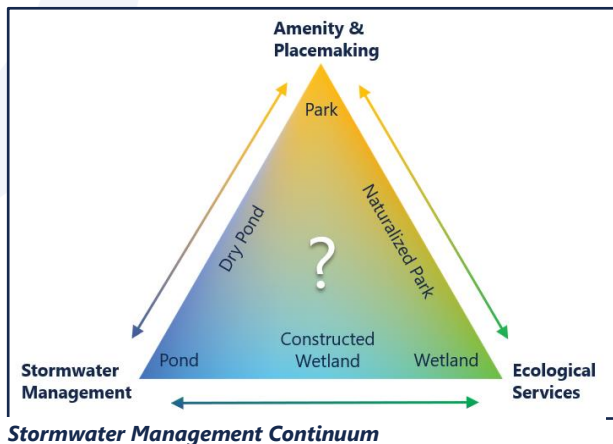


MAGNA approaches stormwater from a fit-for-use approach to deliver innovative, cost-effective, and value-based solutions for municipalities and communities.

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



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

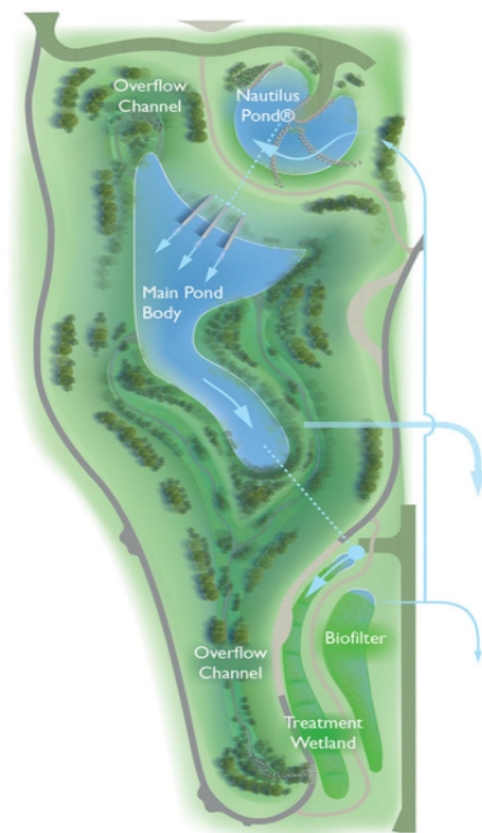
MAGNA Engineering Services was retained by Qualico Communities to design and build the Source2Source Stormwater Kidney® in the new residential development of Dawson's Landing in Chestermere. Dawson's Landing will be the first residential development in Canada, and the world, to implement a Stormwater 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.



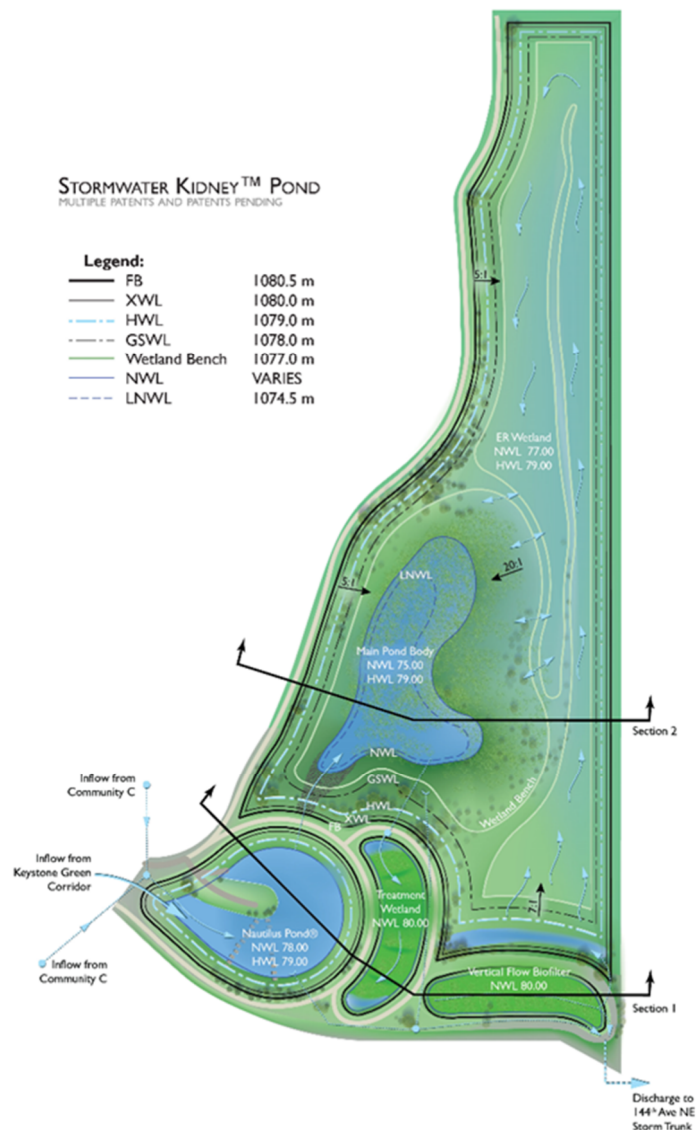
CASE STUDY: LIVINGSTON PHASE 26 STORMWATER KIDNEY®

