

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
March 3, 2020 7pm  
Council Chambers**

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
  - 3.1. Simon Boersma – Unification into Specialized Municipality at 7:15pm
- 4. ADOPTION OF MINUTES**
  - 4.1. Regular Meeting of Council – February 18, 2020 (enclosure)
- 5. UNFINISHED BUSINESS**

NONE
- 6. NEW BUSINESS**
  - 6.1. Public Hearing - Intermunicipal Development Plan Bylaw; Bylaw #2020-10 (7:30pm)
  - 6.2. Sturgeon Regional Assessment Review Board (enclosure)
  - 6.3. Change in Council Meeting date (enclosure)
  - 6.4. Appointment of Assessment Review Board Officials (enclosure)
  - 6.5. Tender Process for 48<sup>th</sup> Ave. and 49A Street (enclosure)
  - 6.6. Truck and Combination Box Purchase (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**

**BYLAWS**

  - 7.1 Borrowing Bylaw – Capital #2020-06 – 2<sup>nd</sup> and 3<sup>rd</sup> readings (enclosure)
  - 7.2 Intermunicipal Collaboration Framework (ICF) Bylaw; Bylaw #2020-13 – 1<sup>st</sup> reading (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**
  - 8.1. Jessie’s House Grand Opening Celebration (enclosure)
  - 8.2. 16<sup>th</sup> Annual Yellow Ribbon Gala (enclosure)
- 9. CORRESPONDENCE**
  - 9.1. Incidents and Violations Reports (enclosure)
  - 9.2. Municipal Essential Goods/Rail Disruption
- 10. CLOSED SESSION**
  - 10.1. CAO Evaluation, 2<sup>nd</sup> Review; *FOIP Act 17(1) – Disclosure harmful to personal privacy*
- 11. ADJOURNMENT**

**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
**February 18, 2020**  
**8:30 am**

**PRESENT**

Mayor David Hutton  
Deputy Mayor Lynn Bidney  
Councillor Tanya May  
Councillor Lacey Laing  
Councillor Brian Holden

**ADMINISTRATION**

Joyce Pierce, Chief Administrative Officer  
Dianne Allen, Planning and Economic Development Manager  
Ken Reil, Operations Manager  
Jenny Larson, Community Services Coordinator

**CALL TO ORDER**

Mayor Hutton called the meeting to order at 8:30 a.m.

At 8:31 a.m. Mayor Hutton appointed Deputy Mayor Bidney as presiding officer for the remainder of the February 18, 2020 regular meeting of council.

**ADOPTION OF AGENDA**

COUNCILLOR HOLDEN MOVED THAT the agenda for the February 18, 2020 Regular Meeting of Council be adopted, as presented.

**CARRIED RESOLUTION 20-067**

**ADOPTION OF MINUTES**

***Regular Meeting of Council minutes – February 4, 2020***

COUNCILLOR MAY MOVED THAT the minutes of the February 4, 2020 Regular Meeting of Council be accepted, as presented.

**CARRIED RESOLUTION 20-068**

**DEPARTMENT REPORTS**

***Finance (attached report #1)***

***Community Services (attached report #2)***

***Operations (PW) (attached report #3)***

***Planning and Economic Development (attached report #4)***

***Chief Administrative Office (CAO) (attached report #5)***

MAYOR HUTTON MOVED THAT Council accept the department reports, as information, as presented.

**CARRIED RESOLUTION 20-069**

**Town of Bon Accord**  
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**UNFINISHED BUSINESS**

***Reschedule Public Hearing***

MAYOR HUTTON MOVED THAT Council reschedule the public hearing for the Chief Elected Official Bylaw, Bylaw #2020-09 to May 5, 2020.

**CARRIED RESOLUTION 20-070**

**NEW BUSINESS**

***Snow removal discussion***

COUNCILLOR HOLDEN MOVED to accept the snow removal discussion, as information and directs administration to review the Town's snow removal process over the next two (2) weeks.

**CARRIED RESOLUTION 20-071**

**BYLAWS | POLICIES | AGREEMENTS**

**BYLAWS**

***Cemetery Bylaw; Bylaw #2020-04***

COUNCILLOR MAY MOVED THAT Council give the Cemetery Bylaw; Bylaw #2020-04 2<sup>nd</sup> reading, as presented.

**CARRIED RESOLUTION 20-072**

***Parental Leave Bylaw; Bylaw #2020-05***

COUNCILLOR MAY MOVED THAT the Parental Leave Bylaw; Bylaw #2020-05 be moved to an Administration meeting, for further discussion.

**CARRIED RESOLUTION 20-073**

***Bylaw #2020-11; Amendment to Municipal Development Plan Bylaw #2016-08***

MAYOR HUTTON MOVED THAT Council give first reading of Bylaw 2020-11, being a bylaw to amend the *Municipal Development Plan 2016-08*, Map 9.2 Future Land Use Map.

Further, that Council direct Administration to schedule a Public Hearing for Bylaw 2020-11 in accordance with the requirements of the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended, and notify adjacent landowners and stakeholders of the Public Hearing.

