

**Town of Bon Accord
AGENDA
Regular Council Meeting
December 6, 2022 7:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ADOPTION OF MINUTES

3.1. Regular Meeting of Council; November 15, 2022 (enclosure)

4. DELEGATION

4.1. 7:15 p.m. S. Sgt. Chris Palfy – Morinville RCMP – Quarterly Report (enclosure)

CLOSED SESSION DELEGATION

4.2. 7:35 p.m. Helinga Development Company Ltd. – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body*

5. UNFINISHED BUSINESS

5.1. Dark Sky Designation Survey Results (enclosure)

6. NEW BUSINESS

6.1. Christmas Tree Locations (enclosure)

7. BYLAWS/POLICIES/AGREEMENTS

BYLAWS

7.1. Veteran’s Memorial Park Committee Bylaw 2022-18 (enclosure)

POLICIES

7.2. Website Terms of Use and Privacy Statement Policy (enclosure)

7.3. Rescinding Outdated Policies (enclosure)

7.4. Purchasing Policy (enclosure)

7.5. Health and Safety Policies (enclosure)

8. WORKSHOPS/MEETINGS/CONFERENCES

8.1. Brownlee’s 2023 Emerging Trends in Municipal Law Seminar (enclosure)

9. CORRESPONDENCE

GENERAL

9.1. Minister of Municipal Affairs – Library Funding Response (enclosure)

9.2. Minister Public Safety and Emergency Services – Sturgeon Victim Services Response (enclosure)

ACTION REQUIRED

9.3. Town of Ponoka – Volunteer Fire Department (enclosure)

10. NOTICE OF MOTION

Town of Bon Accord
AGENDA
Regular Council Meeting
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11. CLOSED SESSION

- 11.1. Helinga Development Company Ltd. – *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body*
- 11.2. Utility Billing – *FOIP Act section 25(1)(c)(ii) Disclosure harmful to economic and other interests of a public body*
- 11.3. Proposed Regional Multi-Municipal MOU – *FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations*
- 11.4. Alberta Capital Region Wastewater Commission (ACRWC) – *FOIP Act section 25(1)(d) Disclosure Harmful to Economic and other Interests of a Public Body*

12. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
November 15, 2022 8:30 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 – Chief Administrative Officer
Lila Quinn – Community Services Manager
Dianne Allen – Planning and Economic Development Manager
Falon Fayant – Corporate Finance Manager
Terry Doerkson – Operations Supervisor
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER

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

ADOPTION OF AGENDA

MAYOR HOLDEN MOVED THAT item 6.3 – Engineering Fees: Ice Plant Replacement Project be added to the agenda and items 4.1 – Helinga Development Company Ltd. *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body* and 13.1 – Helinga Development Company Ltd. *FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body* be postponed.

CARRIED UNANIMOUSLY RESOLUTION 22-482

COUNCILLOR LAING MOVED THAT Council adopt the November 15, 2022 agenda, as amended.

CARRIED UNANIMOUSLY RESOLUTION 22-483

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – November 1, 2022

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the November 1, 2022 Regular Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 22-484

DEPARTMENTS REPORT

COUNCILLOR LARSON MOVED THAT Council accept the departments report as information.

CARRIED UNANIMOUSLY RESOLUTION 22-485

**Town of Bon Accord
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UNFINISHED BUSINESS

3-Year Operating Plans and 5-Year/10-Year Capital Plans

COUNCILLOR LARSON MOVED THAT Council accept the 3-Year Operating Plan, the 5-Year Capital Plan, and the 10-Year Capital Plan as information.

CARRIED UNANIMOUSLY RESOLUTION 22-486

Council Workshop Agenda

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the Council Workshop agenda scheduled on a date to be determined, as information.

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

Opposed: Councillor Laing, Councillor May

CARRIED RESOLUTION 22-487

Engineering Fees: Ice Plant Replacement Project

COUNCILLOR MAY MOVED THAT Council approves the addition of \$49,800 for engineering costs to the ice plant project.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor Larson, Councillor May

Opposed: Councillor Laing

CARRIED RESOLUTION 22-488

Mayor Holden called a short recess at 9:41 a.m.

Mayor Holden called the meeting back to order at 9:45 a.m.

NEW BUSINESS

Notice of Motion: Springbrook Park

COUNCILLOR LAING MOVED THAT Council direct administration to research a plan to raise funds for Springbrook (purple) park, including using the Community Building Futures Tax Fund, make a budget and set a plan/goal, collaborate with Sturgeon County, and investigate options of what we can do to help bring inclusion to our community and bring this forward to fruition.

COUNCILLOR LAING repealed her original motion.

COUNCILLOR LAING MOVED THAT Council direct administration to create a timeline for playground maintenance and for administration to hold a Special Council Meeting or workshop for spring 2023.

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

Opposed: Councillor May

CARRIED RESOLUTION 22-489

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Sturgeon Victim Services Board

COUNCILLOR MAY MOVED THAT Council appoint Councillor May to the Sturgeon Victim Services board for the 2022-2023 term, Deputy Mayor Bidney as an alternate, and direct administration to update the 2022-2023 Council Committee Appointments chart accordingly.

CARRIED UNANIMOUSLY RESOLUTION 22-490

New CRASC Membership Application

COUNCILLOR LARSON MOVED THAT Council approves the Summer Village of Sunset Point to become a member of the Capital Region Assessment Services Commission commencing 2023.

CARRIED UNANIMOUSLY RESOLUTION 22- 491

BYLAWS/POLICIES/AGREEMENTS

Capital Borrowing Bylaw 2022-19 – Bon Accord Arena Ice Plant Project – First Reading

DEPUTY MAYOR BIDNEY MOVED THAT Council gives first reading to Bylaw 2022-19 Municipal Borrowing Bylaw – Capital – Arena.

In Favour: Mayor Holden, Deputy Mayor Bidney, Councillor Larson, Councillor May

Opposed: Councillor Laing

CARRIED RESOLUTION 22-492

Town Facilities Hours of Operation and Location Policy

COUNCILLOR LARSON MOVED THAT Council approve the amendments to the Town Facilities Hours of Operation and Location Policy as presented and circulated.

CARRIED UNANIMOUSLY RESOLUTION 22-493

Rescinding Outdated Policies

COUNCILLOR LARSON MOVED THAT Council rescind the Acknowledgements or Messages of Congratulations policy.

CARRIED UNANIMOUSLY RESOLUTION 22-494

COUNCILLOR MAY MOVED THAT Council rescind the Council Appointed Volunteer Boards And Committees Remuneration policy.

CARRIED UNANIMOUSLY RESOLUTION 22-495

COUNCILLOR MAY MOVED THAT Council rescind the Seniors and Handicapped Transportation Van Drivers policy.

CARRIED UNANIMOUSLY RESOLUTION 22-496

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Policy Review - New Business Welcome Policy

COUNCILLOR LAING MOVED THAT Council direct administration to update the Business Welcome Policy.

CARRIED UNANIMOUSLY RESOLUTION 22-497

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 22-498

CORRESPONDENCE

GENERAL

Town of Fox Creek – Sturgeon Victim Services

ACTION REQUIRED

Morinville X-Ray Services

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to send a letter to the Town of Morinville and Minister Copping in support of keeping Morinville's x-ray services.

CARRIED UNANIMOUSLY RESOLUTION 22-499

CLOSED SESSION

- ***Joint Use Agreement – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body***
- ***Arena Concession Agreement – FOIP Act 24(1)(c) – Advice from officials***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss *Joint Use Agreement – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii) Disclosure harmful to economic and other interest of a public body* and *Arena Concession Agreement – FOIP Act 24(1)(c) – Advice from officials* at 11:04 a.m.

CARRIED UNANIMOUSLY RESOLUTION 22-500

COUNCILLOR LARSON MOVED THAT Council extend the meeting beyond noon at 11:30 a.m.

CARRIED UNANIMOUSLY RESOLUTION 22-501

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 11:57 a.m.

CARRIED UNANIMOUSLY RESOLUTION 22-502

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***Joint Use Agreement – FOIP Act 24(1)(c) – Advice from officials and 25(1)(c)(iii)
Disclosure harmful to economic and other interest of a public body***

COUNCILLOR LARSON MOVED THAT Council accepts the report on the Joint Use and Planning Agreement as information.

CARRIED UNANIMOUSLY RESOLUTION 22-503

Arena Concession Agreement – FOIP Act s.24(1)(c) Advice from officials

COUNCILLOR LARSON MOVED THAT Council direct administration to proceed with the arena concession agreement as discussed.

CARRIED UNANIMOUSLY RESOLUTION 22-504

ADJOURNMENT

The November 15, 2022 Regular Meeting of Council adjourned at 12:02 p.m.

Mayor Brian Holden

Jodi Brown, CAO



November 8, 2022

Ms. Jodi Brown
CAO
Bon Accord, AB

Dear Ms. Brown,

Attached you will find the quarterly Community Policing Report that encompasses the July 1st to September 30th, 2022 reporting period, and will provide you a quarterly snapshot of the human resources, financial data and crime statistics for the Morinville Detachment. These quarterly reports contribute greatly to ensuring that the police services provided by the Alberta Royal Canadian Mounted Police (RCMP) to you, and the citizens you represent, are meeting your needs on an ongoing basis.

This quarter I want to update you on the status of Body Worn Cameras (BWC), which are set to be field tested early in 2023 at three different pilot locations in Alberta. A total of 191 cameras will be distributed amongst front line officers in Grand Prairie, Parkland, and St. Paul Detachments respectively; the objectives of this Field Test will be as follows:

- Confirm the Contractor is able to deliver the required services as defined within the SOW (Statement of Work) and Request for Proposal (RFP).
- Provide an early opportunity to get cameras in the hands of 191 frontline officers who will be the primary users of the BWC and the accompanying Digital Evidence Management System (DEMS) Service.
- Capture preliminary “lessons-learned” to help refine service delivery processes for full implementation in Alberta.

Should the top vendor demonstrate they can meet our requirements, the next step will be full implementation later in 2023. The introduction of body-worn cameras and digital evidence management service will become a new national standard to enhance public trust, confidence and public safety. Although preliminary estimates were provided within the 2023/24 to 2027/28 Multi-Year Financial Plan for your community, the field test results may impact the estimated costs. As details are refined the forecast will be updated and shared with your community.



Your ongoing engagement and the feedback you provide guides our Detachment team in responding to the priorities of our citizens. It solidifies our strong community partnership that supports your Alberta RCMP Detachment in providing flexible and responsive policing services that reflect the evolving needs of those who we are proud to serve.

As the Chief of Police for your community, please feel free to contact me if you have any questions or concerns.

