

Town of Bon Accord
Regular Meeting of Council Minutes
January 15, 2019
8:30am



PRESENT

Mayor David Hutton
Deputy Mayor Brian Holden
Councillor Jennifer MacArthur
Councillor Lynn Bidney

ADMINISTRATION

Joyce Pierce, Chief Administrative Officer
Dianne Allen, Economic Development Manager
Falon Reed; Corporate Finance Officer
Ken Reil, Operations Manager

ABSENT

Councillor Tanya May

CALL TO ORDER

Mayor Hutton called the meeting to order at 8:40am.

ADOPTION OF AGENDA

DEPUTY MAYOR HOLDEN MOVED THAT the agenda for the January 15, 2019 Regular Meeting of Council be adopted as amended, by adding Correspondence items; 11.4 Minister Anderson letter and 11.5 Alberta Order of Excellence and Closed Session item; 12.1 Personnel – *FOIPP Act, Section 17*.

CARRIED UNANIMOUSLY RESOLUTION 19-001

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

ADOPTION OF MINUTES

Regular Meeting of Council – December 18, 2018

COUNCILLOR MacARTHUR MOVED THAT the minutes of the December 18, 2018 Regular Meeting of Council be accepted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-002

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

DEPARTMENT REPORTS

Finance (attached report #1)

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Community Services (attached report #2)

COUNCILLOR BIDNEY MOVED THAT the Finance and Community Services reports be accepted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-003

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

DELEGATION

Sgt. Palfy – Morinville RCMP

Sgt. Palfy provided Council with a Quarter 3 - Calendar Year End report.

Police Priorities previously identified- Traffic Safety, Crime Reduction and Police Visibility
Crime Report

Persons crime remained the same from last year

Property crime has decreased; from 56 reported to 49 and is down in all areas except mischief, which has doubled from last year.

DEPUTY MAYOR HOLDEN MOVED THAT Council accept Sgt. Palfy's report, as information.

CARRIED UNANIMOUSLY RESOLUTION 19-004

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

Continuation of **DEPARTMENT REPORTS**

Operations (PW) (attached report #3)

Planning & Economic Development (attached report #4)

Chief Administrative Officer (CAO) (attached report #5)

DEPUTY MAYOR HOLDEN MOVED THAT the Operations, Planning & Economic Development and CAO reports be accepted, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-005

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

MAYOR HUTTON MOVED THAT Council take a short break at 10:05am.

CARRIED UNANIMOUSLY RESOLUTION 19-006

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

MAYOR HUTTON called the meeting back to order at 10:20am.

UNFINISHED BUSINESS

Memorandum of Agreement – Golden Gems

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COUNCILLOR BIDNEY MOVED THAT Council approve the amended Memorandum of Agreement with the Golden Gems for the term of February 1, 2019 – December 31, 2021 and begin billing for water and wastewater services effective February 1, 2019.

CARRIED UNANIMOUSLY RESOLUTION 19-007

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

NEW BUSINESS

Library Board Trustee Appointment – Peggy Teneycke

COUNCILLOR MacARTHUR MOVED THAT Peggy Teneycke be appointed, as requested, as a Library Board Trustee for a three-year term, effective January 2019.

CARRIED UNANIMOUSLY RESOLUTION 19-008

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Water Bylaw; Bylaw #2018-17

DEPUTY MAYOR HOLDEN MOVED THAT the Water Bylaw; Bylaw #2018-17 be given 2nd reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-009

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

Water Bylaw; Bylaw #2018-17

COUNCILLOR MacARTHUR MOVED THAT the Water Bylaw; Bylaw #2018-17 be given 3rd and final reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-010

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

Wastewater Bylaw; Bylaw #2018-18

COUNCILLOR BIDNEY MOVED THAT the Wastewater Bylaw; Bylaw #2018-18 be given 2nd reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-011

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

Wastewater Bylaw; Bylaw #2018-18

DEPUTY MAYOR HOLDEN MOVED THAT the Wastewater Bylaw; Bylaw #2018-18 be given 3rd and final reading, as presented.

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CARRIED UNANIMOUSLY RESOLUTION 19-012

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

Waste Bylaw; Bylaw #2018-19

COUNCILLOR MacARTHUR MOVED THAT the Waste Bylaw; Bylaw #2018-19 be given 2nd reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-013

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

COUNCILLOR BIDNEY MOVED THAT the Waste Bylaw; Bylaw #2018-19 be given 3rd and final reading, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-014

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

POLICIES

Council Meeting Agenda Policy

DEPUTY MAYOR HOLDEN MOVED THAT Council approve the Council Meeting Agenda Policy, as presented and accept the Council Meeting Agenda procedure, as information.

