1. Call to Order: Town of Bon Accord Regular Meeting of Council was held on Tuesday, February 17, 2015. Mayor Boyd called the meeting to order at 7:03 pm.

2. Present: Mayor Randolph Boyd
   Deputy Mayor Greg Mosychuk
   Councillors: Dave Hutton, Lorna Pocock, Alex MacKenzie
   CAO: Vicki Zinyk
   Staff

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

   Additions: 8) New Business
               f) Council Retreat
               10) Workshops/Meetings/Conferences
                   c) Legal & District Chamber of Commerce
                   d) Sturgeon County Mayor’s Breakfast

   Deletions: 8) New Business
              c) Trail Master Plan

   Moved, by Councillor MacKenzie that, the agenda for the February 17, 2015 Regular Meeting of Council be accepted, as amended.

   Carried. RESOLUTION 15.41
            FOR: Mayor Boyd
            Deputy Mayor Mosychuk
            Councillor Hutton
            Councillor Pocock
            Councillor MacKenzie

4. Approval of Minutes: a) The minutes of the Regular Meeting of Council of February 3, 2015 were brought forward. Mayor Boyd asked if there were any errors or omissions.

   Moved, by Deputy Mayor Mosychuk that, the minutes of the February 3, 2015 Regular Meeting of Council be accepted, as presented.

   Carried. RESOLUTION 15.42
            FOR: Mayor Boyd
            Deputy Mayor Mosychuk
            Councillor Hutton
            Councillor Pocock
            Councillor MacKenzie

5. Public Question and Answer:
   - Questions from resident, Eric Gosbjorn regarding the financial situation of the Town of Bon Accord and how he can obtain additional information on the Town budget and expenses.
Response from Administration:
  o Provided an overview of the charges on the Town utility bill, and assured resident that the Town expenses are transparent.
  o Informed resident that at the next Regular Meeting of Council the 2014 fourth (4th) quarter financials will be presented.
  o Another source of funding for the Town is through grant funding. Administration is continually looking for grant opportunities. In the past week and a half administration has applied for three grants
    i. Energy Your Way – funds will be used to convert the remaining municipal facility outdoor lighting to be responsible to the environment. This grant is through Fortis.
    ii. Community Naturalization Grant – funds to help enhance our parks with items such as park benches and recycle bins.
    iii. Western Diversification Grant which is a Federal initiative. The application is to cover a portion of the Streetlight Retrofit program.

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

Moved, by Councillor Pocock that, the Management report be accepted, as presented.

Carried. RESOLUTION 15.43
FOR: Mayor Boyd
      Deputy Mayor Mosychuk
      Councillor Hutton
      Councillor Pocock
      Councillor MacKenzie

7. Unfinished Business  
a) Town Logo
  • As directed by Council, Administration provided Council with six (6) Logos for consideration for the new Corporate Logo
  • Roundtable discussion followed.
  • Council narrowed it down to two (2) logos and directed Administration to obtain public input on the final two.

b) Sturgeon School Division Land Discussion
  • Administration provided Council with a copy of a letter to be sent to Sturgeon School Division #24 regarding Land discussions and our decision to close further discussion on this topic.
  • Roundtable discussion followed.

Moved, by Councillor MacKenzie that, Administration send the Land Related Discussions letter, as amended, to the Sturgeon School Division #24.

Carried. RESOLUTION 15.44
FOR: Mayor Boyd
      Deputy Mayor Mosychuk
c) Committee Representation
   - Roundtable discussion regarding Council Committee representation, specifically representation on the Capital Region Board (CRB) and the Bon Accord Community School (BACS) & Lilian Schick School Joint-Use Committee.
   - Due to challenges of small community voice at CRB, Bon Accord may send written proxy with position statement for the next couple of meetings while we review our participation.

Moved, by Councillor Hutton that, Councillor Pocock be appointed the Council representative for the Bon Accord Community School & Lilian Schick School Joint-Use Committee and that Councillor Hutton be appointed the alternate for this committee.

Carried. RESOLUTION 15.45
FOR: Mayor Boyd
   Deputy Mayor Mosychuk
   Councillor Hutton
   Councillor Pocock
   Councillor MacKenzie

8. New Business

a) Commercial Building Construction Business Case
   - CAO provided Council with the Business Case for the Commercial Building Construction on Lot 4A Block 8 Plan 5216BA that was prepared by Aime Stewart, Senior Planner; Scheffer Andrew Ltd.

Moved, by Councillor Hutton that, Council accept, as information only, the Business Case for the Commercial Building Construction on Lot 4A Block 8 Plan 5216BA, as presented and to pursue a plebiscite with on the development.

