Town of Bon Accord
Regular Meeting of Council
October 7, 2014

1. Call to Order: Town of Bon Accord Regular Meeting of Council was held on Tuesday, October 7, 2014. Mayor Boyd called the meeting to order at 7:01pm.

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

3. Acceptance of Agenda: Mayor Boyd asked if there were any changes, additions or deletions to the agenda.
   Moved, by Deputy Mayor MacKenzie, that the agenda for the October 7, 2014 Regular Meeting of Council be accepted, as presented.
   Carried. RESOLUTION 14.231
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

4. Delegation a) Gaelyn Roberts
   • Gaelyn presented Council with a proposal to occupy the lease space at 5028 – 50 Avenue in Bon Accord and to open a community minded Café and Treasure Shop; Coffee Grove & Treasure Trove.
   • Gaelyn requested minor alterations to the house located on these premises.
   • CAO provided Council with some details regarding the alterations required and the estimated cost at approximately $25,000 - $30,000.
   • Due to legal aspects, further discussion to take place in camera.

5. Approval of Minutes: a) The minutes of the Regular Meeting of Council of September 16, 2014 were brought forward. Mayor Boyd asked if there were any errors or omissions.
   Moved, by Councillor Mosychuk, that the minutes of the September 16, 2014 Regular Meeting of Council be accepted, as presented.
   Carried. RESOLUTION 14.232
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

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6. Public Question and Answer: Resident brought forward concerns regarding traffic and speed in the area of Springbrook Park
   - Springbrook Park is a high use park; with approximately 25 people per day using this park;
   - Resident requested:
     - another sign be placed regarding tethering dogs and cleaning up after your pets;
     - another picnic table;
     - placement of existing 30km/hour sign is not easily visible;
     - red shale along pathway;
     - Administration to bring public awareness, through the newsletter, for traffic to slow down and obey traffic signs.
   - Roundtable discussion followed.

7. Management Reports:
   a) Public Works - Attached Report #1

   Carried.  RESOLUTION 14.233
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

   Moved, by Councillor Hutton, that Council rescind Resolution #14.223 from the September 16, 2014 regular Meeting of Council.
   Carried.  RESOLUTION 14.234
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

   Moved, by Deputy Mayor MacKenzie, for a contract change; to Devlin Paving, for the paving overlay of 51 Avenue, between 57 Street and 52 Street, and 52 Street, between 51 Avenue and 48 Avenue, at a value of $125,000.
   Carried.  RESOLUTION 14.235
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

   b) Community Services - Attached Report #2
   c) Economic Development - Attached Report #3
Moved, by Councillor Dave Hutton, that the Management reports be accepted, as presented.

Carried. RESOLUTION 14.236
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Hutton
Councillor Mosychuk
ABSENT: Councillor Pocock

8. Financial
a) First draft of 2015 budget
   • CAO presented Council with the first draft of the 2015 budget
   • Roundtable discussion followed
   • Discussion followed regarding dates for additional meetings pertaining to the 2015 budget. CAO to send out notification with proposed dates.

9. Unfinished Business
a) None

10. New Business
a) Organizational meeting schedule

   Moved, by Deputy Mayor MacKenzie, that the next meeting of Council will commence with the Organizational Meeting of Council at 6:00 pm, followed by the Regular Meeting of Council commencing at 6:30 pm.

   Carried. RESOLUTION 14.237
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

b) Park Security

   Moved, by Mayor Boyd, that Council approves the installation of vandalism deterrents and signage in specific locations of high vandalism incidents.

   Carried. RESOLUTION 14.238
   FOR: Mayor Boyd
   Deputy Mayor MacKenzie
   Councillor Hutton
   Councillor Mosychuk
   ABSENT: Councillor Pocock

c) Auditor Proposal

   Moved, by Deputy Mayor MacKenzie, that Council accept the three (3) year proposal (2014 – 2016), plus one additional year (2017) with a favorable price escalator, from Hawkings Epp Dumont.