CARRIED UNANIMOUSLY RESOLUTION 19-015

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

Alley Trimming Policy

COUNCILLOR MacARTHUR MOVED THAT Council approve the Alley Trimming Policy as presented and accept the Alley Trimming procedure as information.

CARRIED UNANIMOUSLY RESOLUTION 19-016

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

Organic Waste Collection Policy

COUNCILLOR BIDNEY MOVED THAT Council approve the Organic Waste Collection Policy, as amended.

CARRIED UNANIMOUSLY RESOLUTION 19-017

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur
Absent: Councillor May

WORKSHOPS| MEETINGS| CONFERENCES

None

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COUNCIL REPORTS

Mayor Hutton (attached report #6)

Deputy Mayor Holden (attached report #7)

Councillor Bidney (attached report #8)

Councillor May (attached report #9)

Councillor MacArthur (attached report #10)

DEPUTY MAYOR HOLDEN MOVED THAT Council accept the Council Reports, as information, as presented.

CARRIED UNANIMOUSLY RESOLUTION 19-018

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

CORRESPONDENCE

December 2018 Bylaw Statistics

Town of Morinville – letter of support (recycling initiatives)

Ag for Life

Minister Anderson

Award of Excellence

DEPUTY MAYOR HOLDEN MOVED THAT Correspondence be accepted, as information and filed.

CARRIED UNANIMOUSLY RESOLUTION 19-019

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

CLOSED SESSION

Personnel – FOIPP Act, Section 17

COUNCILLOR BIDNEY MOVED THAT Council go into a Closed Session.

CARRIED UNANIMOUSLY RESOLUTION 19-020

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

Council met in a Closed Session of Council from 11:25 – 11:54am.

MAYOR HUTTON called the meeting back to order at 11:54am.

MAYOR HUTTON MOVED to proceed as discussed.

CARRIED UNANIMOUSLY RESOLUTION 19-021

In Favour: Mayor Hutton, Deputy Mayor Holden, Councillor Bidney, Councillor MacArthur

Absent: Councillor May

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ADJOURNMENT

DEPUTY MAYOR HOLDEN MOVED THAT the January 15, 2019 Regular Meeting of Council adjourn at 11:56am.

Mayor David Hutton

Joyce Pierce, CAO

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REPORT #1

FINANCE
JANUARY 2019

Town of Bon Accord
 Year-to-Date Variance Report (*Unaudited*)
 for the month ending December 31, 2018