**CARRIED RESOLUTION 20-074**

***Bylaw #2020-12; Amendment to Land Use Bylaw #2016-03***

COUNCILLOR HOLDEN MOVED THAT Council give first reading of Bylaw 2020-12 being a bylaw to amend the *Land Use Bylaw 2016-03*; and

Further, that Council direct Administration to schedule a Public Hearing for Bylaw 2020-12 in accordance with the requirements of the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended, and notify adjacent landowners and stakeholders of the Public Hearing.

**CARRIED RESOLUTION 20-075**

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DEPUTY MAYOR BIDNEY MOVED THAT Council take a short break at 10:00 a.m.

**CARRIED RESOLUTION 20-076**

MAYOR BIDNEY called the meeting back to order at 10:18 a.m.

**POLICIES**

***Utility Email Billing Policy***

COUNCILLOR MAY MOVED THAT Council approve the Utility Email Billing Policy, as presented and accepts the Utility Email Billing Procedure, as information.

**CARRIED RESOLUTION 20-077**

**WORKSHOPS | MEETINGS | CONFERENCES**

*None*

**COUNCIL REPORTS**

***Mayor Hutton (attached report #6)***

***Deputy Mayor Bidney (attached report #7)***

***Councillor May (attached report #8)***

***Councillor Laing (attached report #9)***

***Councillor Holden (attached report #10)***

COUNCILLOR LAING MOVED THAT Council accept all Council Reports, as information, as presented.

**CARRIED RESOLUTION 20-078**

**CORRESPONDENCE**

***Bon Accord Gibbons Food Bank Meeting Minutes***

COUNCILLOR HOLDEN MOVED THAT the correspondence by accepted as information.

**CARRIED RESOLUTION 20-079**

**CLOSED SESSION**

*None*

**ADJOURNMENT**

COUNCILLOR HOLDEN MOVED THAT the February 18, 2020 Regular Meeting of Council adjourn at 10:43 a.m.

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Mayor David Hutton

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Joyce Pierce, CAO



**Town of Bon Accord**  
**Regular Meeting of Council Minutes**  
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REPORT #1

**FINANCE**  
**FEBRUARY 2020**

**GENERAL MUNICIPAL**

On January 1, 2020, outstanding tax balances received a penalty of 15%. The town collected almost \$24K in penalty revenue. The new ASFF (Alberta School) requisition is expected to be issued by March 31, 2020.

**PUBLIC WORKS**

Public works expenses are expecting an increase due to the break-in at the public works shop. Invoices for these expenditures are not yet reflected on this report. An insurance claim has been submitted.

**PROTECTIVE SERVICES**

The fire hall rental/grant payment has been received from Sturgeon County, slightly higher than budgeted (\$263 higher).

**ADMINISTRATION**

The audit of the 2019 financial year is ongoing. The transition from Winfin to iCity is still ongoing with continued training as we learn the new system and its capabilities.

**COMMUNITY SERVICES**

**PARKS & RECREATION**

**ARENA**

The arena is open and is generating operating revenue and expenses for the 2019-2020 season.

**ECONOMIC DEVELOPMENT**

Work is underway on the updated website. Expenses have not been received yet.

**CAPITAL**

Sources of capital revenue will be MSI, GTF, debenture, and reserves. Administration received notification from the (ICIP) Investing in Canada Infrastructure Program that the 48<sup>th</sup> Avenue & 49A Street Rehabilitation Road Project, the Sidewalk Replacement Program, the Parkside Road Rehabilitation Project, and the Solar Farm project were not selected to proceed to the federal application stage.

Current Projects:

*48<sup>th</sup> Avenue & 49A Street: Ongoing; Expenses to date = \$6,482*

*Solar Farm: Ongoing; Expenses to date = \$206,304*

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**Town of Bon Accord**  
 Year-to-Date Variance Report (*Unaudited*)  
 for the month ending January 31, 2020