Sincerely,

S/Sgt Chris Palfy
Detachment Commander
Morinville RCMP



RCMP Provincial Policing Report

Detachment	Morinville Provincial
Detachment Commander	S/Sgt. Chris Palfy
Quarter	Q2 2022
Date of Report	2022-11-08

Community Consultations

Date	2022-07-05
Meeting Type	Community Connection ▼
Topics Discussed	Coffee With A Cop- COP program, crime trends, traffic
Notes/Comments	

Delete Last Community Consultation
Add Additional Community Consultation

Date	2022-08-02
Meeting Type	Meeting with Elected Officials ▼
Topics Discussed	Crime Trends, Pinewood
Notes/Comments	

Delete Last Community Consultation
Add Additional Community Consultation

Date	2022-08-16
Meeting Type	Meeting with Elected Officials ▼
Topics Discussed	RMC Bon Accord - Quarterly Report
Notes/Comments	

Delete Last Community Consultation
Add Additional Community Consultation



Date	2022-08-24
Meeting Type	Meeting with Elected Officials
Topics Discussed	RMC - Gibbons Quarterly Report
Notes/Comments	

[Delete Last Community Consultation](#) [Add Additional Community Consultation](#)

Date	2022-09-08
Meeting Type	Community Connection
Topics Discussed	Coffee With a Cop - COP, Crime Trends, CPTED
Notes/Comments	

[Delete Last Community Consultation](#) [Add Additional Community Consultation](#)

Date	2022-09-29
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	FCSS Sturgeon - Crime Prevention Project
Notes/Comments	

[Delete Last Community Consultation](#) [Add Additional Community Consultation](#)



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>There were 13 lock it lose it patrols made in this quarter. This was partially due to manpower issues. HOT SPOTS members completed a total o 753 hot spot patrols with an additional 331 intelligence led patrols using the stats from SARU from the D2A project. 15 Prolific offenders checked with 10 found non compliant and charged. Resulting in 17 warrants being cleared up;</p>
<p>Priority 2</p>	<p>Employee Wellness and Respect</p>
<p>Current Status & Results</p>	<p>Tentative date set for October for the Detachment meeting, Conflict management will be brought in as one of the topics to discuss. In regards to social development, the social fun has now been re established, and using local communities in albert, some rewards have been purchased for members doing exceptional work.</p>
<p>Priority 3</p>	<p>Community Engagement</p>
<p>Current Status & Results</p>	<p>NCO's had two separate engangments with the community out in Bon Accord Met with 16 people total from the community which resulted is positive feed back. GIS met with the county councillor and individuals from the sub divisions north of gibbons and had a round table talk on property crime, working with the county to set up a COP group for these sub divisions. They will fall under the Legal COP board. Motions going forward in the county for a town hall, just awaiting a date</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2021	2022	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	464	371	-20%	1,627	1,598	-2%
<i>Persons Crime</i>	83	80	-4%	317	361	14%
<i>Property Crime</i>	318	231	-27%	1,098	1,027	-6%
<i>Other Criminal Code</i>	63	60	-5%	212	210	-1%
Traffic Offences						
<i>Criminal Code Traffic</i>	43	23	-47%	207	156	-25%
<i>Provincial Code Traffic</i>	817	598	-27%	2,712	3,268	21%
<i>Other Traffic</i>	0	6	N/A	27	12	-56%
CDSA Offences	9	5	-44%	18	28	56%
Other Federal Acts	10	8	-20%	31	39	26%
Other Provincial Acts	132	113	-14%	468	472	1%
Municipal By-Laws	27	9	-67%	74	68	-8%
Motor Vehicle Collisions	108	110	2%	482	474	-2%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	15	17	2	0
Detachment Support	8	5	0	3

²Data extracted on September 30, 2022 and is subject to change over time.

³Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers - Of the 15 established positions, 17 officers are currently working with 2 on Medical leave. the positions are backfilled to ensure coverage. 3 positions have 2 officers assigned to each.

Detachment Support - Of the 8 established support positions, 5 support staff are currently working.

Quarterly Financial Drivers





Morinville Provincial Detachment Crime Statistics (Actual) Q2: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		2	0	0	1	0	-100%	-100%	-0.3
Sexual Assaults		4	7	11	8	8	100%	0%	0.9
Other Sexual Offences		4	5	0	4	0	-100%	-100%	-0.9
Assault		49	49	42	44	43	-12%	-2%	-1.7
Kidnapping/Hostage/Abduction		2	2	2	0	2	0%	N/A	-0.2
Extortion		1	1	0	0	1	0%	N/A	-0.1
Criminal Harassment		10	15	13	8	13	30%	63%	-0.1
Uttering Threats		15	8	19	17	13	-13%	-24%	0.5
TOTAL PERSONS		87	87	87	83	80	-8%	-4%	-1.8
Break & Enter		46	29	36	42	35	-24%	-17%	-0.9
Theft of Motor Vehicle		41	45	33	49	33	-20%	-33%	-1.2
Theft Over \$5,000		7	5	5	10	7	0%	-30%	0.5
Theft Under \$5,000		83	59	61	61	54	-35%	-11%	-5.6
Possn Stn Goods		35	22	48	39	11	-69%	-72%	-3.1
Fraud		26	17	13	21	17	-35%	-19%	-1.4
Arson		3	2	5	2	3	0%	50%	0.0
Mischief - Damage To Property		0	28	56	54	42	N/A	-22%	11.0
Mischief - Other		100	44	37	40	29	-71%	-28%	-14.6
TOTAL PROPERTY		341	251	294	318	231	-32%	-27%	-15.3
Offensive Weapons		10	2	20	15	4	-60%	-73%	0.1
Disturbing the peace		11	10	13	15	21	91%	40%	2.5
Fail to Comply & Breaches		12	16	19	17	24	100%	41%	2.5
OTHER CRIMINAL CODE		16	12	10	16	11	-31%	-31%	-0.6
TOTAL OTHER CRIMINAL CODE		49	40	62	63	60	22%	-5%	4.5
TOTAL CRIMINAL CODE		477	378	443	464	371	-22%	-20%	-12.6



Morinville Provincial Detachment

Crime Statistics (Actual)

Q2: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

October 4, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		6	2	4	5	1	-83%	-80%	-0.7
Drug Enforcement - Trafficking		2	1	2	4	4	100%	0%	0.7
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		9	3	6	9	5	-44%	-44%	-0.2
Cannabis Enforcement		0	1	1	0	0	N/A	N/A	-0.1
Federal - General		4	1	2	1	3	-25%	200%	-0.2
TOTAL FEDERAL		13	5	9	10	8	-38%	-20%	-0.5
Liquor Act		5	14	11	7	4	-20%	-43%	-0.9
Cannabis Act		0	4	5	0	1	N/A	N/A	-0.2
Mental Health Act		27	40	44	55	41	52%	-25%	4.3
Other Provincial Stats		55	46	79	70	67	22%	-4%	4.8
Total Provincial Stats		87	104	139	132	113	30%	-14%	8.0
Municipal By-laws Traffic		2	4	0	2	1	-50%	-50%	-0.4
Municipal By-laws		14	26	27	25	8	-43%	-68%	-1.3
Total Municipal		16	30	27	27	9	-44%	-67%	-1.7
Fatals		2	2	3	3	1	-50%	-67%	-0.1
Injury MVC		13	10	16	18	24	85%	33%	3.0
Property Damage MVC (Reportable)		74	81	48	75	75	1%	0%	-0.4
Property Damage MVC (Non Reportable)		25	17	17	12	10	-60%	-17%	-3.5
TOTAL MVC		114	110	84	108	110	-4%	2%	-1.0
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		981	1,065	847	817	598	-39%	-27%	-101.4
Other Traffic		10	12	12	0	6	-40%	N/A	-2.0
Criminal Code Traffic		39	42	71	43	23	-41%	-47%	-3.1
Common Police Activities									
False Alarms		106	42	42	27	22	-79%	-19%	-18.3
False/Abandoned 911 Call and 911 Act		52	34	47	60	0	-100%	-100%	-7.8
Suspicious Person/Vehicle/Property		142	171	138	121	125	-12%	3%	-8.4
Persons Reported Missing		11	17	13	17	25	127%	47%	2.8
Search Warrants		0	1	5	0	0	N/A	N/A	-0.1
Spousal Abuse - Survey Code (Reported)		63	54	70	21	60	-5%	186%	-3.9
Form 10 (MHA) (Reported)		0	2	3	2	3	N/A	50%	0.6

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 6, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Dark Sky Designation Survey Results
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

At the September 20, 2022, Regular Council Meeting:

COUNCILLOR LARSON MOVED THAT Council directs administration to develop a public engagement plan to determine the level of resident interest in continuing to maintain the Dark Sky designation. In favour: Mayor Holden, Deputy Mayor Laing, Councillor Larson, Councillor May. Opposed: Councillor Bidney **CARRIED RESOLUTION #22-395**

Administration brought this plan forward at the October 18, 2022, Regular Council Meeting:

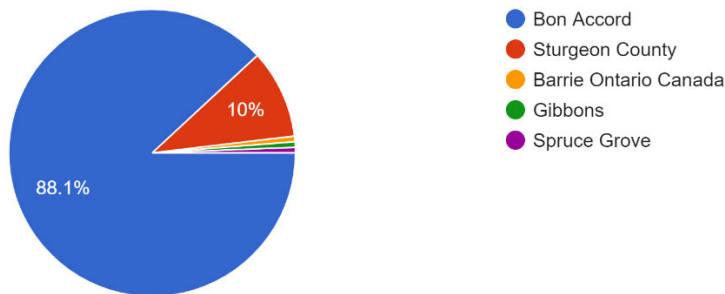
COUNCILLOR MAY MOVED THAT Council approves the Dark Sky Survey as presented and circulated AND THAT Council approves the public participation plan for the Dark Sky survey. **CARRIED UNANIMOUSLY, RESOLUTION 22-441**

The 4-question Dark Sky Designation Survey ran from November 12 – 25, 2022. Results are provided below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The survey received 167 responses (160 online, 7 paper). The following charts show the results of the online responses.

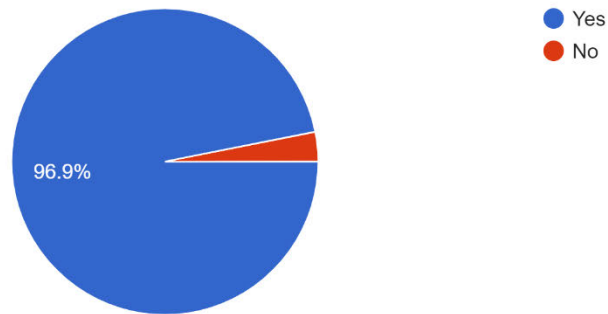
Where do you live?
160 responses



Paper: 6 in Bon Accord, 1 in Sturgeon County

Did you know the Town of Bon Accord is a Dark Sky Community?

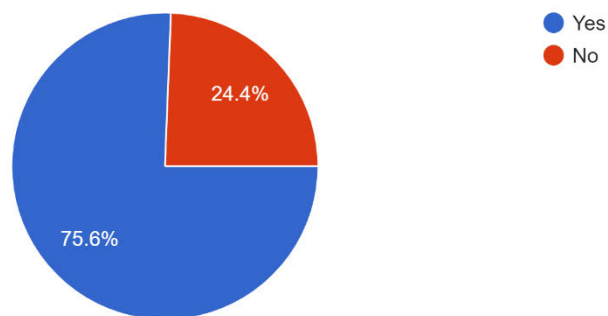
160 responses



Paper: 7 – Yes

Do you find value in this designation?