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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403-470-2333

Sahil Sharma, P.Eng**Stormwater Lead**

MAGNA Engineering Services
ssharma@magnaengineering.ca
403-612-2674

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2023
Presented by:	Jodi Brown, Town Manager
Title:	Special Council Meeting – Playground Proposal Review
Agenda Item No.	6.3

BACKGROUND/PROPOSAL

At the Committee of the Whole meeting on June 28, 2023, administration and Council discussed the need to hold a special meeting in August to meet the desired timeline for getting the playground equipment in Centennial and Springbrook installed.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council discussed holding a special meeting of council to review and discuss the proposals received from the request for proposals for the playground equipment and to determine the direction forward at that time.

The suggested meeting date and time is August 2, 2023, at 5 p.m.

The proposed timeline of the project is as follows:

Project Process	Date
Requests for Proposal Open	June 30 th , 2023
Requests for Proposal Closing Date	July 28 th , 2023
Non-mandatory site visits By appointment only	July 04 th – July 27 th , 2023 (Excluding weekends)
Proposal Award by Council	August 02 nd , 2023
Public Survey with equipment options from the awarded company or companies.	August 04 th – August 18 th , 2023
Finalization of new play equipment order based on equipment based on survey results	August 21 st – 25 th , 2023
Installation of new play equipment order	October 2023 or as negotiated. Fall 2023 is preferred.

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

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT...Council directs administration to plan and advertise a Special Meeting of Council on August 2, 2023, at 5p.m. for the purpose of the Playground Equipment Proposal review.

Or

THAT ... Council directs administration...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Advocacy for Funding for LS Road (54th Avenue)
Agenda Item No.	6.4

BACKGROUND/PROPOSAL

Council and administration and the Sturgeon School board have engaged in discussions regarding the costs and challenges of paving 54th avenue, otherwise known as LS Road for its adjacent proximity to Lillian Schick school.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

It would be of benefit for Council, the Sturgeon School board, and Sturgeon County to meet with our local MLA Dale Nally to continue the discussions about the costs and challenges of paving the road. Together, Council, the school board, and Sturgeon County can advocate for additional funding and support for this expensive and important infrastructure.

It is the recommendation that Council invite the Sturgeon School board and Sturgeon County to a meeting with MLA Dale Nally to discuss the road project.

STRATEGIC ALIGNMENT

Priority #3 Infrastructure: The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

Priority #5 Collaboration: The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT...Council directs administration to invite the Sturgeon School board and Sturgeon County to a meeting with MLA Dale Nally to discuss the 54th Avenue Road.

Or

THAT ... Council directs administration...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2023
Presented by:	Falon Fayant

Title:	Financial Reserves Policy
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Agenda Item No.	7.1
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BACKGROUND/PROPOSAL

At the Committee of the Whole meeting on June 28, 2023, administration presented to Council the draft Financial Reserves Policy. Having a financial reserves policy ensures consistency and transparency in the management and reporting of existing reserves and for the establishment of new reserves.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town's auditor also recommended establishing a reserve 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 is outlined in a schedule indicating the purpose and other pertinent information which allows for improved reserve management.

The listing of proposed organization of reserves is also attached.

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.

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT... Council approves the Financial Reserves Policy as presented.

OR

THAT... Council approves the Financial Reserves Policy with the following amendment(s) [*list any*].

