

**Town of Bon Accord
Regular Meeting of Council
January 17, 2012**



1. Call to Order: The Regular Meeting of Council, Town of Bon Accord was held on Tuesday, January 17, 2012 in the Council Chambers of the Town of Bon Accord. Mayor Boyd called the meeting to order at 7:01 p.m.
2. Present: Mayor Randy Boyd;
Deputy Mayor Alex MacKenzie
Councillors: Louise Jamieson; Alan Saunders, Amanda-Lynn McIntyre
CAO: Vicki Zinyk
3. Acceptance of Agenda: Mayor Boyd asked if there were any errors, additions or deletions to the agenda.

- Additions: 11) Workshops/Meetings/Conferences
a) Federation of Canadian Municipalities
- 12) Correspondence
g) Traffic Study Report

Moved, by Councillor McIntyre, that the agenda for the January 17, 2012 Regular Meeting of Council be accepted, as amended.

**Carried. RESOLUTION 12.01
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

4. Delegation
- a) Staff Sargent Mac Richards - RCMP
- Staff Sargent Mac Richards provided statistics for the Town of Bon Accord for the final quarter of 2011 (October - December 2011).
 - 2011 was on par or below what was seen in the past 4 – 5 years.
 - Largest criminal activity in Bon Accord is property crimes.
 - Councillor McIntyre requested statistics on Family assaults; Mac Richards will bring these statistics back to Council.
- b) Brad MacDonald - Scheffer Andrew – Highway Frontage Re-Design
- Brad provided a concept design for the Highway Frontage project. Design was based on the large amount of feedback obtained from Town Staff and residents of Bon Accord.

Moved, by Councillor Saunders, that Council accept the conceptual plan for the Highway Frontage Gateway development, details and costs will be provided as next steps.

**Carried. RESOLUTION 12.02
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

5. Public Question & Answer: No public in attendance
6. Approval of Minutes: a) The minutes of the Regular Meeting of Council of December 20, 2011 were brought forward. Mayor Boyd asked if there were any errors or omissions.



Moved, by Councillor McIntyre, that the minutes of the December 20, 2011 Regular Meeting of Council be accepted, as presented.

Carried. RESOLUTION 12.03
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

7. Management Reports:

- a) Town Manager
Attached report #1
- b) Winter Wonderland after action report
Attached report #2

Moved, by Councillor Jamieson, that the Management reports be accepted and filed, as presented.

Carried. RESOLUTION 12.04
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

8. Unfinished Business

- a) Canada Day Celebration – Summer Sky Festival

Deferred agenda item 8 a) Canada Day Celebration; as delegation speaking on this topic had not arrived yet. Council will refer back to this item upon arrival of Patrick Earl.

9. New Business:

- a) Highway Frontage Signage
 - Administration recommended removal of the advertising signs that are currently placed along 47th Avenue (Highway 28) and that the Business owners be offered the opportunity to hang their signs at the arena. Additionally, in the future these businesses will be given first opportunity for advertising as per the Highway Frontage Gateway Plan.
 - Councillor McIntyre recommended that the advertising at the arena be in the form of board advertising.

Moved by, Deputy Mayor MacKenzie, that all advertising signs currently placed on 47th Avenue (Highway 28) are to be removed by the respective Business owners by May 2012, and that the Business owners be given the opportunity to place advertising signs at the Bon Accord Arena.

Carried. RESOLUTION 12.05
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

Moved by, Deputy Mayor MacKenzie, that Council take a short recess at 8:32 p.m.

Carried. RESOLUTION 12.06
FOR: Mayor Boyd
Deputy Mayor MacKenzie



**Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

Deputy Mayor MacKenzie called the meeting back to order at 8:48 p.m.

Council reverted back to agenda item 8 a) Canada Day Celebration (Summer Sky Festival)

- Patrick Earl presented the Summer Sky Festival concept for Bon Accord's Canada Day Celebration.
 - Festival to look beyond the Canada Day event and take on the Community and Economic Development Initiative.

Moved by, Councillor Saunders, that Bon Accord proceed with the planning and implementation of the Canada Day Event - Bon Accord Summer Skies Festival, as presented.

**Carried. RESOLUTION 12.07
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

b) Credit requirements

- Based on the situation that occurred at 2011 year end, as reported in the Town Managers report, the CAO recommended that the Town of Bon Accord increase the Towns' Line of Credit limit to \$250,000.
- CAO further recommended that the Towns Mastercard limit be increased from \$12,000.00 to \$20,000.00, with the increase being applied to the CAO's card limit; which would be \$6,000.00 to \$14,000.00.

Moved by, Councillor Saunders, that the Town of Bon Accord increase the Towns' Mastercard (credit card) total limit to \$20,000.00.