Department	2018 YTD Revenue		2018 YTD Revenue Variance	2018 YTD Expense		2018 YTD Expense Variance	2018 YTD Net	2018 YTD Net	2018 YTD Net	% Variance
	Budget	Actual		Budget	Actual		Actual	Budget	Variance	
General Municipal	2,152,220	1,762,818	389,402	306,311	403,009	96,698	1,845,909	1,359,809	486,100	36%
	2,152,220	1,762,818	389,402	306,311	403,009	96,698	1,845,909	1,359,809	486,100	
Public Works - Roads	596,859	681,500	(84,641)	415,997	441,459	(25,462)	180,862	240,041	(59,179)	25%
Storm Sewer & Drain	0	0	0	5,881	7,265	(1,384)	(5,881)	(7,265)	1,384	19%
Water	898,256	1,552,847	(654,591)	513,012	460,608	52,404	385,244	1,092,239	(706,995)	65%
Sewer	298,721	291,677	7,044	247,464	280,492	(33,028)	51,256	11,185	40,071	358%
Garbage	144,871	137,196	7,675	134,772	140,894	(6,122)	10,099	(3,698)	13,797	373%
Cemetery	10,650	5,550	5,100	4,771	4,156	615	5,879	1,394	4,485	322%
	1,949,357	2,668,770	(719,413)	1,321,898	1,334,874	(12,976)	627,459	1,333,896	(706,437)	
Fire Department	8,498	8,497	1	24,968	84,894	(59,926)	(16,471)	(76,397)	59,926	78%
Emergency Services	0	0	0	12,788	61,730	(48,942)	(12,788)	(61,730)	48,942	79%
Bylaw	58,034	64,092	(6,058)	40,353	53,197	(12,844)	17,681	10,895	6,786	62%
	66,532	72,589	(6,058)	78,108	199,821	(121,713)	(11,577)	(127,232)	115,655	
Administration	9,414	19,525	(10,111)	345,859	419,720	(73,861)	(336,444)	(400,195)	63,751	16%
Election	0	0	0	947	2,150	(1,203)	(947)	(2,150)	1,203	56%
Library	11,867	10,480	1,387	50,517	49,830	687	(38,650)	(39,350)	700	2%
Lilian Schick	1,753	400	1,353	0	0	0	1,753	400	1,353	338%
Council	0	0	0	86,671	94,962	(8,291)	(86,671)	(94,962)	8,291	9%
	23,034	30,405	(7,371)	483,984	566,662	(82,668)	(460,959)	(536,257)	75,298	
Community Services	45,148	44,481	667	75,355	102,470	(27,115)	(30,207)	(57,989)	27,782	48%
Recreation Programs	10,089	28,439	(18,350)	59,965	91,342	(31,377)	(49,876)	(62,903)	13,027	21%
Parks & Recreation	27,656	880,265	(852,609)	143,400	999,859	(856,459)	(115,744)	(119,594)	3,850	3%
Arena	218,558	169,185	49,373	215,487	250,749	(35,262)	3,072	(81,564)	84,636	104%
Municipal Planning	11,826	6,850	4,976	162,165	216,263	(54,098)	(150,340)	(209,413)	59,073	28%
Economic Development	10,171	27,000	(16,829)	85,730	132,968	(47,238)	(75,559)	(105,968)	30,409	29%
	323,448	1,156,220	(832,772)	742,102	1,793,651	(1,051,549)	(418,655)	(637,431)	218,776	
	2,362,370	3,927,984	(1,565,614)	2,626,102	3,895,008	(1,268,906)	(263,732)	32,976	(296,708)	
	4,514,590	5,690,802	(1,176,212)	2,932,413	4,298,017	(1,172,208)	1,582,176	1,392,785	189,391	

S:\Council\2019\Regular Meeting of Council\Packages\01 15 2019\01 2019 - Variance Report December 2018

Falon Reed
 Corporate Finance Officer
 Town of Bon Accord

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REPORT #2

COMMUNITY SERVICES
JANUARY 2019

COMMUNITY SERVICES

Mental Health First Aid

I will be receiving my Mental Health First Aid certificate in the next few weeks. The course was very informative, and I think will be very beneficial with my role as Community Services Coordinator.

Pickleball

The first drop-in Pickleball session was held on Monday January 7, 2019. There were no participants, but we feel that the weather may have been a factor. More advertising will be posted for next week.

Primary Care Network (PCN) sessions

FCSS and the St. Albert PCN will host a variety of new sessions and programs for our residents. The first 3 sessions that will be held in Bon Accord will be: Understanding Depression (Jan. 21), Retirement- Retire from work, not life (Feb. 21) and Grief & Loss (March 18). These are free sessions offered from PCN and supported through FCSS. The sessions will be held in Council Chambers from 6:30 – 8:00 pm. Depending on attendance, we hope to provide more sessions later in the year.

Family Day

Final details are being done for the Family Day skating event. The event will be held on February 18 at the arena. Free skating, hotdog lunch and boards games will be provided.

Spring/Summer Program Guides

Preparation for the program guides have begun. They are scheduled to be mailed out with the February Utility bill in the beginning of March.

EVENTS/MEETINGS

Community Services Advisory Board meeting (Jan. 9)

Discussed Family Day, Canada day, a new event in the Spring, changing our meeting times to the day and possibly having a new member join the board.

Preparation for Fall/Winter Events

Ongoing preparation for events:

Pickleball (January)

PCN sessions (January)

Family Day (February)

Artisan Showcase (March)

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UPCOMING MEETINGS/EVENTS

Summer Temporary Employment Grant

Michele and I will be applying for the STEP grant prior to the end of January for the Public Works and Community Services summer staff.

CiB Evaluation Meeting (Jan. 14)

CAO, Community services, Public Works, Parks and Rec and Economic Development staff will begin initial discussions about the summer planting and landscaping plans. We will be taking the 2018 CiB judges' recommendations into account.

Emergency Management meeting (Jan. 15)

In house review of hazard assessments.