Department	2020 YTD Revenue		2020 YTD Revenue	2020 YTD Expense			2020 YTD Net	2020 YTD Net	2020 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	51,755	2,220,523	-2,168,768	0	413,775	413,775	51,755	1,806,748	-1,754,993	97%
	<b>51,755</b>	<b>2,220,523</b>	<b>-2,168,768</b>	<b>0</b>	<b>413,775</b>	<b>413,775</b>	<b>51,755</b>	<b>1,806,748</b>	<b>-1,754,993</b>	
Public Works - Roads	0	27,684	-27,684	16,121	420,026	-403,905	-16,121	-392,342	376,221	96%
Storm Sewer & Drain	0	0	0	1,326	17,735	-16,409	-1,326	-17,735	16,409	93%
Water	10,077	541,746	-531,669	25,536	622,469	-596,933	-15,459	-80,723	65,264	81%
Sewer	222	310,600	-310,378	7,931	309,199	-301,268	-7,709	1,401	-9,110	650%
Garbage	98	143,200	-143,102	1,570	169,259	-167,689	-1,472	-26,059	24,587	94%
Cemetery	1,750	5,500	-3,750	519	9,631	-9,112	1,231	-4,131	5,362	130%
	<b>12,147</b>	<b>1,028,730</b>	<b>-1,016,583</b>	<b>53,003</b>	<b>1,548,319</b>	<b>-1,495,316</b>	<b>-40,856</b>	<b>-519,589</b>	<b>478,733</b>	
Fire Department	9,015	8,752	263	427	47,623	-47,196	8,588	-38,871	47,459	122%
Emergency Services	0	0	0	899	18,715	-17,816	-899	-18,715	17,816	95%
Bylaw	574	39,236	-38,662	0	61,181	-61,181	574	-21,945	22,519	103%
	<b>9,589</b>	<b>47,988</b>	<b>-38,399</b>	<b>1,326</b>	<b>127,519</b>	<b>-126,193</b>	<b>8,263</b>	<b>-79,531</b>	<b>87,794</b>	
Administration	375	3,500	-3,125	27,581	441,263	-413,682	-27,206	-437,763	410,557	94%
Election	0	0	0	0	5,000	-5,000	0	-5,000	5,000	100%
Library	0	10,480	-10,480	29,597	58,038	-28,441	-29,597	-47,558	17,961	38%
Council	0	0	0	4,781	105,015	-100,234	-4,781	-105,015	100,234	95%
	<b>375</b>	<b>13,980</b>	<b>-13,605</b>	<b>61,959</b>	<b>609,316</b>	<b>-547,357</b>	<b>-61,584</b>	<b>-595,336</b>	<b>533,752</b>	
Community Services	0	43,481	-43,481	6,233	98,136	-91,903	-6,233	-54,655	48,422	89%
Recreation Programs	420	8,683	-8,263	3,542	84,972	-81,430	-3,122	-76,289	73,167	96%
Parks & Recreation	0	20,421	-20,421	6,817	153,064	-146,247	-6,817	-132,643	125,826	95%
Arena	24,560	218,876	-194,316	15,554	247,421	-231,867	9,006	-28,545	37,551	132%
Municipal Planning	2,609	5,700	-3,091	7,198	205,451	-198,253	-4,589	-199,751	195,162	98%
Economic Development	0	0	0	6,514	118,825	-112,311	-6,514	-118,825	112,311	95%
	<b>27,589</b>	<b>297,161</b>	<b>-269,572</b>	<b>45,858</b>	<b>907,869</b>	<b>-862,011</b>	<b>-18,269</b>	<b>-610,708</b>	<b>592,439</b>	
<b>TOTAL</b>	<b>49,700</b>	<b>1,387,859</b>	<b>-1,338,159</b>	<b>162,146</b>	<b>3,193,023</b>	<b>-3,030,877</b>	<b>-112,446</b>	<b>-1,805,164</b>	<b>1,692,718</b>	
<b>TOTAL (incl. Gen Mun.)</b>	<b>101,455</b>	<b>3,608,382</b>	<b>-3,506,927</b>	<b>162,146</b>	<b>3,606,798</b>	<b>-2,617,102</b>	<b>-60,691</b>	<b>1,584</b>	<b>-62,275</b>	

**Falon Fayant**  
 Finance Manager  
 Town of Bon Accord

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REPORT #2

**COMMUNITY SERVICES**  
**FEBRUARY 2020**

**COMMUNITY SERVICES**

**Pickleball**

This program has seen a steady number of participants (6-8 each session). Our volunteer Grethe, has been enjoying the program and says the participants have been very helpful. February 10<sup>th</sup> session was cancelled due to a school event and there was no session on Family Day evening.

**Family Day**

Family Day will be held on February 17<sup>th</sup>—information will be given verbally due to timing of report.

**Spring/Summer Program Guides**

Preparations for the program guides have begun. They are scheduled to be mailed out in the beginning of March.

**Summer Camp Employment**

Advertisement for the Summer Recreation Coordinator will be posted by February 24. And the Canada Summer Job application will be submitted by the 21<sup>st</sup>. I will keep Council updated as new information comes in.

**Music in the Park**

Plans are in the works for MITP 2020. Danielle, from Two Bad Apples is reaching out to artists. MITP will be extended to September 8—which increases this event to 10 weeks.

**FCSSAA Annual Conference**

The annual FCSSAA conference will be hosted by the Edmonton Evergreen FCSS region- which includes Bon Accord. The theme will be based on 'Innovation'. How to evolve, how to adapt and how to develop out of the box thinking.

**EVENTS/MEETINGS**

**Bike Rodeo BACS**

Planning for the bi-annual Bike Rodeo at BACS is in the works. Requests for door prizes will be mailed out to businesses and requests for volunteers will be sent out as well. The Bike Rodeo will take place in June. Due to cutbacks, nurses will not be able to assist with the bike helmet fittings. Sturgeon Protective services are on board to provide the training. RCMP members have participated in the past as a part of the enhanced funding initiative—no word yet if they will participate this year. The Bon Accord Fire Department has some interest, but because it is several months away, they are not able to confirm how many members can participate.