   Carried. RESOLUTION 14.239
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FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

d) Organizational Structure

Moved, by Councillor Hutton, that Council accept the Organizational Structure, as presented.

Carried. RESOLUTION 14.40

FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

e) Pension Plan

- CAO proposed a revision to the existing Town of Bon Accord Pension Plan to be more reflective of current industry standards.
- Increase the pension matched dollar value to $250.00, per employee, per month and apply a COLA based factor year over year to ensure long term sustainability of the program.
- Roundtable discussion followed.

Moved, by Councillor Mosychuk, that Council approve, effective January 1, 2015 an increase in pension matching dollars to $250.00, per employee, per month and incorporate an annual revision to this value based on approved budget capacity and COLA and a two year minimum review of plan selection.

Carried. RESOLUTION 14.241

FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

11. Bylaw/Policies/Agreements

a) None

12. Workshops/Meetings/Conferences

a) Capital Region Assessment Services Commission (CRASC) Annual General Meeting
   - To be reviewed again following the Organizational Meeting of Council on October 21, 2014.

13. Correspondence

a) Sturgeon County Bylaw Statistics
b) Federation of Canadian Municipalities (FCM)
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- Complimentary letter from resident  
- Municipal World; October 2014 magazine  

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

Carried. RESOLUTION 14.42  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

14. Press Questions and Answer: None

15. In-camera  
   a) Legal  

Moved, by Councillor Mosychuk, that Council go in camera at 10:22 pm.  

Carried. RESOLUTION 14.243  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

Moved, by Councillor Hutton, that Council take a short recess at 10:23 pm.  

Carried. RESOLUTION 14.244  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

Mayor Boyd called the meeting back to order at 10:32 pm.

Moved, by Deputy Mayor MacKenzie, that Council come out of in camera at 11:05 pm.  

Carried. RESOLUTION 14.245  
FOR: Mayor Boyd  
Deputy Mayor MacKenzie  
Councillor Hutton  
Councillor Mosychuk  
ABSENT: Councillor Pocock

Moved, by Councillor Mosychuk that, the CAO provide a letter of response to Gaelyn Roberts, based on the in-camera discussion of Council.  

Carried. RESOLUTION 14.246  
FOR: Mayor Boyd
16. Council Highlights for Press

- Awareness of park speed, child safety and responsible pet care.
- Paving overlay commencing October 20
- Gas line completed
- Next meeting time change
- Budget; input from public

17. Adjournment

Moved, by Councillor Hutton, that the Regular Meeting of Council be adjourned at 11:11 pm.

Carried.

RESOLUTION 14.247
FOR: Mayor Boyd
Deputy Mayor MacKenzie
Councillor Hutton
Councillor Mosychuk
ABSENT: Councillor Pocock

Mayor Boyd

Chief Administrative Officer Vicki Zinyk
Public Works

- Commenced 2015 budget review and drafts this month.
- The Public Works shop is slowly being tooled up to mitigate future contractor costs.
- A monthly Operational Meeting occurred this month. Future meetings have been scheduled to occur on the 1st Tuesday of the every month. This will incorporate both operational and safety meetings together.
- Staff worked diligently through the week of Sept. 15th to 20th in preparation for Equinox.

Roads

- Overlays on 51st Street and 52nd Avenue have been delayed due to contractor mechanical breakdown. However Dennis has been sourcing out other contractors to take this job on for the same price. As of October 1st Dennis had secured another paving contractor. Devlin Construction has graciously accepted our proposal for available funds to do these roads. It should be noted that Devlin is also the general contractor for the 51st street rehab road repair which they will begin construction on next spring.
- Atco Gas was in town the week of September 22nd to commence construction relocation of gas line on 51st Street. Several alignment issues have arose however the construction is well under way and should be completed by October 5, 2014.

