

**Town of Bon Accord
Regular Meeting of Council
December 20, 2011**



1. Call to Order: The Regular Meeting of Council, Town of Bon Accord was held on Tuesday, December 20, 2011 in the Council Chambers of the Town of Bon Accord. Mayor Boyd called the meeting to order at 7:00 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.

- Addition: 6 a) Delegation in conjunction with Town Manager Report
8 b) Chamber of Commerce
c) Memorandum of Understanding for ICan

Moved, by Deputy Mayor MacKenzie, that the agenda for the December 20, 2011 Regular Meeting of Council be accepted, as amended.

**Carried. RESOLUTION 11.301
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

4. Public Question & Answer: No public in attendance

5. Approval of Minutes: a) The minutes of the Regular Meeting of Council of December 6, 2011 were brought forward. Mayor Boyd asked if there were any errors or omissions.

Moved, by Councillor McIntyre, that the minutes of the December 6, 2011 Regular Meeting of Council be accepted, as presented.

**Carried. RESOLUTION 11.302
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

6. Management Reports: a) Town Manager & Delegation Patrick Earl
Attached report #1

- Patrick Earl provided Council with an overview of the New Sky Science Event concept for Canada Day
- Council directed CAO to pursue the hosting of this event for Canada Day

Moved, by Councillor McIntyre, that the Management report be accepted and filed, as presented.

**Carried. RESOLUTION 11.303
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre**

7. Unfinished Business a) None

8. New Business: a) Provincial Grants

- CAO provided Council with an update on discussion with Minister Johnson



- Minister Johnson inquired about what help he could provide for our not-for-profit community groups regarding provincial grants
 - requested we provide him with a list of initiatives and contacts for our not-for-profit community groups (requests must be received by mid January for consideration by March 31, 2012)
- b) Chamber of Commerce
- Councillor McIntyre brought forward a request from the Bon Accord Economic Development Committee to reinstate the Chamber of Commerce
 - possibility that this would be a joint Chamber between Gibbons and Bon Accord
 - benefits of a Chamber of Commerce
 - better rates for debit machines, insurance, etc.
 - Purpose of a Chamber of Commerce
 - provide a united front for businesses
 - to get involvement to the community from businesses
 - to get the community to support local business by shopping locally
 - not limited to businesses, can involve sports teams, schools and community organizations
 - Town of Bon Accord would have to support this initiative, cost \$150.00
 - Gayle Boyd from Lily Pad Lane has volunteered to be the team lead on this initiative
 - Councillor McIntyre requested Councils support for this initiative, with either a Resolution of Council or a written letter of support.

Moved, by Councillor Saunders, that the Town of Bon Accord support the investigation of the forming of a Regional Chamber of Commerce.

Carried. RESOLUTION 11.304
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

Moved, by Councillor Saunders, that the Town of Bon Accord become a member of the Chamber of Commerce should one be formed in the Bon Accord area.

Deputy Mayor MacKenzie, made a friendly amendment to Councillor Saunders motion, that the Town of Bon Accord be the first member of the Chamber of Commerce should one be formed in the Bon Accord area.

Councillor Saunders accepted the friendly amendment.

Carried. RESOLUTION 11.305
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

Mayor Boyd requested a short recess at 8:05 p.m.

Mayor Boyd called the meeting back to order at 8:11 p.m.

c) Memorandum of Understanding for ICan



Moved, by Deputy Mayor MacKenzie, that Bon Accord accept the amendment, as presented and that Bon Accord sign off on the ICAN agreement.

Carried. RESOLUTION 11.306
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

9. Bylaws/Policy/Agreements

Policies

a) Utility Account remaining balances

Moved, by Councillor McIntyre, that the Utility Account remaining balances Policy be adopted as revised.

Carried. RESOLUTION 11.307
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

b) Truckfill Account remaining balances

Moved, by Deputy Mayor MacKenzie, that the Truckfill Account remaining balances Policy be adopted as presented.

Carried. RESOLUTION 11.308
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

10. Workshops/Meetings/
Conference

a) Regional Economic Board Meeting

- CAO provided Council with an update regarding upcoming Regional Economic Board Meetings

b) St. Albert Chamber of Commerce

- Saturday, January 28, 2012
- No members of Council able to attend

11. Council Reports

a) Mayor's Report

- Mayor Boyd - Attached report #2

b) Councillor Reports

- Deputy Mayor MacKenzie – Attached report #3
- Councillor Jamieson – Attached report #4
- Councillor McIntyre – Attached report #5
- Councillor Saunders – Attached report #6

Moved, by Councillor Saunders, that the Town of Bon Accord send a letter of support for the Capital Region Northeast Water Services Commission (CRNWSC) request for additional funding beyond the debt limit.

Carried. RESOLUTION 11.309
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders



Councillor McIntyre

Moved, by Mayor Boyd, that Council Reports be filed, as amended.

