

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



1. Call to Order: The Regular Meeting of Council, Town of Bon Accord was held on Tuesday, September 20, 2011 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.

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

**Carried. RESOLUTION 11.216
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor McIntyre
Councillor Saunders**

4. Public Question & Answer: Question: What is the date of the budget presentation for the Library Board?
Answer: Expect to finalize the budget end of November – early December 2011.

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

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

**Carried. RESOLUTION 11.217
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor McIntyre
Councillor Saunders**

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

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

**Carried. RESOLUTION 11.218
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor McIntyre
Councillor Saunders**

7. Unfinished Business: None

8. New Business: a) Budget discussion items
• waste collection
○ received 2012 Landfill disposal rates – reflected a rate increase for composting
○ roundtable discussion



- direction given: at this time, proceed with budget preparation maintaining current services
- library
 - roundtable discussion regarding funding and services
 - direction given: at this time, proceed with budget preparation maintaining our current contribution
- programming
 - roundtable discussion regarding current programs offered
 - Out of School Care – maintain in budget preparation; investigate budget options with school division
 - Summer Day Camp; youth
 - Summer Day Camp; pre-school
 - Castle Cones
 - Teen: youth council – add to budget preparation
 - direction given: at this time, proceed with budget preparation maintaining all programs and adding Teen; youth council.
- Roads
 - Barry Sturrock, Public Works Supervisor to provide a comprehensive report outlining plans, from a roads perspective, for the 2012 year.

Moved, by Councillor Saunders, that Council take a short recess at 8:39 p.m.

Carried. RESOLUTION 11.219

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

Mayor Boyd called the meeting back to order at 8:45 p.m.

- cemetery
 - administration proposed adding a Columbaria to the existing cemetery
 - direction given: proceed with budget preparation including the cost of adding a Columbaria to the existing cemetery
 - bylaw
 - received notification that Peace Officer costs will be increasing in 2012
 - direction given: at this time, proceed with budget preparation maintaining the current level of service
 - snow clearing & removal
 - roundtable discussion regarding the level of service and cost of snow clearing & removal
 - direction given: proceed with budget preparation including a bigger truck
- b) Business Symposium 2012 discussion
- Council approved administration to begin the planning for a Business Symposium to be held in 2012
- c) Fortis Alberta – Electric Distribution Franchise Fee for 2012
- received notification of fee increase for 2012
 - roundtable discussion followed and possibly signing an agreement with AUMA, who successfully renegotiated the Franchise agreement with a maximum franchise fee of 15%, currently we are at 20%.



- at this time, we will not be maintaining the 20% Franchise Fee

d) Harvest Value Coupon page

- Economic Development proposed the approval of an unbudgeted expense of \$2,000 to produce a Harvest Value Days coupon page to promote local business and marketing of the Town of Bon Accord at the Prairie Gardens Haunted Pumpkin Festival from October 1 to 31, 2011.

Moved, by Councillor Saunders, that administration allocate \$2,000.00 to produce the Harvest Value Days coupon page to promote local business and marketing of the Town of Bon Accord at the Prairie Gardens Haunted Pumpkin Festival.

Carried. RESOLUTION 11.220

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

e) Communication channels

- Administration proposed eliminating the monthly news bulletin that is currently included in the town utility bill.
- Council approved the elimination of the news bulletin, with increased use of monthly Free Press advertisement and Town website.

Councillor McIntyre left at 9:22 p.m.

9. Bylaws/Policy/Agreements None

10. Workshops/Meetings/
Conference None

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 11.221

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

12. Correspondence

a) Sturgeon County Bylaw Statistics

- August 2011 Incidents - 12
 - Answering service -2; aggressive dog – 2; dog at large – 2; dog barking – 3; littering – 1; parking 2.
- August 2011 Violations – 9



- Bon Accord Bylaw – 1; drive motor vehicle without registration – 1; exceed maximum speed limit – 6; learner drive without proper supervision -1.
- b) Alberta Capital Region Wastewater Commission
- c) Sturgeon Victim Services
 - 14th Annual Charity Golf Classic raised \$7,000.00 for charities – Sturgeon Victim Services Unit and Bon Accord / Gibbons Food Bank
- d) Alberta Sustainable Resource Development

Note: Communities in Bloom – we received 4 blooms

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

Carried. RESOLUTION 11.222
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor McIntyre
Councillor Saunders

13. Press Question and Answer No press in attendance

14. In-Camera No in-camera

15. Council Highlights for Press

- Save the date – Business Symposium Planned for 2012
- Bon Accord Supports Local Businesses at the Prairie Gardens Haunted Pumpkin Fest
- Budget Preparation and Planning
- Bon Accord turns a little greener

16. Adjournment

Moved, by Councillor Jamieson, that the Regular Meeting of Council be adjourned at 9:35 p.m.