Equipment

- International 3 Ton truck was sandblasted and repainted to increase longevity.
- Bobcat A300 was repaired due to operator error. This incident happened last winter.
- New tires were purchased for the loader as existing ones had run their life cycle.
Water

- Dennis negotiated a reduction in costs to repair Water Distribution Plant PLC.
- Dennis stressed concerns to the Commissions Engineering Manager, Patrick Mastromatteo, regarding requiring better communication between the Town and municipal partners. Dennis also stressed the need to investigate the incident regarding prior equipment failure that the commission did not pick up on. An additional incident occurred September 29th 2014. Level transmitter was replaced by Vector at Commission’s cost. However the regional WTP was reading zero percent again on the morning of Sept. 30. Fill valve wide open at regional WTP and no phone call to Bon Accord indicating high flow etc. Regional WTP was reading a zero percent level again and no measures taken by the regional WTP to react to this level control malfunction. It is imperative that these incidents are corresponded at a board level as verbal discussions have resulted in no improvements to these operational complications.
- Hydrant flushing took place the week of September 29th to October 1st.
- Vector replaced the PLC Screen at Water Plant on September 29, 2014.

Sewer

- Sewer flushing commenced through town the week of September 22nd.
- Over flow of Lagoon occurred on September 30. It is common practise for Public Works to raise level of lagoon in order to “Skim” the surface of floating debris. The regional Waste Water commission WWTP was instructed to bring level of our Lagoon up to 2.8 Meters. This is the level required to safely “Skim the solids as well as level below over flow. At the time work commenced level was at 2.9 meters and resulted in over flowing approximately 300-400 litres of effluent into our overflow manhole. From there it flows into one of the old retention ponds. This pond is empty however it is a contained cell and no further release into free flowing streams etc. occurred. As stated in the above aforementioned Water report communication with the WWTP personal is poor and no monitoring of this high level on their part occurred. Please note the WWTP has control of the level valve for our lagoon holding cell.

Arena

- The arena started up and is now in full operation for the winter season.
- Failure of the generator to start on routine checks indicated Battery failure. The Battery has been replaced and systems are returned to normal by staff.

Personnel

- A needs assessment is in progress to determine whether the vacant Operator position is required and whether it will add value to the department. For the fiscal operating year of 2014 Public Works will run with the 3 full time operators and if so required have the Safety and Environmental Compliance Officer assist at times we are in need of a fourth operator.
- One temporary and one casual position for the Arena is in the process of being staffed.

Safety

- Due to recent break-ins at Public Works, security cameras were installed around the yard. No such occurrences to date has arose.

Summary

- It is becoming increasingly difficult to manage daily operation of the WTP and WWTP with little or no communication with the current operating commissions. It would appear we have little operational
control in addition to monitoring of our receiving systems. It is my recommendation that a meeting is set up with the commission managers to discuss the impacts of these issues and further try to resolve the communications impairment currently at hand. These occurrences have a high negative impact to the environment as well as a high monetary cost associated with these risks.

This concludes my report ending October 1 2014. If you have any questions please feel free to contact me at any time.

Dennis Tomuschat
Public Works Supervisor

REPORT #2

TOWN OF BON ACCORD
COMMUNITY SERVICES – OCTOBER, 2014

FCSS
Meet the Community Night
We co-sponsored and hosted the Fall Meet the Teacher/ Community Night with Bon Accord Community School On September 18, 2014. We had over 25 community groups, resources and agencies take part in the evening. The evening was well attended and a pasta supper and dessert were served to all who attended.

Equinox
On September 17, 2014, we held a volunteer meeting for our Equinox volunteers. This was our opportunity to hand out their job responsibilities with time requirements and locale. We had an amazing turnout of over 30 volunteers. We also handed out the volunteer t-shirts and hats to everyone who attended the meeting. On the day of the event we had over 60 volunteers giving of their times and talents. Most came earlier then requested and stayed until the very end, helping out wherever and whenever they were asked. They were truly an amazing group. Thank you letters have been sent out to them all.

The feedback regarding the event from the Town residents have been very positive.

Seniors
A new welcome package has been delivered to the seniors at the Jewel Box. We will keep them on hand at the office as well.

Information & Referrals
This past month has been busy regarding helping individuals and families.