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
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2023
Presented by:	Falon Fayant
Title:	Workplace Violence and Harassment Policy #19-175 Update
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

At the Committee of the Whole meeting on June 28, 2023, administration presented to Council the draft Workplace Violence and Harassment Policy.

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

STRATEGIC ALIGNMENT

Values Statement of Professionalism: Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT... Council approves the Workplace Violence and Harassment Policy #19-175 as presented.

OR

THAT... Council approves the Workplace Violence and Harassment Policy #19-175 with the following amendment(s) [*list any*].

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 4, 2023
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Permanent Rental of Town Basement
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Town was approached by Lawrence Fagbemiro about a permanent rental of the Town office basement space to run an out of school care program for children ages 5 to 12 years and for all residents of Bon Accord and the surrounding area.

Their proposal is to access the basement Monday to Friday from 7:00 am to 9:00 am and from 2:00pm to 6:00 pm from September 1 to June 30th and from 7:00 am to 6:00 pm Monday to Friday during the months of July and August.

At the June 20th regular meeting of Council, Council directed administration to bring back further clarification of the rental of the town office basement. (Resolution #23-290). This further clarification was regarding the rental not interfering with the other organizations' programming. The Bon Accord Public Library has indicated that this rental usage will not negatively impact their programs, and the Families First program has said the rental will not impact their program either and if there is a conflict with the hours they can easily work with us to work around it.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has drafted an agreement with the Bon Accord Out of School Care (OSC) for the ongoing rental of the Town office basement. The agreement would be for the term September 2023, to August 31, 2024, with the ability to re-enter into a new agreement.

In discussions with the OSC, they have asked that Council consider waiving the first two months of rent (September and October of 2023) to allow them to stabilize the business and get all the necessary approvals from the government.

This basement rental revenue is unbudgeted so it will add to a revenue surplus. In this case it is not an unreasonable ask. An out of school care program is also a needed service within the community so it would be helpful to the organization. On the other hand, the OSC is not operating as a non-profit organization but as a business like any other business within the Town.

Additions and updates to the agreement from the previous version presented to Council have been highlighted. They include the following:

- A statement indicating that there will be an option for renewal at the end of the term.
- A statement in Section 2.a should Council choose to waive the rental fee for the first two months of the term.
- Clarification with Section 14 that should the OSC require additional custodial care, the Town will arrange the service and bill it accordingly.
- Schedule A includes statements that the lease bill will be due upon receipt, that the rental includes all utilities, and that upon the date of signing of the agreement, the OSC and the Town can arrange access to the premises for set-up and to allow the OSC to obtain the necessary inspections for permitting.

STRATEGIC ALIGNMENT

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

Values Statement of Professionalism: Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

Additional revenue income of \$1,200 per month.

Additional expenses in utilities – water, sewer, gas, power. Actual amount is indeterminate and difficult to estimate. Currently the Town utilities average \$660 per month.

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT...Council directs administration to sign the agreement with the OSC as presented.

Or

THAT ... Council directs administration to sign the agreement with the OSC with the following amendments *[list]*.

Or

THAT... Council directs administration to...

Bon Accord Out of School Care Agreement

This Agreement made this ____ day of July, 2023 will be effective until 31st of August, 2024

BETWEEN

TOWN OF BON ACCORD, a municipal Corporation of the Province of Alberta
(hereinafter call "The Town")

AND

OF THE FIRST PART

BON ACCORD OUT OF SCHOOL CARE
Registered pursuant to the
(Hereinafter call "OSC")

OF THE SECOND PART

WHEREAS the Town is registered owner of the building and land located on the following piece of property:

Lots 9 & 10 Block 5, Plan 5261 BA

WHEREAS the Lessee is desirous of obtaining a building within which to hold an Out of School Care program for all school aged children 5 – 12 years of age for all residents of Bon Accord and area.

WHEREAS the Town agrees to lease the building area, known as the "preschool" portion of the basement, to the Bon Accord Out of School Care organization for the dates and times as specified in this contract.