Sturgeon School Division Joint use agreement (Jan. 17)

Senior's Mental Health First Aid (Feb. 25- 26)

Bon Accord Community services will be hosting a Senior's Mental Health First Aid session on February 25-26 from 8:30 – 4:30 pm. The course fee is \$150, which includes a manual. Attendees will be eligible for a certificate of completion from the Mental Health Canadian Association. This session will be open to front line staff (i.e.; FCSS coordinator/managers, library staff, senior facility staff as well as residents that may be caring for a senior in their day to day life. Mental Health for Seniors will teach the participants to recognize signs of depression and anxiety in Seniors, how to deal with people who suffer from Dementia and Alzheimer's and inform them about the resources that we have in our region that can help with Seniors with mental health disorders. This session will be facilitated by Peggy Strass, a RN and mental health trainer and her cohort.

Jenny Larson

Community Services Coordinator

Town of Bon Accord

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REPORT #3

OPERATIONS
JANUARY 2019

PUBLIC WORKS

- Attended meetings with Engineers regarding Annexation and future projects.

ROADS

- Finished 2 full snow removal cycles. 1800 liters of fuel per cycle.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.

CEMETERY

- One burial on December 29th.

WATER

- Monthly water reads occurred on December 31.
- Completed 2 Alberta 1st Calls in December.

SEWER

- Contractors hydrovac'd and replaced a culvert by the water plant which was damaged during the reservoir project. This work was at the cost of the contractor, not the Town.

ARENA/PARKS & RECREATION

- Arena has continued to very busy this season.
- The compressor motor for the ice plant overloaded on January 2nd. Ice rentals were cancelled for that evening.

SAFETY/TRAINING

- Held weekly Public Works/Parks & Recreation Safety Meetings.

Ken Reil

*Operations Manager
Town of Bon Accord*

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REPORT #4

PLANNING & ECONOMIC DEVELOPMENT
JANUARY 2019

ECONOMIC DEVELOPMENT

Rural Alberta North Transition to Practice Information Session & Networking Event

The Professional Association of Resident Physicians of Alberta (PARA), hosted a networking event for Rural Alberta resident physicians. The resident physicians appreciate having recruiters and community members from different areas of the province to answer questions both about the positions available and the communities in which these positions are located. The event was successful with an attendance of 25+ registrants whom had many inquiries about the Town Bon Accord and what would practice look like. Having a table to represent the Town provided one-on one conversation and an ideal opportunity to connect.

Exhibitors in attendance:

- Alberta Medical Association - Locum Services
- Alberta Health Services (AHS)
- Town of Smoky Lake – recruiting for a Doctor
- Primary Care Network (Central Alberta)
- Town of Vermillion – recruiting for a Doctor
- Town of Rimbey – recruiting for a Doctor
- Town of Rocky Mountain House – recruiting for a Doctor

Alberta Health Services provided an excellent presentation to the registrants in what they need to be prepared for in the transition to practice. AHS is a great resource for Municipalities and what Towns, Villages, etc. need to get in place before they start the recruitment process. Recommendation moving forward, administration to create a plan (with Council input) on what the Town of Bon Accord is asking for, prior to approaching the PCN, other agencies or engaging advertising efforts on the Doctor sites.

Sturgeon County Regional Education Sessions

Partners (Legal Chamber of Commerce, Morinville & District Chamber of Commerce, Redwater Chamber of Commerce, Town of Morinville, Town of Redwater, Town of Gibbons, Sturgeon County and Town of Bon Accord) will be moving forward with a series of education courses that will be facilitated by Community Futures. Tentatively the partners have confirmed hosting of courses with specific dates and course material to be determined:

- March /19 – Town of Redwater
- April /19 – Town of Morinville
- May /19 – Town of Bon Accord
- September/19 – Town of Legal
- October/19 – Town of Gibbons

Courses will be geared for small business entrepreneurs looking to increase their knowledge base on how to improve upon their business.

Edmonton Global

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Edmonton Global has created a “Deal Flow Framework” in an investment-ready region (reference attachment). This visual provides the flow between the major groups. To note, Group #2 references Economic Development Managers in the Region. The Economic Development Managers serve an important role at the table.

An “Investment Attraction Marketing Program” RFP content template (reference attachment) has been created to demonstrate four major deliverables. The four major deliverables for the Investment Attraction Marketing Program:

1. Corporate: Edmonton Global Corporate / Organizational Identity and Digital Tool Box
2. Inter-Regional Scope: A regional investment readiness strategy
3. International Scope: An investment attraction program
4. Marketing Campaigns and Content Development

PLANNING AND DEVELOPMENT

Site Selector 101

Sturgeon County Economic Development engaged “Investment Consulting Associates” (ICA) to assist in developing a Foreign Direct Investment (FDI) Attraction and Retention Strategy to raise the Sturgeon County’s profile internationally. The intent is to initiate lead generation activities that result in new foreign direct investments into the County.