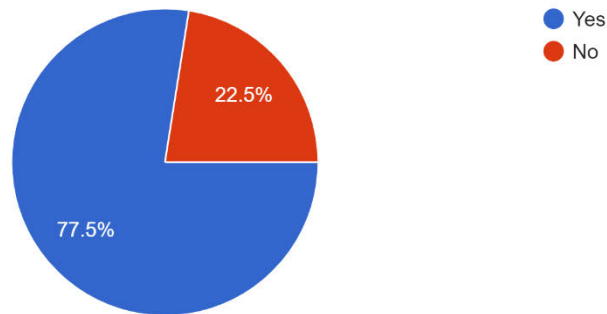
160 responses



Paper: 4 – Yes, 2 – No, 1 – Unanswered

Do you want the Town to continue with this designation?

160 responses



Paper: 4 – Yes, 1 – No, 2 – Unanswered

Topics of attached comments from the survey included:

- Associated costs relating to:
 - Keeping the designation
 - Events
 - Tax rate
- Concern regarding light levels and crime
- Town's environmental initiatives complemented by designation
- Uniqueness of designation
- Enforcement of Light Efficient Community Bylaw
- More could be done with designation

Administration appreciates the feedback received from the community on this matter. Lots of participation and discussion on the Facebook posts as well. Residents appear to be very passionate about this topic.

Should Council wish to maintain the Dark Sky designation, some options to bolster the designation could include:

- Annual event(s)
- Signage for 2 existing rubber telescope pads
- New, updated brochures
- Updated webpage on Town website
- Information shared to social media re: night skies. I.e.: upcoming meteor showers, planets visible, etc.

STRATEGIC ALIGNMENT

Priority 1: Economy

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

Priority 4: Identity

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following options:

1. THAT Council accepts this report as information.
2. THAT Council direct administration to....

SURVEY COMMENTS

We don't use the designation for anything that i know of. may have been a good idea but there needs to be a long term strategy with it and the change you will see. Then you can see if the value you want from the designation is coming true. It needs to be a partnership with others that will get value as well to truly succeed.

Stricter rules on brightness of outdoor lights allowed in town for residential houses to keep it a dark sky community

As long as cost the tax payers , residential tax is high enough.

Don't understand the purpose of the designation

I wish the little domes would be available again

It would be a huge disappointment to lose this designation after all the hard work previous council did to achieve it and get Bon Accord recognition for something amazing

The dark skies designation is why I chose bon accord to buy a house in last fall.

This is a designation that I am very proud that the Town achieved. It is possibly our only unique attribute amongst every other small town in Alberta. It approaches enviro-consciousness in something that cannot be duplicated.

Without any background information on this designation, it was not a fair survey. People in this community have a wrong misconception that it means that we have fewer lights and it makes our community less safe. Instead of the fact that it just directs the light downward so as to control light pollution. This designation should be celebrated and promoted as something significant to Bon Accord as an asset to set us apart.

Lower light levels also help with our environmental concerns as well.

Repeal all the bylaws related to this. We need to replace all the streetlights in this town with LED to try and lower some taxes, as well as allow residents to install whatever lighting they want on their houses. There has been 0 value to the dark sky designation other than it being a previous councilors inappropriate Scrap it now

What would be the purpose in not continuing with the designation?

Depends on the cost to the town but is an added benefit to have a special designatio

Place a few of the red chairs all over town into the centre park to be used for the music in the park I doubt they are used much where they are at the moment.

I am moving to Bon Accord, on December 2022 and I love the Idea of dark sky community.

Not only is it pleasant to be able to look out the window and see stars and the northern lights, it's also better if there is less energy spent on lighting. If crime is an issue, people have their camera and motion sensing lights and dogs and watchful eyes to help out. We learn to keep our stuff locked up too

Bon Accord achieved something six years ago that other cities, towns, and villages are just now working to achieve in terms of light efficiency policies and environmental stewardship regarding light pollution. We continue this path of environmental concern with initiatives like the solar farm and electric charging stations.

The designation makes Bon Accord stand out as a leader, since we were the first community in Canada to receive this recognition for our efforts. The continuance of the designation aligns with the town's Strategic

Plan and it's mission and vision statements and focus.

The town needs to embrace what we already have and use it to promote Bon Accord. Why would we want to move backwards and lose a positive identity that we worked so hard to achieve? What is the endgame? I'm pretty sure no one wants to lose the view we have of our night sky. Look to the local Facebook community page where people post pictures and comments each time the Northern Lights are present.

Are we changing our lighting bylaws? If so, how, and again to what end? Why would we reverse what others are trying to achieve. About 3-4 years ago, Fortis changed out streetlight heads to accommodate new LED lights all throughout the Sturgeon County region and elsewhere throughout the province. In doing so, they reduced power usage, increased lamp longevity, and reduced light pollution since the new heads purposely focused a less intense colour of light downward and effectively cut upward shine. Result? Less sky glow and a more visible night sky. Guess who got there first?

Bon Accord: Canada's 1st Dark Sky Community! That stands out.

Do we really want to be known as the first community to lose this unique designation? And why? Is it because we're too lazy to put some effort into something we said we believed in, but now suddenly don't care about. If we truly are focused on the environment in Bon Accord, then we do the work and build on our status. Incorporate the designation into other initiatives and branding. Use it, don't lose it.

Nothing stops us from being known for multiple things...

Thank you for the opportunity to let us speak on this.

Do something with it. The first years hype was amazing. Then nothing was done withit besides small
shacks (observatories). Maybe market towards the amateur night sky photographers.

Inappropriate

Dark Sky's is an environmental initiative and aligns with Bon Accords green n' Dark Sky designation is
also historically ground breaking, being the first Dark Sky Community puts us in many noted
publications regarding environmental initiatives.

Adds no value to the town whatsoever.

It is something unique to the area that can not easily be claimed by other communitites.

More a question. If the town is designated dark sky, are there designated areas for viewing marked out?

I'd like to propose that Bon Accord keep the designation and perhaps make it more meaningful and
generational by investing in the schools in town. BACS is planning outdoor projects that could be linked to
not only the Dark Sky community but also to Indigenous links to the night sky. Ursa Major is a popular
constellation, BACS Bears would be an easy link to this theme in my opinion. I think it'd be a shame to let
the designation go although I'm not sure what the requirements are to keep it..is it money? Projects? The
survey doesn't specify so it's hard to fully weigh the pros and cons. Thank you

Why would this be an option? You can't make it any less dark or beautiful

Does the designation cost the town money? I would base the last answer off of this answer

Did you change the street lights to meet requirements? Does installation of solar panels for street lights
matter to anyone? What is going on install observation domes take them away then what ?

Need to enforce the bylaws that go with this designation: outdoor lights shaded, pointing down,, not white,
etc.

The town is doing nothing to hold this title. Domes are taken away, etc what is the town doing to keep this
title?

If this is going to cost us more money then no I think it was a waste money in the first place. Also being fined \$250 if are lights are changed is not right, how many people in town even know this.

I disagreed with the continue question as No other option besides y/n
This can continue In my thoughts but would just want to know the expenses to keep it going

With the increased crime in the overnight hours I think we need more lighting not less!!!

The Dark Skies Designation is the best thing that has ever happened to Bon Accord. It is a designation that could still be developed and capitalized on. We have an opportunity of a lifetime to put Bon Accord on the national map but leadership is sadly lacking and interest f has waned and dwindled over the years to this? Will the Town of Bon Accord never understand the concept of economic development? Especially an opportunity that has low costs attached. Dark skies don't have to be negotiated. Dark skies don't have to be built. Dark skies don't leave town because the taxes are too high. It's a no brainer - it just requires some vision, some enthusiasm, and yes, some work to honour the designation. It would be a significant shame to let it go because our dark skies have become clouded by doubt, indecision and a lack of desire to develop it's potential.

I think it is great for these little communities to do things like this, I think there should be more that comes with it, maybe something through the year that is specific to this designation

Should host dark sky events to make the designation more exciting.

My answers would change to no I'd by not continuing the designation our taxes lower...if that doesn't make a difference then I would like to keep the designation.

Bon Accord has the designation as the FIRST Dark Sky Community in Canada...if it is let go you will never be able to lay claim or obtain it again. It can be retained with low cost investment through educational programs, awareness campaigns, etc. You would think that in this time where environmental initiatives are very important to the people and the province that it would be a priority. The designation achievement was made to align with the culture of Bon Accord and the surrounding area. There is an incredible sky out there. There were grants and incentives to convert commercial and home external lighting at one time...not sure what is in place now tho. Whatever the decision ...I hope it's unified. I should note that I am not a resident ...just a nearby neighbour who enjoys the night sky and not the glow from the city while sitting around a campfire.

I came to the dark sky festival with Chris Hadfield and my family and I live visiting Bon Accord for stargazing and seeing the Aurora.

Although I appreciate the opportunity to have some input about this topic, I think a little more background information would be helpful. People like me, who have lived in Bon Accord for 32 years, are familiar with the designation, but newcomers are not. I would love to see the town go back to hosting a Dark Sky celebration, as happened in the past. Obviously, the costs of putting on such events are a strain on the town's budget, but could there not be a grant accessed, or a fundraiser started? This 'survey' is not really a survey in my mind - it is a yes or no questionnaire, designed to support a decision that already seems to have been made.

If Bon Accord keeps this designation, I would be happy to sit on a committee that would work to develop concepts, ideas and funding to maintain and celebrate this important designation.

S. 17(1)

What's the cost to the Tax Payer?

We should bring back the equinox celebration by having fun activities for the day on the main streets and a glow in the dark walk from the library to the arena to watch the northern lights.

It is very valuable to international tourists, dark sky appreciators, and aurora borealis photo buffs. It is Bon Accord's most impressive claim to fame. Definitely keep it up!

This is such a basic questionnaire. It seems that the intent is to discontinue this designation with these simple questions. I'm disappointed in this.

I hate seeing Bon Accord losing ties to the past, former councils work to bring notice to Bon Accord in different ways then they fall to the gutter with new town staff and councils, there is so little history of Bon Accord. Does it really require a lot of town staff time to keep the designation? See articles in magazines every year about Bon Accord and the Dark Skies, so we get the recognition, just need to have people come.

Take the money that you spent on that stupid speed sign and put it into plowing more than once a season, **S. 17** and take that money and put it into road maintenance for the winter. Either way, why am I paying \$4200 a year in taxes if you can't do simple maintenance? Maybe you should do a survey about that. I am sure you will get the same answer from the entire town that doesn't live on the main streets. That's is all

What is the annual or any related costs, what is the up side to having this. Why are other municipalities in the region doing this.

