

**Town of Bon Accord  
Regular Meeting of Council  
November 15, 2011**



1. Call to Order: The Regular Meeting of Council, Town of Bon Accord was held on Tuesday, November 15, 2011 in the Council Chambers of the Town of Bon Accord. Mayor Boyd called the meeting to order at 7:02 p.m.

2. Present: Mayor Randy Boyd;  
Deputy Mayor Alex MacKenzie  
Councillors: Louise Jamieson; Alan Saunders,  
CAO: Vicki Zinyk  
Municipal Intern: Ivy Panganiban

Absent: Councillor Amanda-Lynn McIntyre

3. Acceptance of Agenda: Mayor Boyd asked if there were any errors, additions or deletions to the agenda.

- Additions: 9) Bylaws/Policies/Agreements  
c) Animal Control Bylaw – Bylaw #2012-03  
  
14) In-camera  
a) Additional Personnel item

Moved, by Councillor Saunders, that the agenda for the November 15, 2011 Regular Meeting of Council be accepted, as amended

**Carried. RESOLUTION 11.266  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Jamieson  
Councillor Saunders  
ABSENT: Councillor McIntyre**

4. Public Question & Answer: No public in attendance

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

Moved, by Councillor Jamieson, that the minutes of the November 6, 2011 Regular Meeting of Council be accepted, as amended.

**Carried. RESOLUTION 11.267  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Jamieson  
Councillor Saunders  
ABSENT: Councillor McIntyre**

6. Management Reports: a) Town Manager  
Attached report #1

Moved, by Deputy Mayor MacKenzie, that the Management report be accepted and filed, as presented.

**Carried. RESOLUTION 11.268  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Jamieson  
Councillor Saunders  
ABSENT: Councillor McIntyre**



7. Unfinished Business:

- a) Auditor selection
- CAO provided proposal for Audit Services

Moved, by Deputy Mayor MacKenzie, that Council approve the selection of Hawkings EPP Dumont, for Audit Services, for a three year term, commencing with the 2011 audit year, per the submitted proposal.

**Carried. RESOLUTION 11.269**

**FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Jamieson  
Councillor Saunders**

**ABSENT: Councillor McIntyre**

8. New Business:

- a) Arena Play Place Commemoration
- Councillor McIntyre requested that the Children's Area in the arena Mezzanine be dedicated to the memory of Andy Ferguson by calling this area, "Andy's Place, in Loving Memory of Andy Ferguson". Andy was a Summer Student with the Town of Bon Accord.
  - Roundtable discussion followed.

Moved, by Mayor Boyd, that the Mezzanine area at the Bon Accord Arena be renamed to "Andy's Place, in Loving Memory of Andy Ferguson".

**Carried. RESOLUTION 11.270**

**FOR: Mayor Boyd  
Councillor Jamieson  
Councillor Saunders**

**AGAINST: Deputy Mayor MacKenzie**

**ABSENT: Councillor McIntyre**

- b) Northern Lights Library System (NLLS) – Agreement Amendment
- Proposed 2012 budget includes a \$0.22 per capita levy increase
  - this is an increase of \$337.48 by the Town and the library board
  - increase, if approved, would be effective January 1, 2012
  - NLLS requires written response to the following question: "Are you in favor of the proposed levy increase as outlined?"

Moved, by Councillor Saunders, that Council is in favor of the Northern Lights Library System (NLLS) proposed levy increase, as presented.

**Carried. RESOLUTION 11.271**

**FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Jamieson  
Councillor Saunders**

**ABSENT: Councillor McIntyre**

- c) Town of Gibbons – Gibbons Culture Centre
- Request received from Gibbon Council for Bon Accord to invest in the future of the Gibbons Culture Centre.
  - Council directed the CAO to respond that Council agrees to meeting to discuss and obtain further details regarding this opportunity.

- d) January 3, 2012 Regular Meeting of Council

Moved, by Deputy Mayor MacKenzie, that the January 3, 2012 Regular Meeting of Council be cancelled and the appropriate notification be posted.



**Carried. RESOLUTION 11.272**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

9. Bylaws/Policy/Agreements

Bylaws

a) Water Bylaw – Bylaw #2012 -01

Moved, by Councillor Saunders, that the Water Bylaw – Bylaw #2012-01 be given 1<sup>st</sup> reading, as presented.

**Carried. RESOLUTION 11.273**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

b) Wastewater Bylaw – Bylaw #2012-02

Moved, by Councillor Jamieson, that the Wastewater Bylaw – Bylaw #2012-02 be given 1<sup>st</sup> reading, as presented.

**Carried. RESOLUTION 11.274**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

c) Animal Control Bylaw – Bylaw #2012-03

Moved, by Mayor Boyd, that the Animal Control Bylaw – Bylaw #2012-03 be given 1<sup>st</sup> reading, as presented.

**Carried. RESOLUTION 11.275**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

10. Workshops/Meetings/  
Conference

a) ATCO Gas – Christmas Reception

- Wednesday, December 7, 2011
- Mayor Boyd will attend

b) Town of Gibbons – Wine & Cheese / 20<sup>th</sup> Annual Seniors Almost Christmas Dinner

- Friday, November 25, 2011
- Mayor Boyd and Deputy Mayor MacKenzie will attend

c) Lilian Schick School Council Meeting

- Monday, November 28, 2011
- Mayor Boyd will attend and report back to Council regarding adding this meeting to the Council Committee Meetings.