**Preparation for Upcoming Events**

Ongoing preparation for events:  
Family Day (February)

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Council Workshop (February)  
Bike Rodeo (June)  
MITP (Summer)

**UPCOMING MEETINGS/EVENTS**

Sturgeon Mobility Assisted Regional Transportation (SMART Van) (February 19)  
Meeting with MLA Marie Renaud (February 19)  
Council Workshop (February 20-21)  
Regional ESS Working Group (February 25)  
Community Programming Meeting (February 25)

**Jenny Larson**

*Community Services Coordinator  
Town of Bon Accord*

Unapproved

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REPORT #3

**OPERATIONS**  
**FEBRUARY 2020**

**PUBLIC WORKS**

- Tree removal is complete along 51<sup>st</sup> Ave between 53<sup>rd</sup> Street and 56<sup>th</sup> Street.
- The Public Works yard overhead doors have been repaired. The front gate is not covered by insurance.
- Limited staff due to an injury and vacation.

**ROADS**

- Intersections and streets were sanded numerous times.
- Working on 2<sup>nd</sup> full snow removal.

**EQUIPMENT/VEHICLES**

- Regular maintenance continues on equipment and vehicles when necessary.

**CEMETERY**

- 1 full burial.

**WATER**

- Monthly water reads occurred on January 31 /20.
- Completed 2 Alberta 1<sup>st</sup> Calls in January.
- Pump 102 was installed.
- Heaters in truck fill building will need to be replaced.

**SEWER**

- Replaced heater at final lift station.

**ARENA/PARKS & RECREATION**

- Staff member is off with an injury so part time staff and one Public Works member are covering shifts.
- Mid year oil samples collected.

**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**  
**FEBRUARY 2020**

**ECONOMIC DEVELOPMENT**

Economic Recovery

In response to any type of type of disaster that effects the business community, Town office will be in direct communication with the business to understand the impact and aggregate damage the business is facing. Recovery period is short term, intermediate term to long term.

Initial steps for business to rebuild involve:

- Contacting the insurance company
- Assessing structural damage
- Ensuring property is secure
- Address structural repairs first if applicable
- Inspect and repair the electrical system
- Address problems specific to the fire damage
- Clean up room by room if applicable
- Document everything from start to finish

Identifying critical business loss relates to:

- Facilities / buildings
- Contents / inventory
- People (employees / customers)
- Vital records
- Equipment
- Utilities
- Support systems (computers, networks, communications, transportation)
- Suppliers

Engaging local business leaders and other community stakeholders will enable an additional support system. There maybe non-repayable grants, or gap/bridge financing with low interest / or flexible terms that in the short term small businesses may want to access. The Town maybe able to identify public or private funding programs for small businesses by working with organizations, like local banks, credit unions, Community Futures, provincial / territorial and federal departments.

Regional Education Sessions Group (RESG)

The Regional Partners (Ministry of Labor, Bon Accord, Gibbons, Morinville, Redwater, Sturgeon County, Legal Chamber and Redwater Chamber) are once again meeting to discuss plans for 2020. Next steps to determine as a group:

- What level of financial commitment / involvement (\$ / in-kind)?
- Formalize partnership with terms of reference

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- Outline plan for 2020
- Potential grant funding
- Guest speakers / topics for the Business Breakfast
- Other workshop ideas and facilitators including cost estimates (if this is the desire of the group)
- Event dates for 2020 that are currently booked within our communities (to not overlap)
- Outcomes to be reached to achieve goals

Recap of the Mighty Business Breakfast Bash (*refer to attachment*), held October 25/19 at the Gibbons Cultural Centre. Collectively as a group, we are confident to say this event was a success.

#### Primary Care Network (PCN)

Primary Care Networks (PCN's) bring local physicians and other health care professionals together to provide comprehensive patient care to Albertans. PCN's are comprised of groups of family physicians working with other health care professionals such as nurses, nurse practitioners, dietitians, pharmacists, social workers and mental health professionals. PCN's develop solutions to meet the needs of the local community and their health issues. PCN's are created through an agreement between physicians and Alberta Health Services. There are 41 PCN's operating throughout Alberta with more than 3,800 family physicians and more than 1,400 other health practitioners. At any given time, there are hundreds of PCN family doctors accepting new patients. Research shows that patients who regularly visit a family doctor are healthier and live longer. While PCN's approach is to improve and better coordinate patient access to primary health care, PCN's also offer support to the doctors clinically and administratively (*refer to attachment*), dependent on zone.

#### Regional Transit Service

The Regional Transit Services Commission (RTSC) made up of Councilors from 13 Edmonton Metropolitan Region municipalities, released a report recommending the combining of transit services between the 13 municipalities, claiming projected savings of 850 service hours per week and \$3.4 million per year once fully aligned in 2026. The status quo will not meet the needs of residents when more than 2 million people call this area home.

A regional transit approach will allow to deliver more convenient and more extensive service throughout the region, closes the gap between transit and automobile trips, while decreasing congestion, providing a better customer experience. There are systemic barriers to travel from one community to another, it is difficult to travel the entire region using public transit.