Carried. RESOLUTION 15.46
FOR: Mayor Boyd
   Deputy Mayor Mosychuk
   Councillor Hutton
   Councillor Pocock
   Councillor MacKenzie

b) Road Rehabilitation (2016)
   - Due to information not available from a major contractor, this item will be deferred until the next Regular Meeting of Council

c) Trail Master Plan (deleted)

d) Recruitment process for CAO
   - CAO provided Council with a proposal from three (3) recruitment firms for the search of a new CAO.
• Roundtable discussion followed.
Moved, by Councillor MacKenzie that, Council accept the information as presented.

Carried. RESOLUTION 15.47
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

e) Personnel Manual
• Administration provided Council with an updated Employee Handbook.

Moved, by Councillor MacKenzie that, Council accept the Employee Handbook for the Town of Bon Accord, as presented.

Carried. RESOLUTION 15.48
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

f) Council Retreat
• CAO provided Council with a draft of the agenda for the Council Retreat.

Moved, by Mayor Boyd that, Council approve the unbudgeted team building activity during Council Retreat, up to $2500.

Carried. RESOLUTION 15.49
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

Moved, by Mayor Boyd that, Council take a short recess at 9:52 pm.

Carried. RESOLUTION 15.50
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

Mayor Boyd called the meeting back to order at 10:04 pm.

9. Bylaw/Policies/Agreements

Policies
a) Light Efficient Community Policy
• Kyle Miller presented Council with the Light Efficient Community Policy.
• Roundtable discussion followed.

Moved, by Councillor Pocock that, Council accept the Light Efficient Community Policy, as amended.

Carried. RESOLUTION 15.51
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

Moved, by Deputy Mayor Mosychuk that, Council accept the schedules presented in the policy as information, and directs administration to create a Light Efficient Community Standards Bylaw.

Carried. RESOLUTION 15.52
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

10. Workshops/Meetings
Conferences

a) 97th Anniversary of The Battle of Moreuil Wood
   • Regimental Parade
   • Thursday, March 26, 2015
   • Mayor Boyd will attend.

b) Morinville and District Chamber of Commerce Trade Show
   • Opening ceremonies; April 17 @ 6pm
   • Councillor MacKenzie and Councillor Hutton will attend.

c) Legal and District Chamber of Commerce
   • Thursday, February 26, 2015 @ 7pm
   • Councillor Hutton and Mayor Boyd will attend.

d) Sturgeon Country Mayor’s Breakfast
   • Friday, April 17, 2015 @ 7am
   • Councillor Hutton and Councillor Pocock tentative.

e) Redwater Mayor’s Breakfast
   • Friday, May 1, 2015 @ 7am
   • Mayor Boyd will attend.

11. Council Reports

a) Mayor’s Report
   Mayor Boyd – Attachment Report #2

b) Councillor’s Report
   Councillor Mosychuk – Attachment Report #3
   Councillor Pocock – Attachment Report #4
   Councillor Hutton – Attachment Report #5
   Councillor MacKenzie – Attachment Report #6

Moved, by Mayor Boyd that, Council reports be accepted, as amended.

2015 - 35
Carried. RESOLUTION 15.53
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

12. Correspondence

a) Letter to resident; water meter / bill
b) Sturgeon County Bylaw Statistics

Moved, by Councillor Hutton that, correspondence be dealt with and filed.

Carried. RESOLUTION 15.54
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

13. Press Questions and Answer: None

14. In-camera:

Moved, by Deputy Mayor Mosychuk that, Council go in-camera at 11:21 pm.

Carried. RESOLUTION 15.55
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

Moved, by Deputy Mayor Mosychuk that, Council come out of in-camera at 12:29 pm.

Carried. RESOLUTION 15.56
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

a) Land

Moved, by Councillor MacKenzie that, Administration proceed with Land application, as discussed.

Carried. RESOLUTION 15.57
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

b) Personnel
Moved, by Mayor Boyd to approve the reallocation, if required, of budget for Land support services from Contracted Services to Salaries.

Carried. RESOLUTION 15.58
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

15. Council Highlights for Press:
   - Light Efficient Community (LEC) Policy
   - Town Logo
   - Plebiscite for Commercial Building Construction

16. Adjournment
    Moved, by Councillor Pocock, that the Regular Meeting of Council be adjourned at 12:33am, Wednesday, February 18.

Carried. RESOLUTION 15.59
FOR: Mayor Boyd
Deputy Mayor Mosychuk
Councillor Hutton
Councillor Pocock
Councillor MacKenzie

__________________________________________________________________________
Mayor Boyd

__________________________________________________________________________
Chief Administrative Officer Vicki Zinyk
1. Finance

1.1 Fourth Quarter Financials
A delay in the provision of the fourth quarter variance report has been experienced due to delays in the accounting processes on entry of journal entries (final year end preparation). The report is projected, by Sturgeon County, to become available for the first meeting of Council in March. Efforts underway to ensure all entries and transfers are performed in preparation on year end and that variance explanations provided are clear.