Carried. RESOLUTION 11.310
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

12. Correspondence

- a) Sturgeon County Bylaw Statistics
 - November 2011 Incidents – 5
 - Bon Accord By-law – 1; dog at large – 1; dog barking -1; dog patrol – 1; parking – 1
 - November 2011 Violations – 8
 - Bon Accord By-law – 2; Exceed maximum speed limit – 4; failure to provide proof of operator's license – 1; improperly cross double solid lines – 1.
- b) Community Initiatives Program
- c) Alberta Capital Region Wastewater Commission
- d) Community Futures Tawatinaw Region
- h) C-REPP

Moved, by Councillor Saunders, that administration send a letter of support to the Edmonton Region Tourism Group (ERTG) in support of their Community Initiatives Program Grant application.

Carried. RESOLUTION 11.311
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

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

Carried. RESOLUTION 11.312
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 Councillor Jamieson, that Council go in-camera at 8:45 p.m.

Carried. RESOLUTION 11.313
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

Moved, by Councillor Jamieson, that Council come out of in-camera at 9:26 p.m.

Carried. RESOLUTION 11.314
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders



Councillor McIntyre

a) Legal

Moved, by Councillor Saunders, that administration can proceed with formation of the supporting documents of the recent Fire Services agreement.

Carried. RESOLUTION 11.315
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

b) Personnel

Moved, by Councillor Saunders, that Mayor Boyd execute the contract with the CAO.

Mayor Boyd made a friendly amendment, that Mayor Boyd execute the new employment contract with the CAO, prior to the end date of the current contract.

Carried. RESOLUTION 11.316
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor Saunders
Councillor McIntyre

15. Council Highlights for Press Waived

16. Adjournment Moved, by Councillor Jamieson, that the Regular Meeting of Council be adjourned at 9:30 p.m.

Carried. RESOLUTION 11.317
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

1. Finance

1.1 Budget Preparation

The budget process is complete for the 2012 Operating and Capital Budgets. A 2.5% increase received approval at the December 6, 2011 Regular Meeting of Council. Included in the budget is a utility (water and wastewater increase) as well as an Animal Control Licensing fee increase. The premise of the utility increase was for achievement of full-cost recovery and to enable residents control over their cost increases through conservation efforts. The animal licensing increase is being used to recover increased costs associated with animal complaints and for the acquisition and installation of pet waste receptacles. Other initiatives include road maintenance improvement for 50th and 51st street, continued focus on the re-design of the town's frontage, and enhanced policing.

1.2 Auditor

Our new auditors, Hawkings, EPP, have commenced their preliminary audit (December 6, 2011) and have scheduled our annual audit for early to mid-February 2012.

1.3 Year-end

Internal efforts are focused on preparing for year end and for implementation of required changes (i.e. bylaws, rates, etc.) for January 1, 2012.

2. Administration

2.1 Bylaw Changes for 2012

New bylaws have been developed and approved by Council for Water, Wastewater and Animal Control. These are now on the website for residents review and use.

2.2 Municipal Intern

Ivy Panganiban, our Municipal Intern, has completed her one month assignment with the Town, she has now returned to Sturgeon County for completion of her contract.

3. Planning & Economic Development

3.1 Growing Greener

Town Administration is exploring the development of a new sky science event and lighting efficiency policy that support energy efficient lighting. The initiative would entail an event hosted on Canada Day Long weekend with sky science related educational activities hosted throughout the days of the weekend with a nighttime grand finale on the Sunday night. The event would be primarily grant funded but would include a movement toward reducing light pollution. Council will be presented a business case and potential policy should the project be recommended to be moved forward.

3.2 Bon Accord Business Recognition

Economic Development, Administration and Council hosted a seasonal celebration event in recognition of the Town's licensed businesses on December 15, 2011.



3.3 Gateway Planning

The Town's frontage re-design (Gateway Plan) concepts were presented to the public at an Open House held on November 23, 2011. A presentation was made that incorporated the Town's culture and heritage in addition to a focus on using environment aspects in softening the strong lines of the frontage that currently exist. Next steps will include a presentation to Council in January 2012 of what is expected to be the final design.

4. Emergency Management

4.1 Fire Department

Efforts are nearing finalization on the succession planning for the Fire Department. Council can expect a presentation no later than January 17th Regular Meeting of Council.

4.2 Basic Training and Plan

Basic Emergency Management training is being rolled out to all staff and Council in preparation of implementation of the municipalities newly formed Municipal Emergency Management Plan. The new plan that aligns with Alberta Emergency Management requirements is expected to be fully implemented by end of April 2012.



