

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
August 23, 2023 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
 - 3.1. 2023 Council Workshop: Speaker Update (enclosure)
 - 3.2. Municipal Development Plan Open House Confirmation (enclosure)
- 4. NEW BUSINESS**
 - 4.1. Winter Maintenance: Business Districts (enclosure)
 - 4.2. Electric Vehicle Chargers – Hardware Upgrade Review (enclosure)
- 5. CLOSED SESSION**
 - 5.1. Land Appraisal – L2-B2-P9022300 – *FOIP Act – Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body*
 - 5.2. Playground Equipment Update – *FOIP Act – Section 25 Disclosure harmful to economic and other interests of a public body*
- 6. ADJOURNMENT**

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole
Meeting Date:	August 23, 2023
Presented by:	Jodi Brown, Town Manager
Title:	2023 Council Workshop: Speaker Update
Agenda Item No.	3.1

BACKGROUND/PROPOSAL

During the August 15th, 2023, Regular Council Meeting, Council confirmed November 01st as the date for the Annual Council Workshop.

Administration was directed to confirm the honorarium fees for a session on Council Workshops, Governance Workshops and/or team building activities by a lawyer.

Further, administration was to inquire about the free workshops offered by Municipal Affairs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town's legal counsel has confirmed that the honorarium would be \$500 for an in-person or virtual presentation.

The lawyer is available on November 01st to present during the Council Workshop for a 1 hour presentation with an optional question and answer period to follow.

Administration has also contacted Municipal Affairs regarding the topics of Council's choice.

If the additional information is received in time for the Committee of the Whole meeting, it will be brought forward.

Proposed Agenda:

1. Welcome and light breakfast (pastries, fruit and coffee or juice)
2. Educational Workshops (8:30 – noon)
3. Lunch (noon – 12:30 PM) TBA
4. Annual Strategic Plan Review: Department presentations (12:30 – 3:00 pm)
5. Other:

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Value Statement: Professionalism

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

Value Statement: Transparency

- Open and accountable to our residents and encourage open communication.

COSTS/SOURCES OF FUNDING

\$1,000 is available in the 2023 budget to cover the cost of speakers, snacks and meal expenses.

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole
Meeting Date:	August 23, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Municipal Development Plan Open House Confirmation
Agenda Item No.	3.2

BACKGROUND/PROPOSAL

The Municipal Development Plan (MDP) is a statutory plan that provides long-term strategic planning for future development of lands within the Town. The MDP is a ‘living’ document. As regional and local pressures emerge, and/or community priorities change, Council can amend the MDP (with the support of the public).

Municipal Planning Services (MPS) was engaged to assist with the development and adaptation of the 2016-08 (amendments 2018-10 & 2020-11) MDP document.

Jane Dauphinee from MPS presented the draft MDP at the May 16, 2023, Regular Meeting of Council. Councillor Laing moved that Council accepts the Draft Municipal Development Plan as information and that Council direct administration to make revisions as directed by Council and further that administration plan and advertise a public open house and release the revised draft one week before the open house. This was carried as resolution 23-242.

The draft MDP was brought to the August 15, 2023, RMC for review and to establish a date for the Public Open House. Deputy Mayor Bidney moved that Council accepts the Draft Municipal Development Plan as presented with minor amendments as discussed and directs administration to plan and advertise for the Public Open House on October 17, 2023.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Municipal Planning Services has confirmed that October 17, 2023, would work for them. Administration has secured the Jewel Box to hold the Public Open House. We have the Jewel Box booked from 5pm – 9pm.

STRATEGIC ALIGNMENT

Priority # 1: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial, and industrial development.

Priority # 2: Community

- The residents of Bon Accord live in a safe, connected, and attractive community.

Priority # 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

Priority #4: Identity

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

2023 Operating Budget

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	August 23 rd , 2023
Presented by:	Jodi Brown, Town Manager
Title:	Winter Maintenance: Business Districts
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

During the March 02nd, Council Briefing Meeting (now referred to as the Committee of the Whole Meeting), Council considered amending the Community Standards bylaw to remove the requirement for business owners to clear snow and ice on sidewalks adjacent to their property.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Snow Removal Service Levels:

Administration conducted research on municipal practice regarding snow removal on sidewalks adjacent to private property (residential or business):

City of Toronto: <https://www.toronto.ca/news/city-council-approves-plan-to-expand-sidewalk-snow-clearing-service-to-all-toronto-neighbourhoods/>

In short, the City of Toronto approved a plan to extend the City's snow removal responsibilities to include all residential neighborhoods.

Although, the City of Toronto has considerably more resources given the size of this municipality in comparison to Bon Accord, the same analysis model would apply in considering snow removal for business districts.