Next steps will see individual councils vote through February and March whether to participate in a formal request to the province for the creation of a new Regional Transit Commission. The Commission's launch would be anticipated sometime in 2022.

#### Alberta Industrial Heartland 2020 Annual Stakeholder Event

The event was a full-day networking conference offering attendees an opportunity to engage with industry experts and elected officials. The program was designed to highlight activity in the Industrial Heartland region, to offer policy related insights on topics important to the industry and to provide information on investment opportunities. Total attendees 1100-1200.

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Safety Codes Internal Audit

Administration has implemented an internal audit system for all building permits. The internal audit is an additional checklist to ensure the appropriate inspections are completed as per work involved, dollar value of project and within the specific time frame per discipline. The internal audits are a part of the Quality Management Program (QMP), in which Bon Accord, Sturgeon County, Redwater, Legal and Gibbons are a part of.

Future Proofing – Village of Wabamum and Town of Bon Accord (Edmonton Journal Article Saturday, Feb 8/2020)

An interesting article (*refer to attachment*) published in the Edmonton Journal highlighting how the Village of Wabamum is looking at ways to reinvent itself with loss of coal-fired generating plant. The Village is demonstrating a mixed-use development with a variety of options, premised on affordability incorporating single and multi-family residential, recreational and commercial development, following a master development plan.

Bon Accord is in a similar position, posed for transformation in the development and planning for future growth. Located just North of Edmonton, Bon Accord presents an ideal lifestyle with numerous opportunities!

**PLANNING AND DEVELOPMENT**

Development / Investment

- Inquiry on available commercial lands
- Inquiry on available commercial buildings to purchase or lease
- Application submitted for redistricting

Business and Development Inquiries

- Commercial Business

Complaints

Complaints received and investigated for this reporting period include:

- No complaints reported for this reporting period
- Ongoing monitoring of residential property (unsightly)

Business Inquiries	Compliance Certificates	Development Permits	Business Licenses	Bylaw Complaints	
1	0	0	13	0	This Period
1	0	0	13	0	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- UDI
- Council Meetings
- GEEDT – meeting



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- Alberta Industrial Heartland 2020 Annual Stakeholder Event
- Alberta Association of Architects - Compliance for Alberta Municipalities Permitting Design Projects
- Municipal Planning Services – discuss / review permits / compliance certificates
- Investigation / Inspection – complaints
- Resident Meetings – development questions

# FUTURE PROOFING

Village of Wabamun looks at ways to reinvent itself with loss of coal-fired generating plant

**CINDY STEPHEN**

It's about 68 kilometres west from downtown Edmonton to the Village of Wabamun, population 700. It took some convincing when Charlene Smylie's better half wanted to move the family from their comfortable inner-city home in Bonnie Doon to this very small centre that she thought didn't have a grocery store, a pizza joint or perhaps, a nice park.

It also didn't help that energy giant TransAlta had just completed the final shut down of the coal-fired power plant that had been the village's economic engine for 50 years.

"I really did like living in the city, but my spouse wanted something smaller. Wabamun actually had all the services we needed plus a lake and a provincial park," says Smylie, who settled into the village so well that she was appointed mayor in 2015. "This place is adorable. It's clean and well kept. Now, my kids are eight and 10. They can walk to the library or the store – I don't think



The TransAlta generating plant was the economic engine of Wabamun for decades. **LARRY WONG**

I would have been as comfortable with that living in the city. Here, it's peaceful living."

As mayor, Smylie is working with her council to prepare Wabamun for a robust future, brushing off the coal dust and capital-

izing on its location by one of Alberta's most popular lakes.

"We're transitioning from a one-horse town to more of a tourism base. I see us being a hub in the region. Our arts community is growing, our festival season is

expanding. I can see us being the next Sylvan Lake. It's a great place to raise a family but also a great place to visit," she says.

The village purchased the plant site and the former employee housing land from TransAlta.

It upgraded water lines, installed underground electrical and updated the existing sewer lines. Reclamation of the brown-field site is nearly complete and Edmonton-based Fourcha Group has launched a major waterfront project called Discovery Wharf. The developer is also re-imagining the old residential site, Osprey Estates.

"Wabamun had a large tax base. In order to bring some economic prosperity back to the community, why not showcase their crown jewel and repurpose this land into a mixed-use development with a variety of options, premised on affordability with the lake a primary attraction," says Sid Chadi, Fourcha CEO and president of Discovery Wharf Developments.

The waterfront project will incorporate single and multi-family residential, recreational and commercial development and Osprey Estates, following the master development plan, will offer mixed housing styles, including manufactured homes.