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 Saunders – Attached report #5

Moved, by Deputy Mayor MacKenzie, that Council reports be accepted and filed, as presented.

**Carried. RESOLUTION 11.276**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

12. Correspondence

a) Sturgeon County Bylaw Statistics

- October Incidents - 3
  - dog barking – 2; parking 1.
- October 2011 Violations – 4
  - exceed maximum speed limit – 4.

b) North Saskatchewan Watershed Alliance

c) Capital Region Assessment Services Commission

Moved, by Mayor Boyd, that correspondence be accepted and filed, as presented.

**Carried. RESOLUTION 11.277**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

13. Press Question and Answer No press in attendance

Moved, by Deputy Mayor MacKenzie, that Council go in-camera at 8:13 p.m.

**Carried. RESOLUTION 11.278**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

Moved, by Deputy Mayor MacKenzie, that Council come out of in-camera at 9:04 p.m.

**Carried. RESOLUTION 11.279**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

14. In-Camera

a) Personnel

Moved, by Councillor Saunders, that the Mayor proceed with contract negotiations with the CAO.

**Carried. RESOLUTION 11.280**  
**FOR: Mayor Boyd**



Deputy Mayor MacKenzie  
Councillor Jamieson  
Councillor Saunders  
**ABSENT: Councillor McIntyre**

b) Land

Moved, by Councillor Saunders, that Council re-examine the Development Agreement template, as this has not been done for a number of years.

**Carried. RESOLUTION 11.281**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

15. Council Highlights for Press

- Appointment of Auditor
- Review and 1<sup>st</sup> reading of Water, Wastewater and Animal Control Bylaws
- Approval of Northern Lights Library System levy increase
- Remembrance Day Ceremony

16. Adjournment

Moved, by Deputy Mayor MacKenzie, that the Regular Meeting of Council be adjourned at 9:06 p.m.

**Carried. RESOLUTION 11.282**  
**FOR: Mayor Boyd**  
**Deputy Mayor MacKenzie**  
**Councillor Jamieson**  
**Councillor Saunders**  
**ABSENT: Councillor McIntyre**

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Mayor Boyd

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Chief Administrative Officer Vicki Zinyk



**TOWN OF BON ACCORD**  
**Town Manager Report– November 15, 2011**

**1. Finance**

***1.1 Budget Preparation***

Budget formation and finalization occurred over the month which has led to a proposed 2012 budget with plans for 2013 and 2014. Council is to receive the final proposed budget on December 6, 2011. In essence the budget allows for much needed capital projects in equipment and roads in addition to further aligning full cost accounting and user pay philosophy. Bylaws have been prepared supporting the new rates for implementation on January 1, 2012.

***1.2 Auditor***

Received three proposals for provision of auditor services, the proposals have been reviewed by Administration and by our accounting service provider (Sturgeon County). Recommendation for selection and approval of auditing firm has been prepared for Council under separate. Once approved, a notification will be sent to the successful firm indicating such in addition to notices to the other two firms.

**2. Administration**

***2.1 Website Re-Design and Email Server***

The Town's new website was up and running on November 2, 2011. The new look and functionality appear to be a success. Continuous improvement is being made on incorporation of new and placement of existing information. Due maximization of grant funding, a little room was found in the MSI Operating grant, an application may be made to support the design costs of the new site.

The Email server appears to be working very well. The Spam filtering has recently been incorporated and initial indications have resulted in over 72% of spam being caught prior to hitting email accounts.

***2.2 Municipal Intern***

Ivy Panganiban, a Municipal Intern, has joined the Town for a one-month term (October/November), effective November 7, 2011 to gain exposure to smaller municipalities and to assist the Town in some planning and budgeting activities.

***2.3 Security System***

The security firm (Iron Castle) completed the installation of the security system in the Town Administration Building. Training will be held on November 16<sup>th</sup> with all staff to provide procedures on entry and exit practices. Fob's and personal identification numbers will be distributed to staff, Council, Library, and fire personnel. We hope to activate the system at end of day November 16.

**3. Planning & Economic Development**

***3.1 Tourism and Business Guide***

Efforts surrounding the design and inputs of the Business & Tourism Guide, a guide containing advertising to promote Bon Accord businesses through a tourism magazine, are nearing completion. Upon alignment of layout, the guide will go to print; projecting the end of November.



### ***3.2 RCAP Grant Reporting***

Completed and submitted the final report of the RCAP Grant; are awaiting confirmation that all requirements have been met.