It's an important designation that should be kept. It makes us distinct

With the high theft in the area, I think the town should have More Lit Up LED bright lights and street lights, because thieves are drawn to low lit areas, and we do not have a police station close and they know that, and take advantage of these facts.

The Dark Sky initiative was developed to assist in attracting people to our town. Also, without the spillover light from street lights, porch lights, etc. migrating birds migration routes are not affected allowing them to proceed without interference. The Bylaw - as drawnup - was too specific and scientific to understood and implemented to be useful and was cancelled without replacement. This is the one thing that makes Bon Accord unique!

S. 17(1)

Paper Comments:

“I think it is a positive. We had people visit us from Florida who knew about it.”

“Wondering if there is a fee (annual, monthly, otherwise) to maintain the designation”

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 06 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Christmas Tree Locations
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

The Town has two large artificial Christmas trees that are usually situated at both the east and west entrances to Town during the holiday season.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The west entrance Christmas tree is easily placed as the ground surface is relatively flat and level.

The east entrance Christmas tree has been damaged over the years and is more difficult to place given that there are overhead powerlines and uneven surfaces.

The Town sign is located at the east entrance is equipped with power outlets and could be outlined or framed in Christmas lights. This would be safer to install than the large Christmas tree, inexpensive and would provide a different display at each end of Town. This would also not require landowner permission.

If the Christmas tree normally located at the east entrance sign can be repaired, it could possibly be moved to another location. Note, the Christmas decorations and lighting that were in Centennial Park previously, were vandalized and are no longer useable. Hence, placing the tree in Centennial Park would not be recommended. The alternate location would need to have enough space to accommodate the base of the tree (approx. 10 feet).

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

1. THAT Council accept this report as information and direct administration to...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 6, 2022
Presented by:	Lila Quinn, Community Services Manager
Title:	Veteran’s Memorial Park Committee Bylaw
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

During the May 10th Regular Council Meeting:

Councillor May moved that Council accepts this report as information and further directs administration to proceed with negotiating an amendment to the existing agreement (rather than proceeding with a new MOU) with the Bon Accord and District Memorial Society to be presented to Council for final approval.

Carried Resolution #22-232

During the Council Briefing Committee Meeting held on August 24th, Council was advised that the volunteers associated with the Veteran’s Memorial Park decided to discontinue maintaining the Veteran’s Memorial Park Society as a formal organization. Therefore, it is not possible to move forward with an MOU as the organization no longer formally exists.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Veteran’s Memorial Park is permanent infrastructure with important history and significant meaning and value for the community.

Hence, establishing the Veteran’s Memorial Park Committee (rather than an MOU) would ensure that it continues to be maintained and utilized within military appropriate protocols and with input from veterans and community volunteers that helped to build this park.

Administration further advised Council during the August 24th Briefing, that a bylaw establishing the Veteran’s Memorial Park Committee would be brought forward for Council consideration.

The Town has met with the volunteer representative from the former Veteran’s Memorial Park Society and drafted the enclosed bylaw for first reading.

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

N/A

RECOMMENDED ACTION (by originator)

1. THAT Council give first reading to the Veteran Memorial Park Committee Bylaw 2022-18.
2. THAT Council direct administration to....

**TOWN OF BON ACCORD
BYLAW 2022-18
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE VETERANS' MEMORIAL PARK COMMITTEE AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, the Municipal Government Act and amendments thereto, provide for the establishment of Council committees by bylaw;

AND WHEREAS, the Veterans' Memorial Park is permanent infrastructure with important history and significant meaning and value for the community;

AND WHEREAS, Council has deemed it desirable to provide for a committee to oversee the Veterans' Memorial Park;

NOW THEREFORE, the Municipal Council of the Town of Bon Accord duly assembled hereby enacts as follows:

1. TITLE

This bylaw will be cited as the Veterans' Memorial Park Committee Bylaw of the Town of Bon Accord.

2. DEFINITIONS

- a) "**Committee**" shall mean the Veterans' Memorial Park Committee.
- b) "**Committee Members**" shall mean members of the Committee appointed by Council.
- c) "**Town Manager**" shall mean the Chief Administrative Officer of the Town of Bon Accord.
- d) "**Council**" shall mean the Council of the Town of Bon Accord.
- e) "**Manager**" shall mean the Community Services Manager.
- f) "**Municipality**" shall mean the Town of Bon Accord.
- g) "**Veterans' Memorial Park**" shall mean the area of land located at 5103 to 5111 50th Street, Block 9, Plan 5261 BA, owned by the Town of Bon Accord.

3. PURPOSE

The Committee shall act in an advisory role subject to the general policies of the Town, for all matters pertaining to Veterans' Memorial Park.

**TOWN OF BON ACCORD
BYLAW 2022-18
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

4. MEMBERSHIP

4.1 The Committee shall consist of up to nine (9) members to be appointed by resolution of Council.

4.2 Membership shall include:

4.2.1 Two (2) members of Council who shall be appointed annually at the Organizational Meeting of Council.

4.2.2 Up to seven (7) members from the community at large.

4.3 The Manager shall attend all Committee meetings and shall act in an advisory capacity to the Committee without voting privilege.

4.4 Committee Members shall not be an employee of the Town of Bon Accord.

5. TERMS OF OFFICE

5.1 Council member appointments shall be determined by the Council at their annual organizational meeting.

5.2 The term of office of the remaining community appointments to the Committee shall be for a period of two (2) years in length. The term of any community member appointed to the Committee shall not exceed three (3) consecutive, two-year terms, unless approved by Council.

5.3 In the event of a vacancy occurring prior to the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.

5.4 Membership shall be subject to annual review by Council.

5.5 Council, by resolution, may dissolve the Committee at any time, and this relieves all Committee Members of their appointment to the Committee.

6. RESIGNATIONS AND TERMINATIONS

6.1 Any Committee Member may resign from the Committee at any time upon sending written notice to Council.

6.2 Council may request the resignation of any Committee Member at any time prior to the expiry of the member's term of office.

TOWN OF BON ACCORD
BYLAW 2022-18
VETERANS' MEMORIAL PARK COMMITTEE BYLAW

7. OFFICERS

- 7.1** The Committee shall elect a Chairperson from its membership at the first Committee meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the Manager.
- 7.2** The Committee shall elect a Vice Chairperson from its membership at the first Committee meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the Manager.

8. MEETINGS

- 8.1** The Committee shall hold one (1) regular meeting a year, the time and place of such meeting to be determined by the Committee.
- 8.2** Any special meeting may be called by the Chairperson, or at the request of five (5) Committee Members, on 48 hours notice. Such notices will be distributed by email to all Committee Members and followed up by phone call, if no response is received within 24 hours.
- 8.3** A quorum of the Committee shall be a simple majority of Committee Members.
- 8.4** Regular Committee meetings shall be open to the public.
- 8.5** All Committee Members including the Chairperson shall vote on all motions before the Committee and in the event of a tie, the motion shall be lost.
- 8.6** Committee Members having a direct pecuniary interest in any item under discussion by the Committee are exempt from clause 8.5, and must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- 8.7** Minutes shall be taken of all meetings by the Manager or a designate. A copy of such minutes shall be signed by the Chairperson and the Manager or designate and shall be filed at the Town Office.
- 8.8** The Committee shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Committee meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the Manager at the Town Office.
- 8.9** All correspondence and records of the Committee shall be filed in the Town Office.

9. ACCOUNTABILITY

- 9.1** The Committee's actions shall be accountable to Council.

TOWN OF BON ACCORD
BYLAW 2022-18
VETERANS' MEMORIAL PARK COMMITTEE BYLAW

9.2 The Manager shall be accountable to the Town Manager for the effective administration and implementation of all aspects of the budget approved by Council for the Veterans' Memorial Park.

9.3 One (1) Council representative on the Committee, as designated by Council, shall be accountable to Council for liaison between the Committee and Council. The Council representative shall report to Council following each Committee meeting at the next Regular Meeting of Council.

10. POWERS AND DUTIES

10.1 The Committee shall make recommendations regarding Veteran' Memorial Park that serve the needs of the community.

10.2 The Committee shall encourage project briefs pertaining to the Veterans' Memorial Park from the Manager or other responsible individuals and groups.

11. BUDGETS AND FINANCE

11.1 Funds for the Veterans Memorial Park are kept in a designated reserve fund, in which all expenditures and revenues shall be accounted for by Town administrative procedures.

11.2 All financial decisions, including budget, shall remain solely at the discretion of Council.

12. LIMITATIONS OF POWER

12.1 Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee nor any Committee Member have any power to authorize any expenditure to be charged against the Town.

12.2 No Committee Member shall institute any program unless the program is approved by the Committee.

12.3 Except when appointed to communicate a decision of the Committee, no Committee Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.

12.4 It is acknowledged that the normal day to day operations and activities will be administered by the Manager under the direction of the Town Manager.

13. SEVERABILITY

It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that

**TOWN OF BON ACCORD
BYLAW 2022-18
VETERANS' MEMORIAL PARK COMMITTEE BYLAW**

provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

14. COMING INTO FORCE

This Bylaw comes into full force and effect upon the day it receives third and final reading.

READ A FIRST TIME THIS _____ day of _____ 2022.

READ A SECOND TIME THIS _____ day of _____ 2022.

READ A THIRD TIME THIS _____ day of _____ 2022.

SIGNED AND PASSED THIS _____ day of _____, 2022.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 6, 2022
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Website Terms of Use and Privacy Statement Policy
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Terms of use and privacy statements are commonplace on websites. The Town of Bon Accord's current Website Terms of Use and Internet Privacy Policy (attached) was approved in 2011. The policy includes both a Terms of Use and an Internet Privacy Statement (attached).

Terms of use are posted to ensure there are consistently applied rules for all website visitors and assist in mitigating potential liabilities. The terms are essentially an agreement the visitor makes in exchange for using the website.

Privacy statements detail how and when personal information is collected and used when visitors access online services or provide information through email or forms. This pertains to the collection, use, and disclosure of personal information in accordance with the FOIP Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since 2011, the internet, the Town's website, and legislation have undergone many changes. Administration has revised the policy with the following amendments:

- Addition of scope, definitions, online questionnaires/surveys, and photo submissions sections
- Removal of reference to user accounts
- Clarification surrounding "cookies"
- New name of "Website Terms of Use and Privacy Statement Policy" to remove the word "internet" as both the Terms of Use and Privacy Statement pertain to the Town's website and not the internet itself.
- Verbiage updates make the schedules easier to read and understand.

The proposed updated policy reflecting these changes is attached.

STRATEGIC ALIGNMENT

Values Statement: Professionalism

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

Values Statement: Transparency

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. That Council approve amendments to the Website Terms of Use and Privacy Statement Policy as presented and circulated.
2. That Council approve the Website Terms of Use and Privacy Statement Policy with additional amendments including...
3. That Council direct administration to...

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY NO.:

SUBJECT: WEBSITE TERMS OF USE AND INTERNET PRIVACY POLICY

RESPONSIBLE AUTHORITY: Administration Department - Communications

REVIEWED & APPROVED BY COUNCIL:

November 1, 2011- Council Meeting-Resolution 11.261

PURPOSE AND INTENT: To provide for a documented control for access and use of the Town's website.