WHEREAS that in consideration of the rents, covenants, and conditions, agreements hereinafter reserved and contained on the part of the Town and on the part of the OSC respectively to be paid, observed, and performed, the parties hereto mutually covenant and agree each with the other as follows:

1. The term of this rental agreement will be from September 1, 2023, until August 31, 2024 with the option for renewal at the end of the term, upon signing a new agreement.
2. The rate will be \$1,200 per month.
 - a. The Town agrees to waive the rental fee for the months of September 2023 and October 2023.
3. The tenant will have access to the rental property Monday – Friday from 7:00 am - 9:00 am and 2:00 pm - 6:00 pm during September 1 to June 30, and from 7:00 am - 6:00 pm Monday to Friday during the months of July and August.
4. The tenant and Town will allow other organizations (such as but not limited to Families First, Bon Accord Library etc.,) to utilize the Town basement if it does not interfere with the OSC hours. Other organizations utilizing the Town basement will be responsible for their own cleanup of the space following their use.
5. The storage room is not part of the rental and will be accessible to the Town.

6. The cupboards at the back of the rental property are not part of the rental and will be accessible to the Town.
7. Notice of emergency closures due to interruption of services will be given as promptly as possible by the Town to the OSC.
8. Access to said premises in addition to the hours specified herein, for the purpose of cleaning, assembly of equipment, setting up or removal of equipment, etc. will be granted by mutual agreement of the OSC and the Town.
9. The OSC has use of the children's coat racks provided by the Town.
10. The OSC shall under NO circumstances tape, glue, staple etc. anything to the walls. Hanging brackets have been provided for this purpose and must be used.
11. The OSC shall make every effort to keep all equipment away from the walls to prevent wall damage and marks.
12. The OSC shall provide its own basic custodial care for their duration of use as indicated in Section 3 of this agreement, including dusting, sweeping, and bathroom sanitation, and garbage disposal.
13. The OSC shall agree to wash and vacuum floors as required for their duration of use as indicated in Section 3 of this agreement.
14. Should the OSC request additional custodial care further to Section 12 and 13, the service will be provided and billed accordingly.
15. An evacuation plan, including contact names and phone numbers, MUST be submitted to the Bon Accord Town's Office by September 1, 2023, and attached to this agreement as schedule "B".
16. A copy of the room rental general regulations – Town Office building is hereby attached and becomes part of this Agreement as Schedule "A".
17. The OSC shall provide a written request for any maintenance issues related to the premises to the Town Manager.

IT WITNESS WHEREOF THE PARTIES HERETO AFFIX THEIR SIGNATURES AND WHERE APPLICABLE THEIR SEALS TO THE BASEMENT RENTAL AGREEMENT.

TOWN OF BON ACCORD

Mayor/Deputy Mayor

Municipal Administrator

Bon Accord Out of School Care

Executive Director

Representative

SCHEDULE "A"

General Regulations for Basement Rental Of Town Administration Building

- Lease will be billed monthly and is **due upon receipt.**
- **Rental includes all utilities.**
- Rental includes floor area and large toy pieces (i.e.: Playhouse and Play Slide).
- All furniture, fixtures, etc. of whatever nature or kind brought on the premises during the term of this Agreement shall be brought on said premises at the sole and exclusive risk of the OSC, and the Town makes no warrantee to the OSC concerning liability for loss or damages.
- During the OSC use and occupation of the premises, the OSC will indemnify and save harmless the Town against all liability resulting from injury or damage to any person, persons, or property by reason of or resulting from the use and occupation of the said premises directly or indirectly, or by acts of its employees or workpeople.
- The Town will supply utilities and minor assistance for janitorial service for the rental space during the term of the Agreement.
- The OSC will obtain necessary permits, licensing, and liability insurance with the Town named as additional insured for \$2,000,000 (two million) with a waiver of subrogation.
- The OSC is responsible for conduct of participants at all times while the group is in the facility and will be held responsible for all costs of repairing damage to facilities and/or contents.
- Smoking is strictly prohibited in the entire Town Administration Building.
- The Town may enforce such regulations as may be necessary from time to time.
- The OSC is responsible for communicating the terms to their attendees.
- The Town shall be responsible for all external (outside Building Maintenance in addition to all internal (inside) Building maintenance that is of a structural nature in addition to other maintenance including: repairs to the Building's heating, ventilation, air conditioning systems, plumbing and electrical systems. The OSC shall be responsible for all other maintenance or repairs to the allocated Premises which are not structural in nature.
- **Upon the date of signing of the agreement, the OSC and the Town can arrange access to the premises for set-up and to allow the OSC to obtain the necessary inspections for permitting.**