Winter/ Spring Tabloid Deadline: October 31, 2014
Our Board will be focusing on which needs in the community we will be program planning for.
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Community Services Advisory Board
We are actively looking for new members. We lost 2 due to moves from the Town and 1 due to business and family commitments. We currently have 3 members and our Council representative.

Budget
I have prepared the 2015 through to 2017 Community Services Department budget in keeping with our Council Retreat discussions.

Training
I took part in the Edmonton Evergreen Region’s FCSS Outcome Measures training in Morinville. These Outcome Measures are becoming mandatory across the Province. 2013 Outcome Measures will need to be reported by the Ex Crowsnest FCSS Director in Gibbons as I was not here then. Bon Accord will be responsible for reporting in 2015 on our 2014 Outcomes.

Preschool Program
Preschool is set to start the beginning of October. There is a new teacher this year. Her name is Kathleen Szakszon (pronounced Saxson) as well as a new Executive.
Play n Stay is back meeting in the basement on Monday mornings. This is a partnership between the Town and Parent Link out of Fort Saskatchewan.

Canadian Blood Services Partners for Life
The Town of Bon Accord recently joined the Partners for Life program. This is a nationwide program designed to get everyone working together to make a set number of blood donations within a calendar year. Bon Accord’s pledge donation is 30 units (1 donation = 1 unit of blood). We need your help to reach our goal, and it’s easy to participate. The next time you donate blood, just let them know you are part of the Town of Bon Accord Partners for Life team and have them track your blood donation. I will be the contact person for the Town of Bon Accord with Canadian Blood Services.

Sturgeon Adult Learning Council
I will be sitting on the Ad Hoc Literacy Committee for this Council, as well as the Review Committee revisiting the Constitution and Terms of Reference. The Province has some new guidelines regarding the Community Adult Learning Program. These changes will take place in 2015. The focus of the Program is now Literacy and Foundational Learning.

Activities
I attended The Oak Hill Boys Ranch Pow Wow this past month and Lilian Schick School’s celebration of the Sturgeon School Division’s 75th birthday.
1. ACTIVITIES

**Bon Accord Observatory Park**

The mail survey is being prepared and will be sent out by the time of the Council Meeting to taxpayers within Bon Accord. In conjunction with the effort of stakeholder engagement a website domain and hosting has been secured with the URL of [www.theobservatorypark.ca](http://www.theobservatorypark.ca). This website is designed to detail the development of the observatory and the surrounding development ring. A logo has been created for the Park project and will be used until the facility is officially named or if it keeps the name the website will be expanded out to be used for booking, promotion, programs and business directory within the entire park project.

Our contractors for the business case project attended the Summer Skies Equinox event to highlight to visitors what the potential project would look like and took in feedback from visitors about the project overall. They displayed new sketches and layout of the grounds and the facility as well.

A meeting was conducted with a landowner group of one of the preferred sites in September and included our planning representative to discuss potential of involvement or acquisition of additional lands to build out the Park. We discussed timelines and decision making points in the project relating to elements to build out the project. Another meeting is expected to occur around the time the business case is completed in November 2014 for the park space and the multiuse building.

**Summer Skies Equinox**

The Equinox is complete for another year and was a huge success with a lot of positive feedback from resident and visitors. Many of the vendors like the buskers, astronomers, Sturgeon County Bounty and Agrium Space Park had positive and constructive feedback.

We have also conducted our post mortem meeting on the event with Administration and will be having another with other coordinators external to Administration on October 6th. We will take feedback from these meetings into the planning of the Equinox in 2015.

2015 will have a more focused message and strategy ensuring the Equinox continues to be an externally marketed and focused event. A general consensus is we continue to focus on brand message and streamline activities to deliver a showcase level event like the Equinox has been every year, yet focus more on economic development strategy for the Town.

**Budget 2015**

Budget development continues for economic development for the 2015 year. Continuing of messaging branding through aggressive marketing, building development and construction interest is a primary focus as well as working within the 2013 Tourism Strategy.