TOWN OF BON ACCORD
Mayor Report December 20, 2011

November 15, 2011	Attended the Regular Meeting of Council
November 18, 2011	Attended the Alberta Capital Region Wastewater Commission Meeting. <ul style="list-style-type: none">• Council has received the highlights of the meeting
November 21, 2011	Attended a meeting with the library boards, Managers and Northern Light Library Trustees of the five library within Sturgeon County <ul style="list-style-type: none">• discussed the support and cooperation of all five to present the concerns to the Sturgeon County Council on 6 Dec 2011.
November 23, 2011	Attended the Town Highway Frontage presentation in Council Chambers
November 25, 2011	Attended a presentation by the Town of Gibbons Council along with Deputy Mayor Mackenzie and CAO. <ul style="list-style-type: none">• The presentation is for support for the construction of the new Community Center in Gibbons.
November 25, 2011	Attended the Gibbons Almost Christmas Dinner
November 28, 2011	Attended the scheduled meeting at Sturgeon Composite High School with the Surgeon County School Board. This meeting is being rescheduled for a later date due to inclement weather.
December 3, 2011	Attended the Bon Accord Winter Wonderland Festivities. <ul style="list-style-type: none">• Absolutely, fantastic well done by all staff and volunteers for another successful event.
December 3, 2011	Attended the Very Cherdarchuk Christmas which was sponsored by the Town of Bon Accord. <ul style="list-style-type: none">• Approximately 1100 visitors attended and experienced this fantastic event. The Town provided a bus with 24 personnel being transported to the event in Sturgeon County.
December 5, 2011	Met the CAO and member of the AUMA Energy Audit department to discuss an audit for the Town to save on utility costs.
December 5, 2011	Attended the Northern Light Library System Executive Board Meeting at Elk Point.
December 6, 2011	Attended the Emergency Management meeting for the Town of Bon Accord. <ul style="list-style-type: none">• It was decided that all of Council is to complete the required Basic Emergency Management training along with all of the Town staff whom have not before March 2012.
December 8, 2011	Was unable to attend the Capital Region Board Meeting due to required training in Contract Procurement and initiation within the Federal Government. This is a requirement of my full time employment.
December 9, 2011	Attended the annual staff Christmas Party
December 9, 2011	Hosted, along with Council and the CAO, a function for the community groups at my home with my wife. <ul style="list-style-type: none">• The function was to thank and celebrate the season with our Community volunteers.
December 15, 2011	Attended the Town of Bon Accord Economic Development Committee with Community Businesses function <ul style="list-style-type: none">• thanking them for the support for 2011 and promoting the highway frontage Gateway project.
December 16, 2011	Attended the Alberta Capital Region Wastewater Meeting <ul style="list-style-type: none">• Highlights provided to Council.
December 17, 2011	Attended a private luncheon with Mayor Bill Nimmo, Town of Gibbons <ul style="list-style-type: none">• discussed current and future collaborative opportunities between our communities.
December 17 & 18, 2011	Volunteered at the Bon Accord Gibbons Food Bank <ul style="list-style-type: none">• prepared Christmas Hampers.



- I am amazed with the open hearts and kindness provided by those willing to give of their time and money for the hope that all will have the opportunity to celebrate this season.

Randy Boyd
Mayor
Town of Bon Accord

REPORT #3

TOWN OF BON ACCORD
DEPUTY MAYOR REPORT DECEMBER 20, 2011

- | | |
|-------------------|--|
| November 15, 2011 | Attended the Regular Meeting of Council |
| November 16, 2011 | Attended the Organizational meeting of Sturgeon Foundation |
| | <ul style="list-style-type: none">• Re-election of chair, Paul Krauskopf and vice-chair, Mel Smith• Auditors re-appointed for one year (Shoemaker, Viney & Friesen) |
| November 16, 2011 | Attended the Regular Meeting of Sturgeon Foundation |
| | <ul style="list-style-type: none">• Looking at closer ties to other similar regional organizations:<ul style="list-style-type: none">○ Seniors Association of Greater Edmonton○ Seniors Housing Society of Alberta○ St. Albert Housing Society• Draft budget presented, anticipate 10% requisition increase |
| November 21, 2011 | Attended the Regular Meeting of Capital Region Northeast Water Services Commission |
| | <ul style="list-style-type: none">• re-election of Chair, Don McGeachy and Vice-chair, Doug Horner• Auditors re-appointed for one year (Hawkings, Epp & Dumont)• Base budget approved, no capital projects• Decision made to defer Capital Budget until after presentation to Member Councils<ul style="list-style-type: none">○ Anticipate increase of \$0.05/m³ for 2011, \$0.10/ m³ for 2012 and \$0.10/ m³ for 2013• Discussions on sale of a Transmission Line to EPCOR proceeding• Much discussion on applying for exemption to the Provincial Government as anticipated cost of constructing new Transmission Line is more than currently permitted |
| November 23, 2011 | Attended the Highway Frontage Re-design Presentation |
| | <ul style="list-style-type: none">• Very good presentation by Brad McDonald of Schaeffer Andrew• Pleased to see the concerned residents out |
| November 25, 2011 | Attended the Gibbons Cultural Centre Wine & Cheese |
| | <ul style="list-style-type: none">• \$6.5M!• Very good informal discussions• Seniors 'Almost Christmas' Dinner afterwards was very enjoyable too |
| November 28, 2011 | Attended a Remembrance Day Committee After Action Report Meeting |
| November 30, 2011 | Attended the Regular Meeting of the Committee Services Advisory Board |
| December 3, 2011 | Attended the Winter Wonderland events |
| | <ul style="list-style-type: none">• Thanks to all the volunteers who made it so wonderful• Thanks to the Town Staff & other Councillors for attending |