**Carried. RESOLUTION 12.08
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

Moved by, Deputy Mayor MacKenzie, that Municipal Borrowing Bylaw – Bylaw #2012-05 be given 1st reading, as presented.

**Carried. RESOLUTION 12.09
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

c) 2012 Recreational Cost Sharing Agreement

- Further to our letter to Sturgeon County in August 2011, the CAO recommended that Bon Accord not sign the 2012 Recreational Cost-Sharing Agreement at this time. Instead we respond in writing reiterating our previous position and request a meeting to discuss our position and the options available.



- Council directed the CAO to proceed with the recommendation, as presented.
- d) Scottish attire
- CAO proposed the rental of Scottish attire for 2012 events as follows:
 - one male and one female outfit for St. Albert Rainmaker Rodeo parade (May 26)
 - five outfits for Freedom of the Town (June 16)
 - two male and one female outfit for Canada Day (July 1)
 - one male and one female for Redwater parade (August 4)
 - two male and four female for Harvest Days (August 11)
- e) Sportsground Lease Agreement
- Current Agreement has expired and we are currently working on a verbal basis.
 - Council directed CAO to proceed with the Sportsground Lease Agreement negotiations on a status quo basis and to encourage / support the Community League in grant applications.
- f) Library Board Volunteer application

Moved, by Councillor Jamieson, that Carrie Carpenter be appointed to the Bon Accord Library Board for a three (3) year term.

**Carried. RESOLUTION 12.10
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

- g) Family Victim Services
- Councillor McIntyre presented information from Family Victim Services
 - looking for grants, ideas and promotional initiatives
 - looking for individual / group to create some newspaper articles on anti-bullying initiatives towards family / domestic abuse.
 - hold two educational sessions per year, at a cost of roughly \$50,000.00. Each session consists of one male class and one female class.
 - looking into changing delivery of program; currently 15 week evening program
 - looking for practicum students (psychology)
 - looking for support letter from the Town of Bon Accord, in order to apply for grants.

10. Bylaws/Policy/Agreements Bylaws

- a) Business License Bylaw – Bylaw #2012-04

Moved, by Deputy Mayor MacKenzie, that the Business License Bylaw – Bylaw #2012-04 be given 1st reading, as presented.

**Carried. RESOLUTION 12.11
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**



11. Workshops/Meetings/
Conference

- a) Federation of Canadian Municipalities (FCM)
 - 75th Annual Conference and Trade Show
 - June 1 – 4, 2012
 - Saskatoon, Saskatchewan
 - Council to consider sending a couple members of Council
 - Confirm date and costs and bring back to the next Regular Meeting of Council.

12. Correspondence

- a) Sturgeon County Bylaw Statistics
 - December 2011 Incidents – 2
 - Intersection Safety Operation – 1; parking – 1
 - December 2011 Violations – 15
 - Abandon Motor Vehicle on Highway – 3; Bon Accord By-law – 1; Exceed maximum speed limit – 8; Operate Vehicle holding/viewing communication device – 1; license plate not illuminated – 1; traffic – 1.
- b) Municipal Sustainability Initiative – accepted projects
- c) Northern Lights Library System
- d) 2011 Audit Planning
- e) Bon Accord / Gibbons Food Bank
- f) Alberta Municipal Affairs
- g) Traffic Study Report
 - CAO to email copy of Traffic Study Report to all Council members.

Moved, by Councillor McIntyre, that correspondence be dealt with and filed, as presented.

Carried. RESOLUTION 12.12
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

13. Press Question and Answer No press in attendance

14. In-Camera

Moved, by Deputy Mayor MacKenzie, that Council go in-camera at 10:17 p.m.

Carried. RESOLUTION 12.13
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

Moved, by Deputy MacKenzie, that Council come out of in-camera at 11:04 p.m.

Carried. RESOLUTION 12.14
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

a) Personnel



Moved, by Councillor Saunders, that Council approve the allocation of the unbudgeted expenditure for 2012, as per recommendations from the CAO.

Carried. RESOLUTION 12.15
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

b) Legal

Moved, by Councillor Saunders, that Council supports the concept proposed pertaining to the Keystone and Gateway projects.

Carried. RESOLUTION 12.16
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

15. Council Highlights for Press

- Highway Frontage
- Summer Sky Festival

16. Adjournment

Moved, by Councillor Jamieson, that the Regular Meeting of Council be adjourned at 11:10 p.m.