SEE WABAMUN ON E2

## Renovator of the Year



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Total Registered Participants	127
Total Check-In Attendees	110
Eventbrite Event Page Views	588
<b>Attendee Location Information</b>	
Barrhead	1
Bon Accord	9
Bruderheim	1
Calgary	1
Edmonton	8
Fort Saskatchewan	1
Gibbons	36
Legal	6
Morinville	26
Nisku	1
Redwater	11
Sherwood Park	2
Spruce Grove	1
Stony Plain	2
Sturgeon County	10
Thorhild	5
Unknown	6
<b>TOTAL</b>	<b>127</b>
<b>How Did Attendees Hear About the Event</b> <i>(Survey – 55 Respondents. Some respondents chose more than one communication method)</i>	
Email	42%
Social Media	31%
Word of Mouth	31%
Other	10%

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Cost	
Venue	\$ 0
Food	\$ 1,989
Speaker- Doug Griffiths	\$7,522
Marketing (design + Postcard)	\$ 2,208
Lanyards	\$ 267.45
Promotional – Fairmont Card	\$ 1,000
<b>Total Cost</b>	<b>\$12,986.45</b>
Revenue- LMP Grant	\$7,600.00
Revenue- Municipalities	\$5,000
Revenue – Ticket Sales	\$1227.28
<b>Total Staff Hours</b>	<b>50</b>
Survey Results (68 Responses)	
Average out of 5 - Speaker	4.9
Average out of 5 – Resource Tables	4.4
Was This Event Worth My Time?	100%





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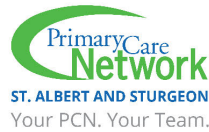


startinsturgeon

MIGHTY BUSINESS BREAKFAST BASH | OCT 25 2019



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**2019/2020 St. Albert and Sturgeon PCN**  
**Medical Home, Clinical, & Administrative Supports**

**A. MEDICAL HOME SUPPORT**

The PCN provides financial and staff supports to assist individual physician members to advance their medical home.

Physicians will be supported to advance their medical home from their unique starting point and practice interests.

Physicians will be provided with a Clinical Improvement Facilitator, Physician Champion and an EMR & Billing Facilitator to support the development and implementation of their medical home advancement plan.

**1.1. Financial Support**

Physicians will be provided with financial support for:

- Individual physician medical home assessment.
- Medical home advancement meetings with Clinical Improvement Facilitator and/or Physician Champion.
- Clinic wide medical home advancement meetings.
- Education or equipment as outlined in the medical home advancement Resource/Training Plan.
- Support staff funding as outlined in the medical home advancement Resource/Training Plan.

**1.2. Clinical Improvement Facilitator**

Physicians will be provided the support of a Clinical Improvement Facilitator to:

- Assist individual physicians in assessing their individual practice (modified medical home assessment).
- Assist individual physicians to determine opportunities to advance their medical home (physician determined or PCN suggestions depending on physician preference).
- Determine alignment points between co-located individual physician medical home advancement plans to identify clinic wide improvements.
- Develop a Resource/Training plan to support the achievement of individual physician and clinic wide advancement plans.
- Act as a medical home advancement plan 'project manager' through regular meetings with individual physicians and clinics, as well as host or organize training and clinic events as required.
- Assist with collecting data (EMR, external, process improvement, etc.) as it pertains to the individual and clinic wide advancement plans.
- Assist with reporting of progress on individual or clinic wide advancement plans.

**1.3. Physician Lead**

Physicians will be provided with the support of a Physician Lead to:

- Assist with determining ways to advance individual physician medical homes (i.e. increase EMR use and automation, assignment of duties, data collection to inform practice, etc.).
- Assisting with identifying solutions to barriers to encourage participation.
- Provide mentorship.
- Ensure communication of successes/issues to Medical Home Committee to assist with adjustment to the medical home advancement approach.

**1.4. EMR & Billing Facilitator**

Physicians will be provided with the support of an EMR & Billing Facilitator to:

- Assist with billing optimization.
- Assist with EMR template development, EMR utilization and EMR best practices.

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- Assist with data extraction for both individual physician and clinic wide advancement plans as well as PCN funding required data.

**B. CLINICAL SUPPORT**

SASPCN supports collaborative care by focusing on both physician clinic-based services, as well as centralized clinical and educational services. The PCN encourages the majority of patient encounters to occur within the clinics where team members are integrated into the physician’s care team.

**2.1. Centralized Clinical & Educational Services**

The PCN provides specialty clinical services centrally to all referred patients. Referrals are submitted via physicians, referral coordinator or decentralized clinical staff member, and triaged to the appropriate service.

Dietitians	Social Workers	Psychologists (contract)	Psychiatrists (contract)
<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Knowledge transfer</li> <li>• Nutrition counselling</li> <li>• Assist patient with goals for health change</li> <li>• Develop patient centred resources</li> <li>• Patient conference with other care providers</li> <li>• Collaborative care planning with care partners</li> <li>• Service coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Treatment planning</li> <li>• Knowledge transfer</li> <li>• Applications</li> <li>• Advocacy</li> <li>• Referrals</li> <li>• Service provider collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Cognitive behavior therapy</li> <li>• Strategies to cope with stress and depression</li> <li>• Complicated grief</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnosis confirmation</li> <li>• Medication review</li> <li>• Treatment recommendations</li> </ul>

**2.1.1. Low Risk Maternity Program**

The SASPCN Low Risk Maternity Clinic provides prenatal care and delivery services to mothers with low risk pregnancy planning to deliver at the Sturgeon Community Hospital. The maternity team includes a group of family physicians, registered primary care nurses and administrative support staff. The team may collaborate or refer to a specialist or obstetrician as needed. Mothers and newborns return to their medical home following delivery.