Carried. RESOLUTION 11.223
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Jamieson
Councillor McIntyre
Councillor Saunders

Mayor Boyd

Chief Administrative Officer Vicki Zinyk



TOWN OF BON ACCORD
Town Manager Report– September 20, 2011

1. Finance

1.1 Budget Preparation

Efforts have commenced in the validation and/or formation of the 2012 Budget. Department heads have been met with and provided with direction on data, market and costing research, and new initiatives. The intent is to provide Council with a first review early in November.

1.2 Auditor

Given that the Town's auditor contract has expired with the completion of the 2011 year end, a Request for Proposal (RFP) has been developed in preparation of an invitational bid for services. The timelines outlined in the RFP include a bid submission date near the end of October with Council approval at the first Regular Meeting of Council in November 2011.

2. Administration

2.1 Regional Partnership Initiative

A meeting was held on September 14, 2011 with the CAO's and Public Works Supervisors from each of the participating municipalities (Gibbons, Redwater, Sturgeon, Legal, Morinville and Bon Accord) to investigate if an opportunity exists to pursue a joint arrangement pertaining to Occupational Health & Safety (OH&S). At completion of the meeting it was agreed, by all parties, that those who do not have a current status, or baseline, of their operations are to obtain one. The ultimate objective of the initiative is to achieve COR status, with a goal of sustaining COR status. AMHSA will be contacted to assist those requiring assistance in completing the baseline assessment.

2.2 Assessment Services

Per Council approval, the Capital Region Assessment Services Commission (CRASC) has been contacted and a request made to join the commission for the provision of assessment services. The existing contract terminates in March of 2012. The new arrangement will align with the needs and challenges of the organization.

3. Planning & Economic Development

3.1 Economic Development Plan and Strategy

Efforts have commenced to complete the six month interim report of the RCAP Grant; the grant that is underpinning the funding for the Economic Development Plan and Implementation Strategy. Further work will encompass the draft preparation of the final report.

Lochaven Management Consultants are preparing the final deliverables of the project with an expected delivery date in the latter part of September. These include: the website component, five business cases, and the "Bon Accord at a Glance" (i.e. expanded business lure piece).

3.2 Business Promotion

Tourism

The Business & Tourism Guide, a guide containing advertising to promote Bon Accord businesses through a tourism magazine, has resulted in the production of an 8-page magazine. Printing and availability should occur late in September



Fall Business Breakfast

The Fall Business Breakfast is gearing up and will be held on September 21, 2011. This event will feature a speaker from Employment & Immigration and will speak on the topic of Employment Standards.

Value Add Coupon Sheet

The success of the coupon sheet during Harvest Days has prompted the request to use it again, this time for the Prairie Gardens Pumpkin Festival being held from October 1-31, 2011. The initiative entails the coordination of advertising, printing and provision of 5,000 copies.



REPORT #2

TOWN OF BON ACCORD
Mayor Report – September 20, 2011

September 6, 2011	attended the Northern Lights Library System (NLLS) conference call
September 6, 2011	attended the Regular Meeting of Council
September 7, 2011	attended the Capital Region Board (CRB) Meeting
September 7, 2011	attempted to the attended the Jeff Johnson, MLA golf tournament
	<ul style="list-style-type: none">• funds were raised for Military Family Resource Centre (MFRC) at Edmonton Garrison• Mayor Boyd will be refunding the Town for payment on his behalf
September 15 – 17, 2011	attended the NLLS Conference
September 16, 2011	attended the Capital Region Wastewater Commission Meeting
	<ul style="list-style-type: none">• looking for support from member municipalities in seeking change in how grant funding for municipal government is handled

Randy Boyd
Mayor
Town of Bon Accord

REPORT #3

TOWN OF BON ACCORD
Deputy Mayor Report – September 20, 2011

September 6, 2011	attended the Regular Meeting of Council
September 7, 2011	attended the Regular Meeting of the Community Services Advisory Board
	<ul style="list-style-type: none">• discussed completed and near future 2011 events• discussed upcoming 2012 events and pre-budget issues• reports on Summer Day Camp and Harvest Days and their related costs
September 15, 2011	attended the initial Remembrance Day Committee Meeting
	<ul style="list-style-type: none">• more people required before any decisions can be made

Other notes:

Have had a number of residents make positive comments on Town clean-up

A.D. MacKenzie
Deputy Mayor
Town of Bon Accord



Report #4

TOWN OF BON ACCORD
Councillor Report September 20, 2011

September 6, 2011	attended the Regular Meeting of Council
September 15, 2011	attended the CIB BBQ
September 19, 2011	signed papers as Commissioner for Oaths
September 19, 2011	attended Library Board Meeting

Louise Jamieson
Councillor
Town of Bon Accord

REPORT #5

TOWN OF BON ACCORD
Councillor Report September 20, 2011

September 6, 2011	attended the Regular Meeting of Council
September 15, 2011	totally forgot the CIB BBQ, apologize for missing this
September 20, 2011	attended the Transportation Committee Meeting
	<ul style="list-style-type: none">• survey of community groups and what other communities are doing regarding community vans
September 20, 2011	attended the Safety Committee Meeting
September 20, 2011	attended the Regular Meeting of Council

Alan Saunders
Councillor
Town of Bon Accord