**Town of Bon Accord
Regular Meeting of Council
December 20, 2011**



- December 6, 2011 Attended the Regular Meeting of Council
December 9, 2011 Attended the Staff Christmas Party
- A good time was had by all
- December 14, 2011 Attended a special meeting of Capital Region Northeast Water Services
Commission
- Decision was made to appeal to the Provincial Government of Alberta for
more funding for the Heartland Regional Transmission Line construction
project.
- Other notes: I would like to wish the other members of Council, the Town staff, and to all the
residents of Bon Accord, a very Merry Christmas and a Happy New Year. For
those who are fortunate enough to be of Scottish heritage, a Happy Hogmanay
and Ne'erday to ye an'yer kin.

A.D. MacKenzie
Deputy Mayor
Town of Bon Accord

REPORT #4

**TOWN OF BON ACCORD
COUNCILLOR REPORT DECEMBER 20, 2011**

- December 6, 2011 Attended the Regular Meeting of Council
December 8, 2011 Attended the Roseridge Waste Management Services Commission Meeting
December 15, 2011 Attended the Christmas Wine & Cheese Social
December 16, 17, 18, 2011 Worked for the Food Bank preparing the Christmas Hampers

Louise Jamieson
Councillor
Town of Bon Accord

REPORT #5

**TOWN OF BON ACCORD
COUNCILLOR REPORT DECEMBER 20, 2011**

- October 18, 2011 Attended the Regular Meeting of Council
October 25, 2011 Attended the Committee of the Whole Meeting - Budget
November 1, 2011 Attended the Regular Meeting of Council
November 2, 2011 Attended the Committee of the Whole Meeting -Budget
November 3, 2011 Attended, with members of Council and staff, Karen Weiss' recognition of 20 years
of service with the Town of Bon Accord
November 8, 2011 Attended the Committee of the Whole Meeting – Budget

**Town of Bon Accord
Regular Meeting of Council
December 20, 2011**



November 9, 2011 Attended the Committee of the Whole Meeting –Budget
November 11, 2011 Attended the Remembrance Day Ceremony at Lillian Schick School
November 14, 2011 Sturgeon School Division Meeting- cancelled at the venue due to poor weather condition
November 15, 2011 Unfortunately missed Regular Meeting of Council as on Night Shift
December 3, 2011 Bon Accord Winter Wonderland Festival- Great Job by all who organized
December 6, 2011 Attended the Regular Meeting of Council
December 13, 2011 Attended the Fire Department Association Meeting
December 14, 2011 Attended Bon Accord Community School Christmas Concert
December 15, 2011 Attended Economic Development Committee Wine and Cheese- Great Event!
December 17, 2011 Attended the Lillian Schick School Christmas Concert
December 20, 2011 Attended the Regular Meeting of Council

Other Notes:

- Wish everyone a Merry Christmas
- There is so much enthusiasm in the Town this year and I can't wait to see where the New Year is going to take us!
- All the best in 2012 to all of you, wish you wealth, Health and Happiness!

Amanda-Lynn McIntyre
Councillor
Town of Bon Accord

REPORT #6

**TOWN OF BON ACCORD
COUNCILLOR REPORT DECEMBER 20, 2011**

November 15, 2011 Attended the Regular Meeting of Council
November 21, 2011 Attended the Regular Meeting of Capital Region Northeast Water Services Commission
December 3, 2011 Attended the Winter Wonderland breakfast
December 6, 2011 Attended the Emergency Management Committee meeting

- Reminder to all Council to complete the Basic Emergency Management training course by March 31, 2012

December 6, 2011 Attended the Regular Meeting of Council
December 9, 2011 Attended the Town of Bon Accord staff Christmas Party
December 14, 2011 Attended the special meeting of Capital Region Northeast Water Services Commission
December 16, 2011 Attended the Capital Region Northeast Water Services Commission sub-committee meeting with EPCOR
December 20, 2011 Attended the Regular Meeting of Council

Alan Saunders
Councillor
Town of Bon Accord