POLICY STATEMENT: The Town of Bon Accord has developed their website as a resource for its ratepayers and the general public wanting information about The Town of Bon Accord and its services. Users of the site agree to comply with the Terms of Use and the Internet Privacy Policy.

PROCEDURE:

The Terms of Use statement and Internet Privacy Policy, that form the basis of this policy, as attached.

The Town of Bon Accord Website

Terms of Use

Intro

Thank you for visiting The Town of Bon Accord's Website. Please review these Terms of Use carefully. If you access or use a service on our Website you accept and agree to comply with the following Terms of Use. If you do not agree with these Terms of Use, you should immediately discontinue any use of this Site. These Terms of Use may change from time to time. You should visit this Webpage periodically to review the Terms of Use that govern your transactions.

Appropriate Use

You may post or submit comments, suggestions, ideas, questions, or other information to the Town of Bon Accord, provided the content is not illegal, obscene, defamatory, threatening, an invasion of privacy, objectionable or an infringement of the intellectual property rights of third parties, and does not consist of or contain software viruses, commercial solicitation or any form of "spam". You must not use a false e-mail address, impersonate any person or entity, or otherwise mislead as to the origin of such content.

You agree that you will not violate (or attempt to violate) the security of the Website by hacking, cracking, mail bombing, mounting a denial of service attack, breaching netiquette, or any other similar malicious, careless or negligent conduct. You agree not to upload content or computer code of any type to this Website. Any unauthorized use of the Website will terminate the license and all the limited rights or permission granted by the Town of Bon Accord.

You are granted a limited, revocable, and nonexclusive right to create a hyperlink to the Website, so long as the link does not portray the Town of Bon Accord, its officials, its employees, or its content, products or services in a false, misleading, derogatory, or otherwise offensive manner.

Copyright

The Town of Bon Accord owns the intellectual property rights, including copyright, or has acquired the necessary licenses, in the information and contents contained in this Website. This is including, but not limited to, all text, graphics, images, HTML code, multimedia clips, icons, the selection and compilation of the information of the Website. Copying, repackaging, redistributing or modifying the information provided by this Website, in whole or in part, in printed or electronic format, is strictly prohibited.

Submitted Material

If you post or submit comments, suggestions, ideas, questions, or other information you grant the Town of Bon Accord a right to use, reproduce, modify, distribute, and display such content or material world-wide. You irrevocably waive all moral rights to such Material. The Town of Bon Accord takes no responsibility and assumes no liability for any material posted by you or any third party. The Town of Bon Accord reserves the right to monitor and edit or remove any activity or material or inactivate any account that appears to violate these terms of use for participating in an online discussion.

Disclaimer of Liability

Although the information contained in the Website is believed to be accurate and informative, the Town of Bon Accord makes no representation or warranty as to the accuracy of the information contained in the Website or as to its suitability for the purpose for which you may wish to rely on it. As well, over time, some of the Information contained in the Website may become outdated. Any reliance on this Website shall be at your own risk.

The Website contains links to third party websites. The Town of Bon Accord does not endorse any products or services that may be referred to in or linked to, this Website and is not responsible for the content found on any other website that you might access through this one. Links to third party websites are provided solely as a convenience to you.

Indemnification of the Town of Bon Accord

You agree to defend, indemnify, and hold harmless the Town of Bon Accord, its officers, elected officials, employees and agents, from and against any claims, actions or demands, including without limitation reasonable legal and accounting fees, alleging or resulting from your use of the Website or your breach of the Terms of Use.

Entire Agreement

This Terms of Use as it may be amended from time to time and any and all other legal notices and policies on this Website constitute the entire agreement between you and the Town of Bon Accord with respect to the use of this Website and the information.

The Town of Bon Accord Internet Privacy Statement

Purpose of the Town of Bon Accord Website

The Town of Bon Accord developed this website as a resource for its ratepayers and the general public wanting information about The Town of Bon Accord and its services.

What is Personal Information?

Personal Information is any information that identifies you as an individual. It includes information that you provide to or that we collect from other sources. For example, personal information includes your name and address, age and gender, family status, personal financial records and identification numbers including your Social Insurance Number.

The Town of Bon Accord is subject to the FOIP Act

As a public body, the Town of Bon Accord is subject to the Freedom of Information and Protection of Privacy (FOIP) Act and is therefore, committed to protecting the personal information of its ratepayers as well as being open and accountable to the public by making information accessible while in compliance to the Act.

Information the web server collects and extent of personal information collected

When you visit our website, our web server automatically collects a limited amount of information essential for the operation and security of our website. Some of this information (i.e. browser type) does not identify who you are while other information, such as your Internet domain name or IP address, may identify the service provider from which you receive internet service. The extent of personal identification depends, in large part, on the "naming standards" followed by your Internet service provider. You may wish to check with them to inquire about their policies and practices in this regard.

Links to other websites

This website contains links to other sites. The Town of Bon Accord is not responsible for the content and the privacy practices of the other sites and encourages you to read the privacy policy of each site that you visit before proceeding further.

How our search engine operates

When you visit our website, our web server automatically collects a limited amount of standard information essential to the operation and evaluation of the Town of Bon Accord Website. This information includes:

- o The page from which you arrived,
- o The date and time of your page request,
- o The Internet Protocol address assigned by your Internet Service Provider to your computer for receiving information,
- o The type and version of your browser, and
- o The name of the files you request.

Use of Cookies

Cookies are simple text files that are placed within the browsing system of a site visitor's computer. Cookies within the Town of Bon Accord website are used for authentication, session tracking, and maintaining basic information about users, such as anonymous statistical information, site preferences, browser type, screen size, traffic patterns and pages visited. The Town of Bon Accord does not store personal information in cookies, nor do we collect personal information from you without your knowledge as you browse this site. This information is then used to improve our service to you. If you wish, you may change the settings on your web browser to deny cookies or to warn you when cookies will be deposited.

Information collected for the creation of portal user accounts

The information collected for the creation of a user account for the customization of the portal view and/or participation in interactive portal activities and/or password reset, is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) R.S.A 2000, F-25. The user account information will be used only for portal purposes as stated above.

Your user name, password and e-mail address are collected for the creation of a user account for your customization of the portal view, or participation in interactive portal activities or to forward to you administrative activity notices regarding the site and your registered user account. The provision for your e-mail is collected to process and respond to your request for password reset, to warn you when your portal account is about to expire or to forward to you administrative activity notices regarding the site and your registered user account.

Information Transmission and Storage

At The Town of Bon Accord, we employ physical, electronic and procedural safeguards to protect our systems and all personal information under our control against unauthorized access and use. All safety and security measures are appropriate to the sensitivity level of the information collected.

Our service providers and agents are required to maintain ratepayer confidentiality, and may not use the information for any unauthorized purpose.

Employees are governed by strict standards and policies to ensure that personal information is secure and treated with the utmost care and respect.

Collection, Use, and Disclosure of your Personal Information

Either before or when we collect information about you, we will explain how we intend to use it. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes.

If you choose to provide us with personal information in an e-mail or by filling out a form and submitting it to us through our Web site, we will use that information to respond to your message and to help us get the information you have requested.

We will only release your personal information to third parties in limited circumstances authorized under Section 40 of the Freedom of Information and Protection of Privacy Act (FOIP) R.S.A 2000, F-25. Some of these circumstances are:

- o where we have your written consent, or
- o to those departments within The Town of Bon Accord who assist us in serving you, or
- o where we are required or permitted to do so by law.

We give a limited amount of information, only as necessary, in support of these limited circumstances.

Contact Information

If you have any questions or comments, please do not hesitate to contact us:

FOIP Coordinator
The Town of Bon Accord
Box 779, 5025 – 50 Avenue
Bon Accord AB T0A 0K0
Phone: 780 921 3550
Fax: 780 921 3585
Email: info@bonaccord.ca

WEBSITE TERMS OF USE AND PRIVACY STATEMENT

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: November 1, 2011

POLICY STATEMENT

The Town of Bon Accord website is a resource for the public to access information about municipal programs and services. The Town values transparent communication, professional management of Town resources and service excellence. Therefore, this policy establishes the Terms of Use and Privacy Statement for the Town website.

PURPOSE

To develop a policy outlining the conditions for using the Town's website, and a statement describing how an individual's Personal Information is collected, used, and disclosed by the Town, in compliance with the Freedom of Information and Protection of Privacy (FOIP) Act, RSA 2000, c. F-25, as amended from time to time.

SCOPE

This policy applies to all Town of Bon Accord Website Users.

DEFINITIONS

"FOIP Act" means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, as amended from time to time.

"Personal Information" means recorded information about an identifiable individual including, but not limited to, name, address, phone number, age, gender, ethnicity, religious or political beliefs, and personal views or opinions.

"Town" means the Town of Bon Accord

"User" means any person or legal entity who accesses, browses, or otherwise uses the

Town of Bon Accord website.

GENERAL PRINCIPLES

1. The Terms of Use (Schedule “A”) and Privacy Statement (Schedule “B”) shall be posted to the Town of Bon Accord website.
2. All Website Users must comply with the Terms of Use stipulated in Schedule “A”.

REFERENCE

- FOIP Act

DRAFT

1. COPYRIGHT

The Town of Bon Accord ("the Town") either owns the intellectual property rights in the underlying HTML, text, audio clips, video clips and other content ("the Content") that is made available to you on this website or has obtained the permission of the owner of the intellectual property to use the Content on this website.

2. YOU MAY USE THIS WEBSITE ONLY IF YOU AGREE TO THE FOLLOWING TERMS

The Town grants to you a limited license to display on your computer, print, download and use all Content that is made available to you on this website, only if you agree to the following terms:

- 2.1.** You will only use the website for personal, educational, or non-commercial purposes.
- 2.2.** You will not modify the Content of the website.
- 2.3.** You agree that you will not violate (or attempt to violate) the security of this website by hacking, cracking, mail bombing, mounting a denial of service attack, breaching of netiquette, or any other similar malicious, careless, or negligent conduct.
- 2.4.** You agree not to upload content or computer code of any type to this website.
- 2.5.** You acknowledge that you have no right to the intellectual property associated with this website and that you have only a limited right to use this website.
- 2.6.** You acknowledge that the Town does not warrant the accuracy or availability of this website.
- 2.7.** You agree to defend, hold harmless and indemnify the Town of Bon Accord, its officers, elected officials, employees and agents, from and against any claims, actions, demands, loss, damage, or injury that you may have as a result of your use of this website.
- 2.8.** You agree to be bound by the laws applicable in Alberta with respect to your use of the website and you agree that any court proceedings relating to your use of the website will take place in the Judicial District for Bon Accord.

- 2.9.** You agree to grant the Town all intellectual property rights in the content of any email that you send to the Town.

If you do not agree to all of these terms, you must log off this website immediately.