**2.1.2. Anticoagulation Program**

The SASPCN Pharmacist provide a comprehensive anticoagulation program for SASPCN patient who require therapy initiation, bridging prior to invasive procedures, unstable INRs management, and switching between anticoagulation therapies.

**2.1.3. Geriatric Evaluation and Management Clinic (Gem)**

The GEM clinic is an outpatient consultative clinic that provide a comprehensive specialized geriatric assessment for patients 65+ years of age, referred by a SASPCN physician. The team includes a Care of the Elderly Physician, a primary care nurse, a pharmacist and clinical and administrative support staff. Patients may be seen once for a consult appointment or have ongoing appointments at three, six or twelve months. The team works in collaboration with the patient’s primary care physician and providers to assist older adults and care partners navigate age-related care challenges.

**2.1.4. Patient Education and Group Intervention**

The PCN provides a variety of patient education and group intervention sessions.

Patient education is delivered by PCN and or AHS staff, through knowledge transfer.

Group intervention is delivered by PCN staff ny providing treatment in a group setting.

The PCN offers a variety of patient education and group intervention sessions (see handout).



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**3.1. Decentralized Clinical Supports (Clinical staff based in physician clinics)**

Annually in November, the PCN calculates expenses to maintain PCN operations, Board functions, Medical Home Enhancement and centralized programs for the following fiscal year, then allocates the remaining funding to be divided amongst PCN physician members for clinic based Staff Allocation.

Member physicians/clinics complete Staff Allocation for selection of clinical staff designation and FTE for clinic based team members. Staff Allocation budget is determined by the Staff Allocation Policy<sup>1</sup> based on the October Alberta Health Panel Report, to support clinics in providing comprehensive, coordinated primary care services.

Other Staff Allocation Policies detail include:

- Allocation is by individual physician, Alberta Health reported panel size, but clinics may choose to combine Staff Allocation to have clinical supports accessible to the entire clinic
- Physicians select clinical staffing to meet the needs of the practice population (ex. RN, LPN, BHC, Pharmacist and Referral Coordinator)
- Each clinic is responsible for optimizing the scope of each team member to promote the principle of the most appropriate level of care by the most appropriate care provider.
- Team members may be PCN paid or clinic-hired PCN paid as determined during the Staff Allocation process
- Clinical team members are expected to complete appointment booking and charting within the clinic EMR to promote continuity of care.
- For clinics that are unable to house team members, the PCN will coordinate with the clinic and the team member to obtain remote EMR account access, to ensure effective documentation and communication of patient information.
- Clinical staff attend clinical meetings and complete PCN required data entry for measurement and evaluation;
- Clinic submit collect and submit clinical staff TTNA's.

**3.1.1. Health Management**

The Health Management team of pharmacists, registered nurses and licensed practical nurses provide patient interventions within the physician clinics and the SASPCN clinical site. Using a person centred approach, the team assists patients to increase self-management and support health behavior change through knowledge transfer (individual and group). The team members assist patients to set achievable goals to impact chronic disease management and healthy living.

Chronic disease management may include diabetes, COPD, asthma, hypertension, CHF, obesity and complex comorbidities. Through a triage assessment process, patients are matched with the most appropriate team member and a team approach is often used for patients with complex needs.

Primary Care Nurses	Pharmacists
<ul style="list-style-type: none"> <li>• Assessment</li> <li>• Referral/coordination</li> <li>• CDM knowledge transfer</li> <li>• Assist patient with goals for health change</li> <li>• Medication interventions</li> <li>• Patient conference with other care providers</li> <li>• Collaborative care planning with care partners</li> <li>• Complex care plan</li> <li>• Health screening</li> <li>• Procedures and treatments</li> </ul>	<ul style="list-style-type: none"> <li>• Initiate drug therapy</li> <li>• Drug therapy adjustment</li> <li>• Manage/prevent ADR</li> <li>• Patient, physician and allied health professional medication information</li> <li>• Assist patient with goals for health change</li> <li>• Medication review</li> <li>• Transition medication reconciliation</li> <li>• Follow-up and monitor</li> <li>• Opioid patient contract</li> <li>• Complex care plan</li> </ul>

**3.1.2. Mental Health**

The Mental Health Management team includes mental health registered nurses and a social worker. The mental health nurses are located within the physician clinics and the SASPCN clinical site. The social worker receives referrals through the centralized triage process.

The mental health nurses use the Behavioral Health Consultation method to help patients focus on current behaviors that can use to self-management symptoms from conditions such as anxiety and depression. Social work interventions

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focus on partnering with patients to decrease negative health outcomes related to social determinates of health.