1.2 Property Tax Levy Arrears
The annual requirement to send out notifications of an impending or potential caveat being placed on titles have been provided to residents whose tax levy remain unpaid for 2 years. Offers to negotiate payment plans have been included in the notification letters.

1.3 Tax Allocation Process
Work has commenced on allocating the 3.89% budgetary increase across the rate classes (i.e. residential, commercial, farmland, etc.). Incorporation of growth (assessment data) and budget changes provides the basis for determination of the allocation weighting. Council will review the data (upon receipt of final inputs from school and seniors requisitions) in the later part of March.

1.4 Grant Applications
New grants have been or are in the process of being applied for. The first two are Fortis sponsored grants:
   Energy Your Way – application to convert remaining (19 external fixtures) municipal facility outdoor lighting to that of dark sky friendly (maximum grant value of $3000, application is $2256)
   Community Naturalization Grant – application to enhance park space. With the proposed integrated park at Roseglen the application would provide benches, trash and recycling containers, pet waste receptacles, and shrubbery (maximum grant value of $3500, application is in the finalization stages for submission by end of February).

The other grant being complied for submission is the Western Diversification Program – a Federal initiative. The application being considered is to cover a portion of the Streetlight Retrofit program the Town is undertaking. A program that has a cost of $75,000; the Federal contribution would potentially provide 50% of the revenues required to cover the associated costs.

2. Administration

2.1 Hardware and Software System Upgrades
Per Council's approval of the 2015 Budget, a new server has been ordered and is being prepared for installation in early March. Timing of this is critical due to limited capacity and slower responses currently being experienced. The provision of the new equipment significantly reduces the risk associated with system failure. With the addition of the three new computers, this brings the office up to date.
2.2 Organizational Changes & Review
Transitioning plans to manage CAO responsibilities are well underway. Meetings have been held with staff and notifications to external parties continue.

In addition to the above changes, a review on how land planning and development related responsibilities are being managed and the cost effectiveness of such is being conducted. Current consideration includes use of existing budgeted contracted services and future requirements. Council will receive a briefing on changes, if any, that may be implemented.

Furthermore, Administration has received notification that our Utilities & Customer Service Clerk will be moving to a 0.5 full time equivalent (FTE) status effective July 1, 2015. As a result, the other 0.5 FTE of this position will be posted for recruitment in the near future. It is expected that there would be approximately one month overlap to accommodate training of the new recruit.

2.3 Infrastructure & Energy Committee – AUMA Board
Attended the Infrastructure & Energy Committee meeting held on February 11, 2015. This committee meets four times per year to review industry activity and provide guidance on AUMA initiatives.

The recent meeting included a meeting with Alberta Transportation on their new 50 year strategy that includes roads, rail, air related infrastructure planning. The strategy includes six goals that include: 1. Competitiveness, Market Access, and Economic Growth; 2. Connected and Active Communities; 3. Safety and Security; 4. Environmental Stewardship; 5. Innovation and Technology Integration; 6. Long-term Sustainability.

Additional discussion surrounded need of asset management systems, construction standards and outlook on energy challenges and pricing.

2.4 Council Retreat Preparation
Efforts are well underway to prepare for the late summer Council Retreat; scheduled for August 28-30, 2015. Topics for discussion are being compiled and a draft agenda will be prepared for Council consideration and approval. Once approved, the subject topics will be researched and prepared.

2.5 IT Services and Support
The IT annual tri-agreement (Legal, Gibbons and Bon Accord) with Trinus Technologies has been renewed for 2015. The agreement includes a 5% increase in service costs (pre-existing condition on contract renewal allows for up to a 10% increase), other than that all other terms and conditions of the contract remain unchanged. All parties are in agreement of the renewal.

2.6 Library Program Services Agreement
The Town has provided the Library with a new logo for their use in program promotion. The co-promotion requirement forms part of the agreement they signed with the Town and the logo development concludes the Towns commitment to the Library. The Library Board approved the logo and has requested, Administration approved, the use of it going forward on all communication materials.
3. Emergency Management

3.1 Sturgeon Regional Emergency Management
As a part of the Sturgeon Joint Regional Partnership Initiative, the Sturgeon Regional Emergency Management component (Phase 1) is coming to completion and Phase 2 (the development of a regional agreement and associated training) is expected to commence in early March.