3. DISCLAIMER

The Town does not guarantee the quality, accuracy, or completeness of any information on this website. This website may include inaccuracies or typographical errors and the information is provided without warranty or condition of any kind.

4. PRIVACY

The Town of Bon Accord recognizes that the privacy and confidentiality of a person's personal information is important. The Town of Bon Accord has developed a Privacy Statement that outlines how the Town of Bon Accord obtains, retains, and uses personal information obtained through this website.

This website may contain links to other websites. The Town of Bon Accord is not responsible for the privacy practices of such websites.

5. TRADEMARKS

The Town logo, crest and banner are registered trademarks of the Town.

All product names mentioned on this website are the trademarks of their respective owners.

6. NO ENDORSEMENT

The Town does not endorse any products or services that may be referred to in, or linked to, this website.

7. ENTIRE AGREEMENT

These Terms of Use, as amended from time to time, and all other legal notices and

policies on the Town website constitute the entire agreement between you and the Town of Bon Accord with respect to the use of this website and the information therein.

DRAFT

Thank you for reviewing our privacy statement. We will not collect Personal Information about you when you visit our website unless you choose to provide that information to us.

1. COMMITMENT TO PRIVACY

The Freedom of Information and Protection of Privacy (FOIP) Act governs how we collect, use, and disclose Personal Information. This privacy statement details how and when we collect and use your Personal Information when you are accessing online services or providing Personal Information through email or forms.

2. INFORMATION COLLECTED AND STORED AUTOMATICALLY

If you browse through the website, read pages, or download data, we will gather and store certain information about your visit automatically. This information does not identify you personally; it only collects data regarding:

- The internet domain, if you use a private internet access account, and the IP address (an IP address is a series of numbers that are automatically assigned to your computer whenever you go online);
- The type of browser and operating system used;
- The date and time of the visit;
- The pages and documents viewed; and
- If you linked to our website from another website, the address of that website.

This information helps make our site more useful to Users by providing data on the number of Users, the types of technology used and to determine which documents are accessed most often.

We will not identify Users nor their browsing activities, except as required by a law of Alberta or Canada or if we are compelled to produce this information for a legal proceeding.

3. COOKIES

We are constantly improving our site to help make it more useful for you. In order to do this, we gather statistics about which pages you visit while on the website. This data helps track the number of Users and determines where we should put information so it is easier to find. This temporary file, called a "cookie", is saved on your hard drive.

This cookie does not collect any identifying information such as your name, address, email address or phone number. It collects information such as:

- Your IP address (a series of numbers that are automatically assigned to your computer when you go online),
- The type of web browser and operating system you use,
- The date and time you visited the site,
- Which pages you visited,
- The order you visited the pages,
- How long you spent on each page,
- The page you entered the site on,
- The last page you looked at before you left, and
- Third party cookies.

When visiting our website, your browser may receive longer-term cookies from Google, a third party. Consequently, Google may track your online activities across other websites.

If you are concerned about cookies, you can adjust your web browser settings to reject them. However, this may impact your use of our websites and services. Please review your browser settings and plugins to configure whether and how you receive cookies.

4. PRIVACY AND LINKS TO OTHER SITES

Our website contains links to other sites. We are not responsible for the content and privacy practices of other websites. We encourage you to examine the privacy policy

and disclaimers to make your decisions regarding the accuracy, reliability and correctness of material and information found.

5. SECURITY

For site security purposes and to ensure that this service remains available to all Users, this computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Except for authorized law enforcement investigations, no other attempts are made to identify individual Users or their usage habits.

6. PROVIDING PERSONAL INFORMATION

Most of the information on the website does not require you to identify yourself. You may access it anonymously. We do collect your Personal Information when you choose to provide it. We collect only as much Personal Information as is necessary to assist you in conducting business with us. The only personally identifying information arising from your use of our website is what you voluntarily supply.

We attempt to provide you with multiple methods of conducting business (i.e.: telephone, walk-in, mail-in, fax) in addition to the website. If you have concerns about using the website to conduct your business with us, please be assured that alternate methods are available.

7. WHY PERSONAL INFORMATION IS COLLECTED

We collect and retain Personal Information for the following reasons:

- To process your requests for services, products, or additional information
- To communicate with you regarding services that you have requested
- To meet legal and regulatory requirements

8. CORRECTING/CHANGING PERSONAL INFORMATION

If your Personal Information changes (i.e.: name, address, postal code, telephone number, email address, etc.), or you no longer desire our service, we will correct, update, or remove the information upon request.

9. USE AND DISCLOSURE OF PERSONAL INFORMATION

The Town is the owner of the information collected on the site. We do not use or retain Personal Information that you provide for any secondary purposes unless you have first been notified and your permission has been obtained. We will not sell, rent, share, or otherwise disclose your Personal Information to any organization or individual outside of the Town unless you are first notified and your permission is received, except in the following circumstances:

- To companies contracted to process your requests,
- For law enforcement purposes, and
- For purposes of acting in an emergency.

10. PROTECTION OF PERSONAL INFORMATION

We take every precaution to protect your Personal Information on the website. We maintain security standards and procedures regarding unauthorized access to customer information to prevent unauthorized removal or alteration of data.

11. ONLINE QUESTIONNAIRES/SURVEYS

Occasionally we invite public comment through questionnaires/surveys for the purposes of program evaluation, planning and/or to obtain public input.

In some instances, we utilize the services of a third party service provider. Information from these questionnaires *may* be stored electronically on a server in the U.S.A. and *may* be subject to U.S. laws.

Participation in questionnaires/surveys is done on a voluntary basis, and in most cases, no Personal Information is required when residents complete online

questionnaires/surveys.

If we need to collect your Personal Information, we will indicate this on our website with the questionnaire/survey and provide a name and contact number for the individual who can answer any questions you may have about the collection.

Our intent is to provide enough information to allow you to make an informed decision on whether to participate and provide Personal Information.

12. PHOTO SUBMISSIONS

We encourage public participation, including photo submissions. To ensure this process is managed correctly, we will accept electronic consent in relation to photo submissions made to us by members of the public and may request the applicable form.

13. CONTACT

For questions pertaining to collection, use or disclosure of Personal Information, please contact our FOIP Coordinator at:

Town of Bon Accord
Box 779, 5025 50th Ave.
Bon Accord, AB T0A 0K0
Phone: 780-921-3550

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 6, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Rescinding Outdated Policies
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

Administration is reviewing existing policies for consistency, clarity, and alignment with current processes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In an effort to keep the Town’s policies up-to-date and consistent, administration recommends that Council rescind the following policies for the reasons noted below:

Attendance – Conventions, Refresher Courses, Seminar Policy (attached)

- This policy was first approved in 1995 and last reviewed in 2005. The policy establishes the various conventions, refresher courses, and seminars that Council and administration may attend each year, such as the Alberta Municipalities Conference, LGAA, and more. Current practice is for these types of events to be brought forward for Council’s review during the budgeting process, therefore, this policy is no longer required.

Organic Waste Policy (attached)

- This policy was approved in 2014 and last updated in 2019. It provides for the type of materials accepted in organic waste bins and the range of dates that organic waste is collected during the calendar year. The Town’s contract with GFL sets the date range for organic collection each year and communications are sent via monthly utility newsletters, social media, and posted to the Town’s online event calendar. Acceptable organic waste material is outlined in section 2.24 of the current Waste Collection Bylaw 2020-27 (excerpt attached). Further, a GFL infographic (visual representation) is displayed on the Town’s website here: <https://bonaccord.ca/p/garbage-recycling-organics>. Therefore, this policy is a duplication of information and not required.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Council rescind the Attendance-Conventions, Refresher Courses, Seminar policy.

Resolution #2:

THAT Council rescind the Organic Waste policy.

ATTENDANCE – CONVENTIONS, REFRESHER COURSES, SEMINARS

Resolution #. 95.323

Date Passed: July 18, 1995

Effective Date: July 18, 1995

Reviewed: No changes – June 7, 2005

Bylaw(s): None

Purpose: To establish a policy with regards to attendance at conventions, refresher courses, and seminars.

Policy Statement:

1. That in the interests of Town public relations, visibility and lobbying (if applicable), the Town agrees that it should be represented at conferences, conventions, and seminars through the year where:
 - a. the Town is a member of the association sponsoring the event, and/or;
 - b. the event is directed towards representation from municipalities, and/or;
 - c. the Town Council sees merit to the community as a whole to having a presence at the event.
2. That with the exception of the annual Alberta Urban Municipalities Association wherein the Town is encouraged to have full attendance at the annual conference, the number of elected officials attending other conventions and seminars shall be determined by Council during the budget process.
3. The Chief Administrative Officer shall have the option of attending the Municipal Refresher course and the annual LGA Conference and any other workshops or conventions included in the budget.
4. Employees will have the opportunity to attend on workshop and/or convention per year. These monies to be included in the regular budget.

TOWN OF BON ACCORD POLICY STATEMENT
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SECTION: PUBLIC WORKS

POLICY NO.: 14.130

SUBJECT: ORGANIC WASTE

RESPONSIBLE AUTHORITY: PUBLIC WORKS DEPARTMENT

REVIEWED & APPROVED BY COUNCIL: Updated May 1, 2018 Updated January 15, 2019 Updated March 5, 2019

PURPOSE AND INTENT:

To allow for collection and recycle of Organic Waste as specified with Town of Bon Accord

POLICY STATEMENT:

Fruits and vegetables, bread and grains, coffee grounds/filters, paper tea bags, egg shells, nutshells, corncobs, food-soiled paper towels and napkins, sawdust and wood shavings from untreated wood, stale beans, flour and spices, cut or dried flowers, houseplants and potting soil, feathers, grass clippings and leaves, small twigs, straw, hay, and paper bags will be allowed in receptacles marked Organic Waste (supplied by Contractor) for pickup. These will be collected from the front of residents on a weekly basis between May 15th and November 15th of each year on the regular garbage collection day.