ICA is a recognized leader in global corporate site selection, incentive management and economic development advisory services. ICA’s North American operations are led by Chris Steele, COO with his team based out of Boston. Chris is very familiar with Alberta and has undertaken several studies around the Edmonton Region.

- Chris facilitated a Site Selection 101 session, highlighting:
What is site selection? What are the kinds of things that trigger a selection process, is it just real estate or other factors?
- Who is the site selector? Who do you interact with during a site selection process, and what are they looking for?
- The site selection process, what do companies and their advisors do and go through as they make location decisions.
- The factors that go into a site selection decision. What the most important criteria that companies look at when they evaluate where to go?
- What can a community do? Some ideas on how communities can position themselves for success.

Town of Morinville

Morinville will soon be home to one of the first net-zero affordable housing complexes in Alberta. Town Council has approved a development permit Nov. 27 for a 48-unit affordable housing complex. The land is direct control northwest of the Town’s cemetery. Homeland Housing proposes a four-storey apartment complex in the middle of this plot with 2.5 storey townhouses to the east and west. The homes would feature geothermal systems or air-source heat pumps, solar panels and excellent installation producing as much energy as they consumed in a year, resulting in net-zero greenhouse gas emissions at an affordable price.

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Amazon

Amazon will be opening a new custom fulfillment center in Leduc County which will create 600 full-time jobs. This will be Amazon’s second fulfillment facility in Alberta. The first is in Rocky View County and employs about 1,500 full-time associates. The Leduc center will be Amazon’s 11th in Canada. The announcement by Amazon is another vote of confidence in the Edmonton Region as an economic hub in Alberta. The center will spark economic activity and create good-paying jobs in the region. Construction is to commence in 2019, with the one-million square foot facility to be ready for 2020. Amazon’s expansion will help diversify and strengthen our local economy and long-term sustainability of our region.

Alberta Home Builders

Alberta residential builders are challenged with government regulations including a difficult economic landscape for the industry. There are more than 5,000 unabsorbed new homes on the market, resulting in a significant reduction in housing starts. Building codes, net-zero priorities for some municipalities increase the cost to the homeowner, without increasing the value of their home. Mortgage rules introduced earlier this year has cooled the housing market and proposed changes such as Alberta’s Bill 32 could further hurt the industry. Bill 32 would broaden the use of off-site levies in new developments and provides cities more power to add levies at their discretion. Building Industry and Land Development Alberta Association (BILD Alberta) is currently meeting with the Premier and letters sent to MLA’s about development concerns.

Lac Ste. Anne County

Krahn Engineering Ltd. out of Edmonton submitted an application to have a section of land re-designated from agriculture to industrial for a cannabis production facility to be erected. Parcel of land was located at the corner of Highway 43 and Township Rd. 540. Lac Ste. Anne County Council defeated a land use amendment for the cannabis processing facility. Members of Council felt there was not adequate information, however, understand applicant has the right to reapply furthering conversations with the planning department. There were 6 letters of opposition from the members of the public. The most common misconception is that it is a retail facility, when in fact it is a medical marijuana processing facility. Traffic at the intersection is another major concern as is potential odour.

Business and Development Inquiries

Recent inquiries include: restaurant

Complaints

Complaints received and investigated for this reporting period include:
 - Cats in yard

Business Inquiries	Compliance Certificates	Development Permits	Business Licenses	Bylaw Complaints	
1	2	1	0	1	This Period
14	15	16	50	50	YTD