Carried. RESOLUTION 12.17
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

Mayor Boyd

Chief Administrative Officer Vicki Zinyk



TOWN OF BON ACCORD
Town Manager Report – January 17, 2012

1. Finance

1.1 Year-end

The year-end process is nearing completion and 2012 operations has commenced. A challenge with the bank account occurred at year end where ATB inadvertently took full payment for two of the four loans resulting in a use of the Town's Line of Credit. The error was quickly found and then corrected however the error happened again with the two remaining loans. Once again, ATB was notified and they corrected the error. All errors are believed to be the cause of ATB's new banking system that was implemented earlier in 2011. Year-end reporting of the banking information will require additional explanation for statement and audit purposes.

1.2 Municipal Tax Arrears

As 2011 comes to a close a number of properties where landowners have Municipal Tax payments in arrears are identified. The number of properties whose landowners are in arrears increased substantially over that of 2010. In 2010, the total number of properties where caveats were placed equaled five (5) whereas this year they number twenty-four (24). The Town may see a number (a couple of the properties from the 2010 listing) being put up for sale for tax recovery purposes; every effort is being made to work with the landowners to facilitate structured payments that will prevent the sales.

2. Administration

2.1 Salary and Wage Grid Adjustments

The 2012 salary and wage grids were adjusted for the Council approved (per the 2012 budget) Cost of Living Allowance (COLA). All applicable staff performance reviews have been conducted and adjusted to reflect the required changes.

2.2 Educational Speed Display Signage

A speed display sign was placed throughout the Town over the months of September and October. The sign obtains information on traffic speeds and records for educational purposes only. While reports of speeding within Town limits have been raised as a concern for some residents it appears that the problem is probably only attributable to a few drivers. A copy of the full report has been provided under separate cover.

3. Planning & Economic Development

3.1 Economic Development Symposium 2012

A municipal partnership has been formed by Bon Accord, Gibbons, Morinville and Sturgeon County to host an Economic Development Symposium (formally Bon Accord Business Symposium) on May 17, 2012, in Morinville. The new location aligns with the intent of true regional collaboration on this event whereby each year the event rotates to one of the other participating municipality's facility. The initiative has garnered the support of the Bon Accord Friends of the Library, through CIP grant application, to assist in underpinning the cost of the educational based symposium. Additional supporting partners have been added, Morinville Chamber of Commerce and Community Futures Tawatinaw Region, to assist in promotion and business support. The grant application was sent in prior to the seasonal break and the steering committee (representatives from the four municipalities) met on January 3, 2012 to kick off the initiative and align on immediate items such as date and location for the symposium.

3.2 Light Efficiency Policy Development



A new policy is being considered that would provide the basis for converting existing lighting (over time) and for new development standards that align with Bon Accord's approach to efficient energy use and a "greener" town. The policy would bring together and align a couple of potential initiatives; the first being a review of Town facilities and capital changes made to reduce operating costs. The second, a new space science initiative that is being proposed that comprises three values: environment, education and culture.

3.3 Frontage Signage

There are a number of ad-hoc business related signs located at the Town's frontage. These signs detract from the frontage due to their varied sizes and placement. As such, a recommendation is being made to Council to discontinue with the placement of these signs and offer to relocate to the arena at a reduced space rental cost from that of the frontage. It is also intended that enhanced signage will be built and be made available to businesses per the Gateway Planning initiative.

3.4 Gateway Planning

The Town's frontage re-design (Gateway Plan) has been solidified and will be presented to Council at the January 17th, 2012 Regular Meeting of Council for acceptance and approval.

4. Emergency Management

4.1 Fire Department

An agreement has been struck with Sturgeon County to provide administration and leadership to the Bon Accord Fire Department. The agreement was pursued and developed to ensure a sustainable practice is maintained that ensures safety for Bon Accord residents and our neighbors. The new arrangement will not change the location or community involvement of our exiting volunteer firefighter organization. It will provide commitment and assistance in recruitment, training, maintenance and adherence to standard operating guidelines, and support administratively for reporting. The five year arrangement enables support and assistance to our residents while reducing our overall costs; the ongoing plan is to contribute savings into a fire related reserve fund to ensure access to funding should we wish to discontinue the arrangement.

4.2 Joint Emergency Preparedness Program (JEPP) Grant

The Town's application for the JEPP grant has been modified to align with access to funds. The initial grant included the installation of power related tie-ins and an emergency generator for the purposes of energizing an Emergency Operations Centre (EOC) should one be needed. The generator (a \$40,000 cost) has been delayed to 2013. The province is continuing its commitment to provide up to 50% of the approximately \$20,000 project for tie-ins.



TOWN OF BON ACCORD
Winter Wonderland after action report

OVERVIEW

This year was the 2nd year for the Winter Wonderland celebration. This included the Decorate Your Yard Contest. This contest had five residents participate. The entrants were great. It was hard to pick which should be first.

With the renovations done at the Arena, we decided to showcase the newly transformed mezzanine. The Breakfast with Mrs. Claus, cookie decorating and crafts and Santa's visit and photos were all held here.