Excerpt from Waste Collection Bylaw 2020-27

**TOWN OF BON ACCORD
BYLAW 2020-27
WASTE COLLECTION BYLAW**

- 2.9 "Collector" means the Person or Persons appointed by the Town for the purpose of collecting and disposing of Waste Materials, Organic Materials, Fibre, Recyclables and Container Recyclables;
- 2.10 "Commercial Bin" means secure container used for the purposes of storing and disposing of commercial or sizeable waste;
- 2.11 "Commercial Facilities" includes stores, warehouses, and commercial facilities;
- 2.12 "Community Peace Officer" means a Bylaw Enforcement Officer appointed by the Town pursuant to the Municipal Government Act, RSA 2000, c. M-26, to enforce the Town Bylaws, and includes a member of the Royal Canadian Mounted Police, and when authorized, a Special Constable;
- 2.13 "Compulsory Service" means the requirement for Collection Services within the Urban Service Area or properties as set out in Schedule "A" to this Bylaw;
- 2.14 "Container" will be one or a combination of the following:
- 2.14.1 Waste collection cart, supplied to eligible premises for use by the Householder
 - 2.14.2 Aerated organics collection cart supplied to eligible premises by the Town
 - 2.14.3 Reusable and non-reusable bags for Fibre and Container Recyclables
- 2.15 "Container Recyclables," means glass bottles and jars, aluminum, steel and tin cans, margarine and yogurt containers, grocery and retail bags, plastic bottles with twist off top, beverage containers, polycoat milk cartons, plastic milk jugs and juice cartons, tetra packs and mini-sip containers or other items designated by Council from time to time;
- 2.16 "Council" means the Municipal Council of The Town of Bon Accord;
- 2.17 "Fees and Charges" means the Town's Fees and Charges as set out in Schedule "B" of this bylaw;
- 2.18 "Fibre Recyclables" means mixed paper, corrugated cardboard, newsprint, box board, magazines, catalogues, flyers, telephone or other soft cover books, paper egg cartons, polycoat milk containers or other similar material designated by Council from time to time;
- 2.19 "Four Stream Waste Collection" means the collection of Waste Materials, Organic Materials, Fibre Recyclables and Container Recyclables;
- 2.20 "Householder" means any owner, occupant, lessee or tenant or any other Person in charge of any Dwelling;
- 2.21 "Industrial / Commercial / Institutional Waste" or "ICI Waste" means material of similar composition as mixed waste collected within the Town other than by Town Collection;
- 2.22 "Institutional Facilities" shall mean a hospital, nursing home, hotel, or school;
- 2.23 "Multi-Family Complex" means a building or private community containing three or more units, including apartment buildings, townhouses, condominiums or manufactured home parks;
- 2.24 "Organic Materials" means leaves, grass clippings, garden waste, house and garden plants, sawdust, wood shavings and kitchen food waste (fruits, vegetables and peelings, table scraps, meat, poultry fish, shell fish, dairy products, cooking oil, grease, fat, bread, grain, rice, pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags,) roots, hedge and shrub trimmings, brush cuttings, twigs, branches, and other similar materials as designated Public Works Supervisor and Council from time to time;
- 2.25 "Owner" means the person who is registered under the Land Titles Act, RSA 2000 c. L-4, as amended or replaced from time to time, as the owner of the fee simple estate in land,

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 6, 2022
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Purchasing Policy
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

Administration has prepared a draft Purchasing Policy to ensure that the Town’s procurement practices follow all regulations, and to provide guidance, direction, and accountability for employees involved in procurement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Purchasing Policy outlines the general requirements and responsibilities, as well as a table for authorization levels. It includes a statement about the ability to give preference to local vendors where possible and sole source procurements.

Emergency purchasing guidelines are outlined within the policy as well as non-budgeted expenditures. With the addition of non-budgeted expenditures in the draft Purchasing policy, Policy #09-248 Unbudgeted Expenditures (see attached) can be rescinded. All information related to procurement can then be found in one document.

Note, as per section 248(2) of the Municipal Government Act, “Each Council must establish procedures to authorize and verify expenditures that are not included in the budget.”

STRATEGIC ALIGNMENT

Values Statement: Integrity

- A Town of great moral character that promotes consistency, truthfulness, and trust.

Values Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Resolution #1

THAT ... Council approves the Purchasing Policy as presented.

Or

THAT ... Council approves the Purchasing Policy with the following amendments: [list].

Resolution #2

THAT ... Council rescinds Policy #09-248 Unbudgeted Expenditures.

Purchasing Policy

SECTION: Administration

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE:

POLICY STATEMENT

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

PURPOSE

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

DEFINITIONS

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

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

p) “Town” means the Town of Bon Accord.

SCOPE

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

RESPONSIBILITIES

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

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

GENERAL REQUIREMENTS

1. Purchasing Policy

- a. The Town encourages the consideration of overall Best Value in the procurement of goods and services. All procurement by the Town shall be fair and impartially conducted, free of real or perceived conflicts of interest, ensuring that there is reasonable competition for procurement opportunities. Procurement of Goods and Services shall be conducted in an open and transparent manner, treating all vendors fairly.
- b. All relevant financial and non-financial factors in procurement shall be considered, including but not limited to:

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

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

2. Purchasing Process & Authorization Thresholds

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

3. Emergency Purchasing

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

4. Sole Source Procurements

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

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

5. Barter Transactions

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

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

6. Non-Budgeted Purchases

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

7. Vendor Insurance Requirements

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

8. Payment and Authorization of Invoices

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

9. Prohibitions

The following activities are prohibited, unless specifically approved by Council:

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

supplier.

10. Non-Compliance

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

DRAFT

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION:

POLICY NO.:

SUBJECT: UNBUDGETED EXPENDITURES

RESPONSIBLE AUTHORITY: Administration Department - Finance

REVIEWED & APPROVED BY COUNCIL:

August 18, 2009-Council Meeting-Resolution 09.248

PURPOSE AND INTENT: To provide authorization for expenditures not included in the approved budget due to emergency or emergent situations.

POLICY STATEMENT: The Town Manager (Chief Administrative Officer) shall be the only staff person with authority to approve unbudgeted expenditures.

DEFINITIONS:

An emergency is defined as follows:

1. An emergency or disaster as declared by the Disaster Services Committee established under Bylaw #239.
2. Any situation declared by Council as an emergency.

An emergent situation is defined as follows:

1. An expenditure that is not in response to an emergency situation but required for delivery of essential services to residents; including but not limited to: water, sanitary sewer, storm sewer and street improvements.
2. An expenditure that is not in response to an emergency situation, but required, due to failure of vehicles, equipment or facilities required for delivery of essential services to residents; including but not limited to: water, sanitary sewer, storm sewer, streets, garbage, snow removal, fire protection, ambulance.

PROCEDURE:

Authorization and verification of expenditures that are not included in a budget shall be as follows:

In an emergency related situation:

1. Expenditures for an emergency or disaster as declared by the Disaster Services Committee are to be verified and approved by Council after the emergency of disaster. A member of staff will be appointed as Purchasing Officer at the onset of the declared emergency and will follow procedures as outlined in the Municipal Emergency Plan.

In a non-emergency related situation:

1. The Town Manager shall have the discretion to move budgeted funds among/between functions. The Town Manager shall report movements in excess of \$10,000.00 to Council through the quarterly variance report for information.
2. Council authorizes the Town Manager at his/her discretion, to approve net unbudgeted expenditures not to exceed 10% of the total budgeted expenditures for the year.
3. The Town Manager shall ensure the unbudgeted expenditures and revenues are recorded, monitored and reported to Council on a regular basis through the quarterly variance report.
4. If net unbudgeted expenditures are to exceed 10% of the total budget, the Town Manager will present a report to Council detailing the unbudgeted expenditures and rationale for approval and resetting the discretionary limit to an amount not more than 10%. If the discretionary limit is to be reset during the fiscal year, it must be done by Council resolution.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 06 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Health and Safety Policies
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

Administration reviewed the Town’s current Health and Safety Policy. This policy (# 14 – 201) is enclosed for reference

Administration researched other municipal health and safety policies. The information gleaned from this research resulted in the development of a new policy with expanded commitments to health and safety that aligns with current legislation. This draft policy is enclosed.

The Town also currently has another Health and Safety related policy that was established during the recent Covid-19 pandemic. The Covid-19 Protocol Policy (#21-068) is enclosed for reference.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Health and Safety Policy

The new Health and Safety Policy has been developed using the new format for Town policies and includes important standards such as:

- An expanded policy statement that aligns with the Town’s Strategic Plan
- Assigns specific responsibilities for the Town Manager, department managers, supervisors, and employees; safety is everyone’s responsibility
- Stipulates specific Health and Safety Standards and commitments
- Encourages input from all employees on safe work practices

Administration recommends that the existing Health and Safety Policy (#14-201) be rescinded, and that Council approve the new Health and Safety Policy.

Covid-19 Protocol Policy

Town staff have developed safe work procedures to address pandemic safety and contagious illness. These procedures form part of the Town’s health and safety program as established under the Health and Safety Policy. Therefore, the COVID-19 Protocol Policy (#21-068) is redundant.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council rescind the Health and Safety Policy #114 – 201.

Resolution #2

THAT Council rescind the Covid-19 Protocol Policy #21-068.

Resolution #3

1. THAT Council approve the new Health and Safety Policy as presented and circulated.

OR

2. THAT Council approve the new Health and Safety Policy with the following amendments....

OR

3. THAT Council direct administration to...

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION:

POLICY NO.: 14-201

SUBJECT: HEALTH AND SAFETY

RESPONSIBLE AUTHORITY: TOWN OF BON ACCORD

APPROVED BY COUNCIL: August 19, 2014

REVIEWED: April 6, 2021

PURPOSE AND INTENT:

The Town of Bon Accord is committed to providing a safe, secure, and healthy environment to work in for all its employees, volunteers and contractors.

It is hoped that this will present to all members of the public at large a clear statement by the Town of Bon Accord that by its support in a successful health and safety management system that the community will be safer and healthier for it.

The overall objective will be that through the Town of Bon Accord and its staff's involvement, commitment and dedication to a successful Health and Safety plan to have the number of occurrences of incidents, damage, injuries and work-related illness at zero.

**TOWN OF BON ACCORD
COVID 19 PROTOCOL POLICY**

SECTION: Council, Administration, Recreation/Community Services,
Planning & Economic Development, Public Works

POLICY RESOLUTION NO.: 21-068

SUBJECT: COVID 19 Protocol Policy

RESPONSIBLE AUTHORITY: Council, Administration, Recreation/Community Services,
Planning & Economic Development, Public Works

REVIEWED & APPROVED BY COUNCIL: **RMC** - March 2, 2021

PURPOSE AND INTENT: To protect the Public, Council and Staff, to the best ability while in municipal facilities.

POLICY STATEMENT: The Town of Bon Accord will continue to monitor the virus and its impacts to public health, in partnership with the Government of Alberta and the Government of Canada. As the COVID-19 situation changes, the guidelines may change upon short notice as per mandated regulations.

Employee

Date

Manager

Date

HEALTH AND SAFETY POLICY

SECTION: Administration

DEPARTMENT:

COUNCIL APPROVAL DATE:

NEXT REVIEW DATE: (3 years after approval date)

POLICY STATEMENT

The Town of Bon Accord is committed to ensuring the health and safety of its employees as well as the protection of the environment. The Town of Bon Accord will make reasonable provision for the protection from workplace hazards, the prevention of accidents and injury and the promotion of workplace health and safety in compliance with the Occupational Health and Safety Act, Regulations and Code. An effective health and safety program requires combined efforts by Council, the employer, departments, managers, supervisors, and employees. Employees are bound by safety policies and applicable regulations and the failure to adhere to the policy or the intentional disregard for safety procedures will result in discipline, as per the Town of Bon Accord's Employment Policy.

PURPOSE

To clearly outline the Town of Bon Accord's health and safety requirements and standards.

SCOPE

This policy applies to all employees, Council, vendors, customers, and volunteers associating directly with the Town of Bon Accord.