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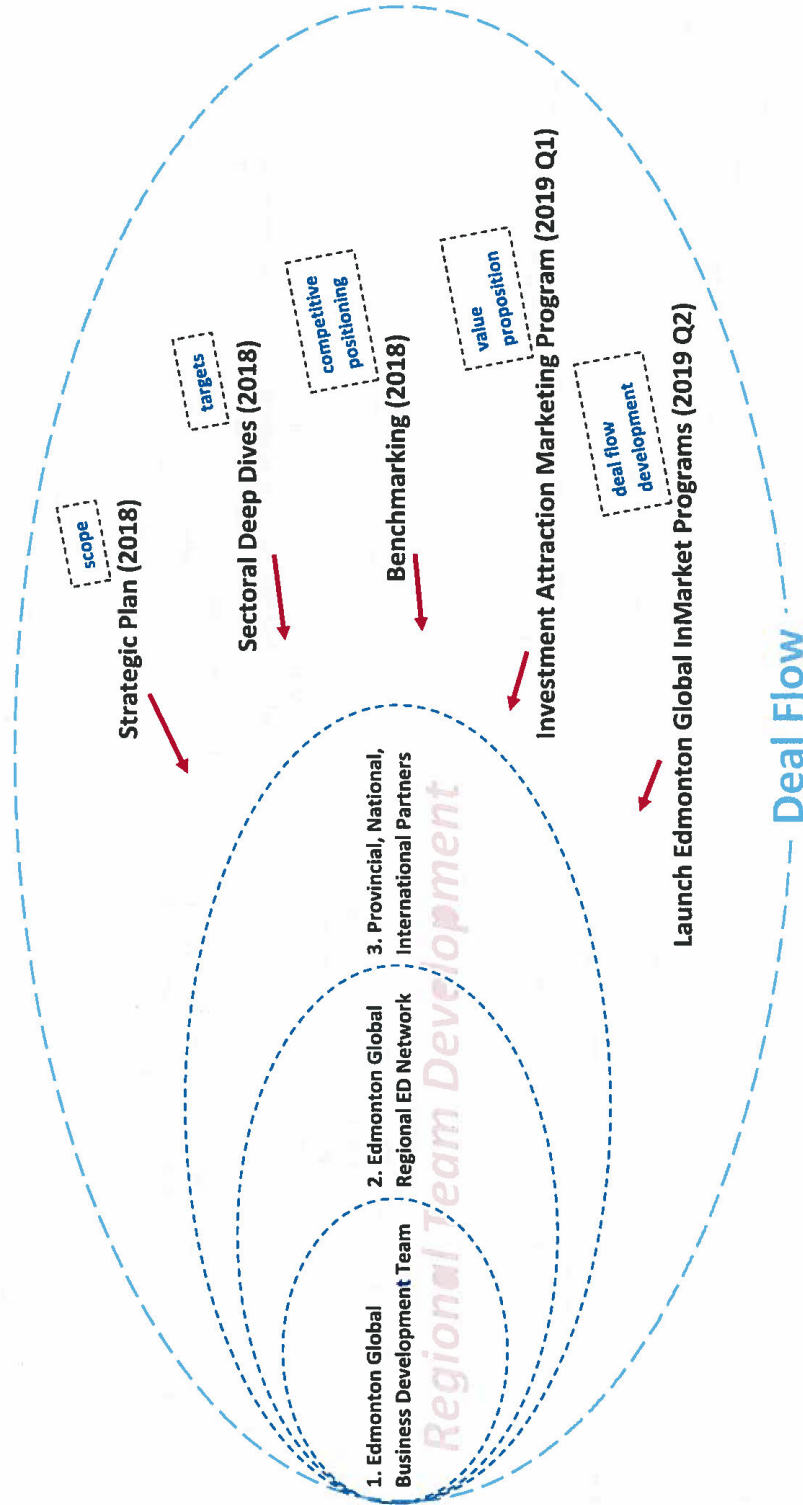
Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council regular meetings
- Council Meetings
- Edmonton Global – meetings
- GEEDT – meetings
- Sturgeon County Site Selector 101 Session
- Municipal Planning Services – discuss / review permits
- Investigation / Inspection – complaints
- PARA – Rural Alberta North - Transition to Practice / Red Deer
- Resident Meetings – development questions
- Sturgeon County Regional Business Education Sessions Committee

Dianne Allen

*Planning & Economic Development
Town of Bon Accord*

Creating a Deal Flow Framework in an Investment-Ready Region



Investment Attraction Marketing Program RFP Content – Four Major Deliverables

1. Corporate: Edmonton Global Corporate / Organizational Identity and Digital Tool Box;

- i. Development and design of a corporate visual identity and associated materials including websites, logos, printed and digital tools, that will integrate into the organization's regional investment attraction and trade strategy as identified in Deliverables C and D;
- ii. Recommendations on a set or series of digital tools Edmonton Global and its partners will incorporate into organizational and regional activities, that includes all suitable digital tools from CRM to Site Selection, that interacts seamlessly with communication, project planning and management, data and research and other tool recommendations that would be important components of a digital tool set for the organization's work.