KEY FINDINGS / OBSERVATIONS

A Great Big Thank You to: Councillors Saunders, McIntyre, Jamieson and Deputy Mayor MacKenzie who served 300 people breakfast; volunteers Karen Anderson, Gail Critchley, Eva and Brian DeLeeuw, Nicole Roe, Sharon Belzuik and Angie Barone cooked breakfast. They did a great job! We also were very pleased to have Sylvie Ross, Nikki MacKenzie, Ann Latta and Brody MacIntyre on hand to help as well.

Breakfast was very well received. We served scrambled eggs, pancakes, sausages, fresh fruit, fruit juice, coffee, hot chocolate and cappuccino (supplied by Gail Critchley). We did run out of eggs and fresh fruit, so we will increase the amount purchased for next year.

Thank You to Mayor Boyd who welcomed everyone and thanked all of the committee members, sponsors and volunteers.

Santa, of course, was and will always be a big hit. Parents enjoyed the photos of their children with Santa; some comments were why wasn't Mrs. Claus in the pictures. "We can go to any Mall and get a picture with Santa, but everyone would come to Bon Accord to get a picture with Mrs. Claus."

The cookie decorating and crafts were fantastic. A big "Thank You" to Leona Petherbridge and the volunteers from her 4H club for all of their help with these tables. Parents and children thoroughly enjoyed the variety of crafts available. A suggestion was to have bottled water for the volunteers at these tables.

The Little Chippers Ice Carving was a new addition this year. A big Thank You to Patrick Earl for showing the children how to carve the ice. There were 12 blocks of ice available and 14 children showed up, so some had to be turned away. We did find that three hours was too long for this activity.

For the Free Skating we had three volunteers at this station. Dillon, Jamie and Kevin had games planned for this event and only 5 people showed up. We will need to rethink the free skating and maybe have something else in its place.

The Friends of the Library and the Bon Accord Library held their Spirit of Winter Shopping extravaganza this day as well. There was a horse and wagon ride made available by Long Riders from the Arena to the Community Hall so people could enjoy both venues. The #524 Sturgeon Air Cadets did a wonderful job of "manning" both areas for the wagon rides.

The Golden Gems opened the Jewel Box for a Christmas Social. There was entertainment by Jackson Mackenzie and his friend Wayne O. They sang Christmas carols mixed with some old and new Country music. The seniors also had chili and hot dogs for sale. The Spirit of Winter also had chili for sale. Next year we will be more proactive in planning the "meals". There were not as many people attending the Christmas Social. We will look at something a little different for next year as well.

The finale of Fireworks seems to be well received. Thank you so much to the Bon Accord Volunteer Fire Department for their help with this event. They do an exceptional job of executing the fireworks. They put on a remarkable show.

Finally, thank you to a great committee. None of this could have been done without you. Amanda Houlihan, Nicole Roe, Tom Strawson, Gail Critchley, Laura Schmidt (representing the Cadets), and Amanda McIntyre.



ECONOMICS

REVENUES

Ag Society (Donation)	\$1,000
Community League (Donation)	\$500
Town	\$1,700
Total	\$3,200

EXPENSES

Long Riders	\$900.00	GST	\$ 45.00
Costco	219.74		2.71
Grocery People	358.25		5.30
Walmart	159.37		7.97
Dollar Store With More	107.75		5.39
Michaels	133.46		6.67
Entertainment	250.00		
Fireworks	1,010.00		48.11
Amanda	58.00		
Nicole	20.01		
TOTAL	\$3,217.00		

This does show we were over budget by \$17.00. We also have some craft supplies left for next year; we also have cards left for Photos with Santa.

RECOMMENDATIONS

We will have bottled water available for the volunteers at the craft tables and Santa.

It was recommended by parents that Mrs. Claus be included in the photos. Some comments were, "We can get a picture with Santa at any Mall, but you have to come to Bon Accord to get your picture taken with Mrs. Claus."

The Spirit of Winter Holiday Sale by the Library and Friends of the Library will continue next year. It was recommended that the wagon ride start earlier and end earlier. This way more people can experience all of the activities happening in Town on that day.

We will be looking into ways to improve the attendance at the Free Skating. One suggestion was to have the skating earlier. The feasibility of this will be looked into for next year.

Another suggestion was to have the Community League use the money they donate to this event and put the breakfast on themselves. This suggestion will be taken back to the Community League.

CLOSING REMARKS

After listening to the comments that were made at the event and at our last committee meeting, this event was very successful. Thanks to the hard work of all committee members, partners and sponsors. This would not have been possible without you!

Tentative dates for 2012 are December 1 or December 8. Mark your calendars!

Submitted by
Florence Casey
Community Services Director.