DEFINITIONS

1. "Council" means elected Council members of the Town of Bon Accord.

2. “Town” means the Town of Bon Accord.
3. “Town Manager” means the Chief Administrative Officer (CAO) as appointed by Council or the CAO’s delegate.

RESPONSIBILITIES

1. The Town Manager is responsible to ensure that this policy and program is implemented, supported, and improved by all employees.
2. Managers and supervisors are responsible to ensure that all employees are aware of and adhere to this policy and program, report safety concerns and provide input on safe work practices.
3. Employees are responsible to adhere to this policy and program, report any safety concerns to the appropriate supervisor or manager and provide input on safe work practices.

GENERAL REQUIREMENTS

1. As part of the broader safety management system, the Town of Bon Accord will:
 - a. Identify, assess, and responsibly manage health and safety in all of its activities, equipment and facilities;
 - b. Comply with legal requirements and, where justified, develop more stringent Town standards;
 - c. Design, construct, operate and maintain facilities in a responsible manner;
 - d. Provide Town employees with information concerning the safe use of Town facilities and equipment;
 - e. Conduct audits, reviews and evaluations to ensure compliance with this policy and continuously improve Town performance;
 - f. Provide orientation and training opportunities.
2. To meet the Town’s commitment to health and safety, the Town’s management is accountable to provide the necessary systems, human and financial resources to ensure compliance with this policy. All employees including managers, supervisors, employees, and contractors are responsible to participate in the

implementation of this policy and perform their work in a manner that adheres to the policy requirements, legislative responsibilities and follows all standard operating procedures provided for the performance of their job.

3. When any new safety requirement or procedure is to be implemented, employees will be provided with this information. All such procedures will be produced in writing and provided to relevant employees.
4. The Town encourages and invites input from employees regarding health and safety issues as well as suggestions for addressing such issues. No employee will suffer any retaliation or repercussion relative to any term or condition of employment as a result of having raised a health and safety concern.

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 6, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Brownlee 2023 Emerging Trends in Municipal Law Seminar
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

Each year Brownlee LLP holds an Emerging Trends in Municipal Law seminar. Elected officials and municipal employees have the option of attending this legal educational seminar that touches on topics of the day. The 2023 seminar is February 16 and will be held virtually and in-person at the Edmonton Expo Centre.

Historically, this seminar is attended annually by both Council and administrative staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The agenda has yet to be released. The 2022 seminar covered topics like privacy and freedom to information issues, how to manage legal matters, municipal tax powers, conflicting fiduciary obligations, case, and legislative updates, and had a Q&A bear pit session where lawyers answered questions from attendees.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

Values Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

Registration costs are a budgeted item.

Virtual registration is \$100 + GST

In-person registration is \$185 + GST

RECOMMENDED ACTION (by originator)

1. THAT Council direct administration to register [names of Council members] [virtually or in-person] for Brownlee's 2023 Emerging Trends in Municipal Law seminar.
2. THAT Council direct administration to...



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR109967

October 31, 2022

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779
Bon Accord AB T0A 0K0

Dear Mayor Holden:

I received your letter of October 13, 2022, regarding a request to increase funding for the Northern Lights Library System. As the newly appointed Minister of Municipal Affairs, I appreciate the opportunity to respond.

The Government of Alberta is committed to library services. Budget 2022 provided stable operational funding to more than 230 library boards across Alberta, including library system boards like the Northern Lights Library System. Municipal Affairs has also maintained funding for Public Library Network services such as provincewide eContent, SuperNet connectivity, services for print-disabled readers, and interlibrary loan delivery.

I also recognize that while funding has remained stable and predictable, libraries must deal with rising inflation as well as new and increasing demands in a post-pandemic world. Although all levels of government and providers of public services must be mindful of the need for frugal management of taxpayer dollars, I recognize the critical value of libraries in rural Alberta as a place to build community and connect residents to Public Library Network services.

Municipal Affairs will give the funding request careful consideration as the Government of Alberta prepares for its next budget. Thank you for your advocacy for library services in rural Alberta.

Sincerely,

Rebecca Schulz
Minister

cc: Honourable Travis Toews ECA, President of Treasury Board and Minister of Finance
Brandy Cox, Deputy Minister, Municipal Affairs
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs
Diana Davidson, Director, Public Library Services Branch, Municipal Affairs



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
MLA, Calgary-West*

AR 52702

His Worship Brian Holden
Mayor
Town of Bon Accord
lscoordinator@bonaccord.ca

Dear Mayor Holden:

Thank you for your letter dated September 16, 2022, regarding the provincial changes to victim services announced on July 19, 2022. I would like to reassure you that these changes have been designed to ensure services to victims of crime remain consistent and uninterrupted across all regions of the province, municipal and rural, while also ensuring that victims continue to be supported locally from within their own communities. I appreciate the opportunity to provide further information about the redesign work that has occurred to date as it relates to your municipality and municipalities across the province.

For RCMP-based victim service units (VSUs), the new model will serve to stabilize and improve program governance and leadership at a high level while also providing more flexibility, stability, and sustainability than could otherwise be offered under the current governance structure.

For example, VSUs that are run out of large municipal or Indigenous police agencies currently receive the benefit and support of their overall organizational infrastructure. This includes access to things like high-level strategic leadership, dedicated real-time oversight, human resource personnel, finance departments, and legal services. Smaller and/or rural communities whose RCMP detachment-based and locally board-run VSUs do not currently experience that same advantage will, under the new governance model, receive similar professionalized support through an executive staffing layer. This layer was created specifically to provide full-time expertise to front-line VSU caseworkers in these smaller communities, as well as to the new regional board members themselves. The centralized professional support staffing groups will consist of:

- one executive director
- one human resources professional
- one regional operations manager
- one regional court support coordinator
- one cultural safety specialist
- one admin/office manager
- qualified financial management
- qualified legal resources

In your letter, you indicate concern over information you received suggesting that the new governance model, "... provides insufficient support for trauma victims," and that the model, "... will not allow for proper support for sudden deaths." Unfortunately, you and many others like yourself may be in receipt of incomplete and inaccurate information.

Section 10 of the *Victims of Crime and Public Safety Act* has remained unchanged. It provides authority for the Minister to make payments from the Victims of Crime and Public Safety Fund (the Fund) to programs that either assist/support victims of crime or benefit/reimburse victims of crime. While there are no provisions in this or in previous legislation for the distribution of funds for non-criminal events, this does not mean that Albertans who have suffered the impact of a natural disaster or the emotions that accompany the death of a family member have not been receiving support, nor that they will not receive support in the future.

The mandate of the Government of Alberta (GoA VS) remains as it was prior to the redesign, aligned with both the legislation and the original intent of the Fund, "to facilitate services to victims of crime to help mitigate the immediate aftereffects of a criminal event, and to provide support during their ongoing involvement in the criminal justice system."

That said, the victim services redesign and implementation team and this government understand that the provision of support systems for people traumatized during non-criminal events is vitally important to Albertans. In that spirit, GoA VS continues to engage in collaborative and strategic conversations with our RCMP and community partners on a response model for non-criminal events that does not involve the Fund and is not in violation of the legislation. We remain confident in the refining and completion of a solution already under consideration.

Your letter also states that you are concerned about volunteer advocates being eliminated in the new model. What we heard from current VSUs and other stakeholders during engagement was that volunteers play a critical role as victim advocates; however, a future service delivery model should not over-rely on this role in place of having an adequate number of paid staff. So while GoA VS acknowledges that volunteer advocates possess superior skills and experience in the provision of services to victims of crime at the moment of crisis and throughout the court process, and while it is our intent that these volunteer advocates transition smoothly into the new

model without interruption, it is also a deliverable within the new design that VSUs without a stable advocate base are also able to maintain operations, even with only paid staff.

To ensure that you and your colleagues have the most accurate and up-to-date information about the new victim services redesign, I encourage you to follow up with Director Trent Forsberg of Victim Services at Trent.Forsberg@gov.ab.ca. He would be happy to meet with you and relay further detailed information about the changes to victim services programs and provide you with the opportunity to ask specific questions.

I appreciate your willingness and dedication to gaining a complete understanding of the improvements planned to the systems that serve victims of crime in Alberta. Thank you for ensuring the needs of victims in your community continue to be met.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized, cursive script.

Honourable Mike Ellis, ECA
Minister



November 23, 2022

Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
health.minister@gov.ab.ca

Dear Minister Copping:

I am writing to you on behalf of our Ponoka Volunteer Fire Department. Actually, I think I could be writing on behalf of most volunteer fire departments in rural Alberta. However, right now I am very concerned for the volunteer fire fighters of my community who bravely step forward and protect us all.

My main concern is with the current state that we find our ambulance service in. This is something that isn't new. It has been brewing for a number of years now and I believe we are about to hit critical mass, which means we are not too far away from doing far more damage to all of our emergency services, simply because we cannot collectively get a handle on how to manage this situation.

On November 21, 2022, we had an incident in the Town of Ponoka, where a pedestrian was hit on one of our roads by a motor vehicle. The first responders on the scene were our volunteer fire fighters. They had an ambulance dispatched from Bashaw which is about 30 minutes away. Ten minutes after the dispatch it was rerouted to Red Deer. By this time the next dispatched ambulance was to come from Leduc, 42 minutes away. In the meantime, the patient was seizing and his heartbeat had dropped to 28 beats per minute. At that time rather than continue to wait for an ambulance and lose the patient, our firefighters made the decision to pack him into the box of one of their pickups, and with a police escort got him to our local hospital. This is a summation of the report I read, and the complete absurdity of this situation I find astounding.

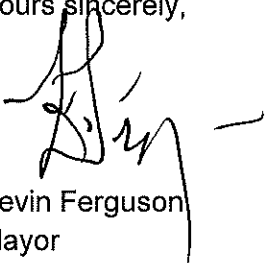
Two months prior, on September 21, 2022, we had a shooting in our downtown. Once again, our volunteer fire fighters were first on the scene because an ambulance had to be dispatched out of Red Deer, about 45 minutes away. In the meantime, our volunteer fire department bandaged and stabilized the victim, and some of the members learned how to deal with a person who had their ear shot off.



In the last year our volunteer fire department has been the first to arrive on the scene of a medical event 18 times. They do this for the love of their community, and are not being paid-----I would say for them money is not the issue. What is the issue is that after they have been faced with the trauma of a catastrophic medical event, they then have to go back to their real jobs the following day. So I put it to you, that while we are trying to somehow figure our way around this ambulance crisis, we are doing it on the backs of our rural volunteer fire fighters. I represent a rural municipality, and I am telling you what I see is that my friends, neighbours, and fellow citizens are being put at risk on a daily basis because we can't figure this ambulance thing out.

We are running out of time and something needs to be done not only for our cities, but for our rural communities too.

Yours sincerely,



Kevin Ferguson
Mayor

c: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Ron Orr, MLA – Lacombe/Ponoka
Mayors – Alberta Municipalities
Reeve Paul McLauchlin, Ponoka County
Donna Noble, Protective Services Coordinator – Ponoka County