2. Inter-Regional Scope: A Regional Investment Readiness Strategy;

- i. Conduct an in-depth investment readiness assessment with each of the 15 shareholder communities as well as key stakeholder partners (EEDC, AIHA, LNEIDA, EIA) using a comprehensive assessment guide that evaluates every aspect of readiness from point-of-contact through to regulatory processes associated with investment and business development – with the intention of positioning the region in such a way that investment-readiness becomes part of Metro Edmonton's competitive advantage; steps could include:
 - Development of an assessment format or checklist;
 - Conduct the assessment with each shareholder;
 - Develop a plan, as part of the overall Investment Attraction Program, that would identify steps to achieve the competitive readiness benchmark for the region – that begins with elevating the regional approach to investment facilitation in an equalized environment;
 - Training and coaching;
 - Digital training and support.
- ii. Produce a guide of clear regional relationship protocols and stakeholder engagement protocols that will advance the over-riding objectives of the Investment Attraction Strategy that will substantively improve deal flow and successful deal closure rates, to include, but not be limited to, the following:
 - Communication and Information Sharing;
 - Lead Qualification and lead sharing;
 - Marketing and Outreach;
 - Major Projects, Missions and Events;
 - Data Research and Collection;
 - Trade and Export Market Development;
 - Advocacy;
 - Training and Mentorship.

3. International Scope: An Investment Attraction Program

- i. Produce a 3 year Investment Attraction Program based on the 2018 Strategic Plan and other relevant materials that provide intelligence to the process such as the Sector Research Report (Nichols Report), the In-Market Phase 1 Report (Incite Report), and the Benchmarking Report. The Program will be designed to create a rigorous 'deal flow' environment that combined with the investment readiness work will improve deal-closure rates for the region, and will target regions by sector and opportunity, and identify the major subsector opportunities, for investment attraction and trade, as well as identify major levers, qualifying targets, and recommend tactical activities associated with achieving Edmonton Global's goals around investment attraction, trade and export market development. The major components of the program will include:
 - A reverse site selection process that maps out the decision-making process for investment, and prepares the region to respond competitively – including the establishment of the tools necessary to achieve that level of preparedness;
 - Target identification by sector and by region that identifies where leadership is occurring by region and by sector and who those leaders are – with enough detail that enables Edmonton Global to leapfrog into the investment marketplace;
 - Regional asset mapping that inventories/databases economic assets by sector and subsector (not restricted to the Strategic Plan priorities) and business opportunities so they become part of the region's value proposition for investment, as well as the identification of strengths and opportunities that will become part of Metro Edmonton's differentiated positioning.

4. Marketing Campaigns and Content Development

- i. Design an associated marketing campaign, or series of campaigns, based on global best practices in investment marketing that aligns with the Investment Attraction Program, targeting audiences by sector and by region, leveraging earned, owned and paid opportunities – including the major elements of the content development associated with each sector/subsector by region. The components of the marketing campaign/s would include, but not limited to, the following:
 - Branding and creative;
 - Materials and content development (multi-media);
 - Multi-language and culture focused content;
 - Value proposition by region and sector/subsector;
 - Rankings and optimization tools development and training;
 - Printed and collateral materials development;
 - Web sites and digital tools;
 - Investor guides and industry brochures;
 - Other materials important to an effective marketing campaign that will lever the effectiveness of the programs and Edmonton Global's efforts in attracting investment.

Town of Bon Accord
Regular Meeting of Council Minutes
January 15, 2019
8:30am



REPORT #5

CHIEF ADMINISTRATIVE OFFICER (CAO)
JANUARY 2019

Administration

Held management meetings in January which included preliminary discussion and planning for the 2019 Council Workshop planned for Mar 7 & 8, 2019.

Training

Town of Bon Accord is hosting the Emergency Management Incident Action Plan workshop on January 23 & 24, 2019 at the arena mezzanine. This training will help to develop the action that will need to be taken in the event of an emergency throughout the region.

Certificate in Rural Municipal Leadership is a program I will be taking at Augustana Campus- U of A, this program begins on January 21,19 and I will be taking courses until April 2019 to complete the certificate.

Emerging Trends Brownlee LLP

The emerging trends in law workshop that Brownlee puts on every year is coming up on Feb 14,19. This workshop provides some insight into new trends and how municipalities can avoid any pitfalls that may be coming up with new legislations and regulations.