4. In Conclusion

4.1 Final Report
This is my final report as Chief Administrative Officer for the Town of Bon Accord. It has been an amazing six years with the Town. I have seen and experienced many incredible things while I have been employed here. The team have grown tremendously into an amazing group of people who have the heart and soul of the community first and foremost in everything they do – they not only work here but they volunteer an incredible amount of hours towards so many of the initiatives; a true testament to their belief and support of the Town and not just a place to work. I will truly miss working with them every day. The Council have been incredibly supportive and unwavering in their commitment to not only Town initiatives but to the staff and myself as well. I can’t say enough about the appreciation I have for their belief and support they have and have had for Administration. We have rebuilt the foundation of this Town in preparation of building for tomorrow…I wish everyone success as they move forward in their goals as I know you will truly achieve resulting in what we have been working on from the beginning….the long term viability and sustainability of the Town – with amazing results that everyone can be proud to have been a part of.
January 20, 2015  Attended the Regular Meeting of Council
January 22, 2015  Attended the Alberta Industrial Heartland Stakeholder Meeting
January 26, 2015  Attended the funeral of RCMP Constable David Wynn
January 27, 2015  Attended the meeting in Morinville regarding the Arena announcement
January 28, 2015  Attended Mayor’s meeting
February 3, 2015  Attended the Regular Meeting of Council
February 12, 2015  Attended the Capital Region Board meeting
February 12, 2015  Attended the Emerging Trends
February 12, 2015  Attended the Roseridge Waste presentation
February 16, 2015  Attended the Family Day activities at the arena

Notes: Thank you to Vicki for everything you have done for myself and the Town. We will miss you.

This ends my report.

Randolph J Boyd
Randolph J Boyd
Mayor
Town of Bon Accord
January 20, 2015  Attended the Town of Bon Accord – Committee of the Whole meeting (MDP).
February 3, 2015  Attended the Town of Bon Accord – Regular Meeting of Council.

Notes:

It is with great sadness that I say goodbye to our CAO, Vicki Zinyk. I thank her for all she has done for Bon Accord in her time here, and wish her well in her new job.

This ends my report.

Greg Mosychuk
Councillor / Deputy Mayor
Town of Bon Accord
REPORT #4

TOWN OF BON ACCORD
COUNCILLOR REPORT – FEBRUARY 2015

January 20, 2015  Attended regular meeting of Bon Accord town council
February 3, 2015  Attended regular meeting of Bon Accord town council
February 9, 2015  Attended Library Board meeting
                 • The Library is very excited about handling the programs, as they are having a really good response.
February 16, 2015 Strapped on my old skates and successfully completed a few laps of the rink. Wonderful turnout for the unplugged family skate

Notes: I would like to wish Vicki all the best in her new venture. You will be greatly missed.

This ends my report
Lorna Pocock
Councillor
Town of Bon Accord

REPORT #5

TOWN OF BON ACCORD
COUNCILLOR REPORT – FEBRUARY 2015

January 22, 2015  Attended Sturgeon Adult Learning Council in Redwater
February 9 – 15, 2015 Ill – unable to attend any Town functions

Notes:
• It is the mission of the Sturgeon Adult Learning Council, through networking and meetings, to assess needs and to facilitate the efforts of its member agencies, which provide resources, information and education for adults within the Sturgeon Community.
  The Council has volunteer tutors that will assist people in a one on one basis with various learning problems.
• Thank you to Vicki for teaching me what being a Town Councillor is all about, supporting me and for being a friend.

David J. Hutton, Councillor
Town of Bon Accord
TOWN OF BON ACCORD
COUNCILLOR REPORT – FEBRUARY 2015

January 20, 2015
Unable to attend the Regular Meeting of Council

January 21, 2015
Attended the Regular Meeting of Sturgeon Foundation

January 24, 2015
Represented Sturgeon Foundation at the AB Growth Gala in Westlock

January 29, 2015
Attended the Regular Meeting of Capital Region Northeast Water Services Commission (CRNWSC)
  • CRNWSC may owe EPCOR $624k
  • Sale of Edmonton waterline to EPCOR for $2.8M
  • Delegation by St Paul and Hwy 28/63 WSC regarding future connections

February 3, 2015
Attended the Regular Meeting of Council

February 12, 2015
Attended most of the Roseridge Waste presentation

February 17, 2015
Attended the Regular Meeting of Council

Other Notes:
  • I eagerly await the use of a democratic process in the Capital Region Board that will benefit both the residents of the Town of Bon Accord, and the majority of the other municipalities;
  • Unable to attend the January 28 Veterans Memorial Park meeting;
  • January 11 attended the Veterans Memorial Park meeting;
  • Congratulations to our CAO on her new role & responsibilities. A heartfelt thank you for six years of phenomenal service to the Town, its residents, and to Council.

A.D. MacKenzie
Councillor
Town of Bon Accord