### ***3.3 First Choice Nursery Sponsorship***

The Town is sponsoring "Reindeer Madness" at the "A Very Chedarchuck Christmas" event being held on December 2<sup>nd</sup> and 3<sup>rd</sup>. This event is affording Bon Accord the opportunity to promote its own Winter Wonderland event and the re-launch/branding of our website. Not only is our brand being incorporated into printed material but the Town's event is being featured, alongside First Choice Nursery's event, in Sturgeon County's office lobby. Additionally, we have secured the services of a design artist (for free) to design a coloring book that aligns with our sponsorship and the brand – the Town will be responsible for printing. The design artist, Kelly Davies of Animatters, is also an ice carver, will provide to the Town an ice sculpture and host a Lil' Chipper's program (at our event) for the cost of the ice. This provides a new addition to our seasonal affair and should prove to be a nice compliment to an already successful event.

## **4. Operations**

### ***4.1 Surveying***

A surveyor has been secured to review and identify the requirements in planning for the proposed road construction in 2012. The advanced preparation, at a cost of ~\$2K, will position the Town higher in the queue for construction services; earlier indication of construction services generally allows for better pricing.



**REPORT #2**

**TOWN OF BON ACCORD**  
**Mayor Report November 15, 2011**

October 18, 2011	Attended the Regular Meeting of Council
October 25, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 1, 2011	Attended the Regular Meeting of Council
November 2, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 3, 2011	Attended, along with wife and other members of Council and staff, the celebration for Karen Weiss' recognition of 20 years of service with the Town of Bon Accord
November 5, 2011	Attended the Northern Lights Library System Board Meeting
November 8, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 8, 2011	Attended the Capital Region Board (CRB) Meeting <ul style="list-style-type: none"><li>• next meeting to include discussion regarding allowing of some funds for 2013 – 2014 to underpin the CRB operations</li></ul>
November 9, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li><li>• thank you to all of Council for attending these very important and difficult meetings</li></ul>
November 10, 2011	Attended the Remembrance Day Ceremony set-up
November 11, 2011	Attended the Remembrance Day Ceremony at Lilian Schick School <ul style="list-style-type: none"><li>• Ceremony was exceptionally well done</li><li>• Thank you to Deputy Mayor and Committee</li></ul>
November 14, 2011	Sturgeon School Division Meeting cancelled due to poor weather condition.

Randy Boyd  
Mayor  
Town of Bon Accord

**REPORT #3**

**TOWN OF BON ACCORD**  
**Deputy Mayor Report – November 15, 2011**

October 18, 2011	Attended the Regular Meeting of Council
October 19, 2011	Attended the Regular Meeting of Sturgeon Foundation <ul style="list-style-type: none"><li>• discussed budgetary issues</li><li>• discussed personnel issues</li></ul>
November 7, 2011	Attended the Regular Meeting of the Community Services Advisory Board (CSAB) <ul style="list-style-type: none"><li>• resignation of Jean Storey</li><li>• discussed budget concerns and future plans</li></ul>

**Town of Bon Accord  
Regular Meeting of Council  
November 15, 2011**



- November 8, 2011      • next meeting is November 30, 2011
- November 8, 2011      Attended a Committee of the Whole Meeting
- November 9, 2011      Attended a Remembrance Day Ceremony at Lilian Schick School
- November 9, 2011      Attended a Remembrance Day Ceremony at Bon Accord Community School
- November 9, 2011      Attended a Committee of the Whole Meeting
- November 10, 2011     Attended a Remembrance Day Committee Meeting and set-up
- November 11, 2011     Attended the Town Remembrance Day Ceremony
  - Thanks to all the volunteers who worked very hard
  - This year's ceremony was the best yet
- November 14, 2011     Attended the meeting with Sturgeon School Division
  - Postponed to another time and location

Other notes:                      During the Remembrance Day ceremonies I discovered that there is a veteran of Kap'young living in Bon Accord. I would like to include him and other older veterans in the Freedom of the City ceremony next year.

A.D. MacKenzie  
Deputy Mayor  
Town of Bon Accord

**Report #4**

**TOWN OF BON ACCORD  
Councillor Report November 15, 2011**

- November 1, 2011      Attended the Regular Meeting of Council
- November 8, 2011      Attended the Committee of the Whole Meeting
  - budget discussion
- November 10, 2011     Attended the service for Cody Pocock-Demary
- November 10, 2011     Attended the Roseridge Landfill Meeting
- November 11, 2011     Attended the Remembrance Day Service
- November 11, 2011     Attempted to attend the meeting with Sturgeon School Division
  - cancelled due to poor weather conditions
- November 14, 2011     Attended the Bon Accord Public Library Board Meeting
- November 15, 2011     Attended the Community Transportation Meeting

Louise Jamieson  
Councillor  
Town of Bon Accord



**TOWN OF BON ACCORD**  
**Councillor Report November 15, 2011**

October 18, 2011	Attended the Regular Meeting of Council
October 25, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 1, 2011	Attended the Regular Meeting of Council
November 2, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 8, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 9, 2011	Attended the Committee of the Whole Meeting <ul style="list-style-type: none"><li>• budget discussion</li></ul>
November 11, 2011	Represented the Town of Bon Accord at the Gibbons Remembrance Day Ceremony
November 15, 2011	Attended the Community Transportation Meeting
November 15, 2011	Attended the Safety Committee Meeting
November 15, 2011	Attended the Regular Meeting of Council

Alan Saunders  
Councillor  
Town of Bon Accord