Medical Professional Recruitment

On Jan 10, 2019 Minister Sara Hoffman attended the Town office to discuss ways the province may be able to assist the Town in attracting and retaining medical professionals to the community.

Office Hour Change

As of January 1, 2019, the regular hours of business for the Town will be 8:00 AM – 4:00 PM Monday to Friday. If the first couple of weeks of January are any indication of the change in office hours, it appears not to be an inconvenience for the public at this time.

Staffing Changes

You will see a new smiling face in our main office as our public works clerk is now working at the main office, still doing the public works admin requirements and assisting in other duties that are required in the administration sections. Michelle brings with her a very organized skill set that compliments the rest of the staff very well. A big welcome to Michelle.

IT Proposals

Administration is busy working on the research for the IT management proposals that went out before the end of December. It seems the more information and research we do the more questions we have. We are proceeding cautiously and wanting to be sure that we are clear on what our needs are for today and for the long term. We will be bringing more information forward to Council once the evaluation is completed.

Town of Bon Accord
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MAP- 2019

As Council was previously advised that Bon Accord had been selected to participate in a Municipal Accountability Program (MAP) review in 2019. Since then Municipal Affairs has confirmed the date of Feb 5,19 to meet with administration and attend the regular meeting of Council to observe our procedures.

Meetings Attended

Management Meetings
Quality Management Plan Meeting

Upcoming Meetings

Regional CAO Breakfast Mtg
Quality Management Plan Meeting
CiB Evaluation Meeting
Hazard Vulnerability Risk Assessment
Alberta Industrial Heartland Stakeholder Event
Incident Action Plan Workshop

As you can see, we have hit the ground running in the new year and are looking forward to many new programs and developments coming forward in 2019. The Mayor's 2018 Year in Review will be included in the next utility billing cycle and will be sent out to residents with the utility bills at the beginning of February. This is a reflection of all the accomplishments that have been achieved over the last year.

Joyce Pierce

Chief Administrative Officer
Town of Bon Accord

**Town of Bon Accord
Regular Meeting of Council Minutes
January 15, 2019
8:30am**



REPORT #6

**MAYOR REPORT
JANUARY 2019**

December 13, 2018
December 18, 2018

Attended the Roseridge Landfill Board Meeting
Attended Regular Meeting of Council

David Hutton

Mayor

Town of Bon Accord

REPORT #7

**DEPUTY MAYOR REPORT
JANUARY 2019**

December 18, 2018
January 9, 2019

Attended Regular Meeting of Council
Administration Briefing

Brian Holden

Deputy Mayor

Town of Bon Accord

**Town of Bon Accord
Regular Meeting of Council Minutes
January 15, 2019
8:30am**



REPORT #8

**COUNCILLOR REPORT
JANUARY 2019**

- December 13, 2018 Attended the Transition into Practice event put on by the Professional Association of Resident Physicians of Alberta in Red Deer. The event was a great opportunity to engage with students who will be graduating and licenced in the spring. EcDev Manager Allen and I gained valuable insight into recruiting a new physician and will come back in the new year with a stronger plan and will focus on a slightly different strategy to attract the “right fit’.
- December 18, 2018 Attended Regular Meeting of Council
- December 20, 2018 Attended Homeland Housing Meeting. This year has seen \$1,691,500.00 spent in maintenance and safety/security enhancements. The new addition to Diamond Spring Lodge in Redwater is underway, and construction should begin in the new year in Morinville for the new Affordable Housing unit. Financial balances are good and looking forward to a new year. Homeland Housing provides a much-needed service to our communities.
- January 9, 2019 Will attend the Administration briefing.

Hoping everyone had a great holiday with those who are dear to you and looking forward to an awesome, productive year in 2019!

Lynn Bidney
Councillor
Town of Bon Accord

**Town of Bon Accord
Regular Meeting of Council Minutes
January 15, 2019
8:30am**



REPORT #9

**COUNCILLOR REPORT
JANUARY 2019**

December 18	Regular meeting of council.
January 8	Library Board Meeting
January 9	Admin Briefing
January 9	Community Service Advisory Board
Note:	Looking forward to this year and all we can do!

Tanya May
Councillor
Town of Bon Accord

REPORT #10

**COUNCILLOR REPORT
JANUARY 2019**

December 18, 2018	Attended Regular Meeting of Council
January 9, 2019	Attended Administration Meeting

Jennifer MacArthur
Councillor
Town of Bon Accord