1. Data Informed Decision Making:

It is important to note, that this decision by the City of Toronto was informed by:

“The decision by Toronto City Council was informed by data and information collected through a successful snow clearing trial as well as a comprehensive sidewalk inventory which took place over each of the past two winter seasons. The city purchased nine new, smaller plows in 2019 and tested the equipment on nine routes totalling 231 kilometres.”

The article also accounted for the percentage of sidewalks that could be completed via mechanical equipment and the sidewalks that due to obstructions or the width of the sidewalk, would need to be cleared manually by City staff.

2. *Established Outcomes:*

The expected outcomes for this decision by the City of Toronto are below:

- Expand the existing snow removal service to all neighborhoods.
- Improve safety for residents in winter.
- Provide more equitable snow clearing service to all areas of the City.
- Support improved accessibility in winter.

3. *Considerations for the Town of Bon Accord:*

The assignment of responsibility to adjacent property owners (residential or business) is primarily a mechanism to save on the costs of delivering the service (staff time and equipment):

- In order to make a data informed decision, the Town may consider calculating the additional area of snow clearing that would be required in order to more accurately determine the amount of additional staff time or equipment that would be required.
- It would be important to consider what areas could be completed with equipment and what areas would need to be completed manually due to obstructions or width of the sidewalk. The width of the sidewalk is important to determine if equipment can be used or not in a given area.

Recommendations:

- Prior to making the decision to proceed with this change, it would be beneficial to establish the outcomes that Council wishes to achieve.
- Based on the outcomes, Council may wish to determine exactly which areas of Town in the business areas would be deemed the Town's responsibility and consider the feasibility of achieving those objectives. For example, clearing specific business areas to improve accessibility, versus clearing those with a business license.
- Collect the data required to make an informed decision.
- Once data has been collected, should Council wish to proceed, administration will recommend that a pilot project be undertaken for one season to allow for assessment of the impact of this change.
- Before making any changes to the Community Standards Bylaw, it has now become common practice for municipalities to provide the opportunity for residents to provide input on proposed amendments by holding an Open House event. This is not required by legislation however it is an option to go beyond what is required.

- Finally, determine whether this is a project that Council wishes to have administration prioritize now, or perhaps in the future given the number of projects and public engagement activities currently being undertaken.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

- Administration and Council embody the responsible planning and management of our resources.

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

Annual Operating Budget, and if additional equipment is required the capital budget may also be impacted.

TOWN OF BON ACCORD
COMMITTEE OF THE WHOLE REPORT

Meeting:	Committee of the Whole Meeting
Meeting Date:	August 23, 2023
Presented by:	Jenny Larson – Officer, Economic Development & Planning
Title:	Electric Vehicle Chargers – Hardware Upgrade Review
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

At the March 29, 2022, Special Meeting of Council, Council approved the Electric Vehicle Charging Program directing administration to proceed with signing the grant agreement and returning the grant agreement prior to the deadline to the Municipal Climate Change Action Centre. Carried Resolution 22-135

At the May 2, 2023, Regular Meeting of Council, administration brought forward an RFD for Council’s approval on the purchase of hardware with a monthly subscription fee to fix the chargers connectivity issues. Deputy Mayor Bidney moved that Council directs administration to proceed with Trinus’ recommendations and purchase new hardware in the amount of \$862.26 with a monthly subscription of \$141.00 for the electric vehicle charging stations. Carried resolution 23-209.

At the June 6, 2023, regular meeting, Council approved the requested operating and capital expenditures and necessary allocation of funds and transfer of reserves as presented with an amendment to remove the shale. The capital expenditures included \$6,000.00 for the electric vehicle charging station cabling. Resolution 23-255 was carried.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since these resolutions were passed, there have been several other ideas from both Trinus and Dandelion Renewables on how to fix the connectivity between the chargers at the arena at a lower cost to the Town. A final solution has been reached and both Trinus and Dandelion Renewables agreed on the approach.

A SIM card will be added to the arena Electric Vehicle Chargers. This will fully disconnect the chargers from the arena’s internet connection and put them on an AP mode, effectively turning the central charger into a WIFI router. The two peripheral chargers will be connected to the central chargers’ access point granting all three chargers internet access without the need of any connectivity to the arena. This solution is much more cost effective then the cabling solution that was presented to council earlier.

Trinus is currently working on a quote which proposes a segregated Firewall for the EV Chargers at the Town office. This would separate the chargers from the Town office and will stabilize the connectivity while maintaining the integrity of the Towns firewall.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority #4: Identity

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

\$30/month for a 2GB SIM card

\$50 one-time connection fee

\$85/hr fee for installation

Funds will be used from the approved capital expenditures of \$6,000 for the cables for the EV chargers.