Mental Health Nurses
<ul style="list-style-type: none"><li>• Behavioral Health Consultation®</li><li>• Knowledge transfer</li><li>• Referral to other services</li><li>• Screening assessments</li><li>• Medication consult</li></ul>

**C. ADMINISTRATIVE SUPPORT**

The PCN provides the clinic with administrative funding for clinic staff attendance at Electronic Medical Records (EMR) optimization working groups, orientation and updates to PCN programs and services and PCN Clinic Managers meetings.

**4.1. Employee Policies**

- Support clinic policy development such as work hours, harassment, time and group benefits, dress codes, information security, privacy breach response etc.

**4.2. Performance Management**

- Support clinic performance manage tools such as evaluation tools, goals setting and reflection, and discipline.

**4.3. Benefit Planning**

- Support navigating options and choosing a provider.

**4.4. Recruiting/Interviewing**

- Support recruitment through posting on PCN website, and social media as well as assist with interview process by offering feedback on candidates or providing interview templates.

**4.5. Inventory Management/Purchasing/Vendor Selection**

- Support selection and developing working relationships with vendors for medical equipment, disposables and office supplies as well as offering some techniques on inventory management.

**4.6. Staff Development/Training**

- Support clinic staff development through participation n PCN hosted events such as self -reflection, crucial conversations, Netcare, and EMR training.

**4.7. Certification Training ie: CPR/N95**

- Support clinic staff completion through PCN hosted certification and training for CPR and N95 mask sizing.

**4.8. Infection Control**

- Support development of IPAC (Infection Prevention and Control) manuals.

**4.9. OHS**

- Support training and provide resources and templates of OHS program implementation.

**4.10. Clinic Manager Meetings**

- Host quarterly Clinic Manager meetings.

**4.11. EMR Optimization Groups**

- EMR specific working groups offered quarterly.

**4.12. PCN Orientation**

- SASPCN orientation offered annually.

**D. MEASUREMENT & DATA**

The PCN collects data and creates reporting for the following purposes:

- Support a clinic based culture for quality improvement and patient centered quality of care
- Determine program and service gaps, needs, efficiency, and effectiveness



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- PCN Grant Agreement required reporting to demonstrate accountability

**5.1. Team Reporting**

Data retrieved from the clinic and team members will include quarterly team member activity data to provide PCN management with an overview of staff/service workload. Data collected will be obtained from the clinic EMRs and an annual patient surveys. Team data will be analyzed and reported to the Medical Home and Clinical Committees, and twice per year to the PCN Board.

**5.2. Access**

Clinic staff will track the Third Next Available appointment (TNA) for each physician and for clinical team staff weekly. This TNA data will be reported to the PCN once per month. Access reports will be provided to the clinic, the Medical Home Committee and the PCN Board twice per year.

**5.3. Panel Management**

Panel data will be retrieved from clinic EMRs by the EMR & Billing Facilitator. Data collected for each physician's panel will include panel size, panel verification rate, and Alberta Screening and Prevention rates (see Appendix E) for panel patients.

The PCN recognizes that different EMRs facilitate the documentation and retrieval of certain data elements to different degrees. Panel Management Reports will be provided to the clinic, the Medical Home Committee and the PCN Board twice per year. Aggregate screening data for the entire PCN will be reported to Alberta Health in the PCN's Annual Report, as required by the Funding Agreement with Alberta Health.

Panel data will be retrieved from clinic EMRs by the EMR & Billing Facilitator or by a clinic designated super user. Data collected for each physician's panel will include panel size, panel verification rate, and screening rates for panel patients.

The PCN recognizes that different EMRs facilitate the documentation and retrieval of certain data elements to different degrees.

Panel Management reports will be provided to the clinic, Medical Home Committee and the PCN Board twice per year.

**5.4. Patient Experience Surveys**

Once per year, each clinic will be provided with 120 patient experience surveys per physician to distribute to patients. The surveys will be analyzed by the PCN and results reported back to the clinic. Aggregate responses from one survey question from the entire PCN will be reported to Alberta Health in the PCN's Annual Report, as required by the Funding Agreement with Alberta Health.

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REPORT #5

**CHIEF ADMINISTRATIVE OFFICER (CAO)**  
**FEBRUARY 2020**

***Administration***

Held management meetings in February which has included discussion and planning for the 2020 Council Workshop planned for Feb 20 & 21, 2020.

Council is all aware of the devastating fire that happened on the evening of Jan 14, 2020 at the Rednex Liquor Store and Honey's BBQ. An article was published in the Feb 12, 2020 edition of the Free Press newspaper on an interview with business owner Cheryl McCausland, of RedNex Liquor Store. She remains positive that she wants to rebuild but is waiting on direction from her insurance company.

***Training***

Some members of administration will be attending FOIP training in early March to become knowledgeable on the processes and procedures that are required for the Freedom of Information and Privacy and how that relates to the municipality.

***Emerging Trends Brownlee LLP***

The emerging trends in law workshop that Brownlee LLP puts on every year was attended on Feb 13, 2020. This workshop provides insight into new trends and how municipalities can avoid any pitfalls that may be coming up with new legislations and regulations. It is an opportunity to ask legal questions that would affect all municipalities in Alberta in an open forum.

***Break and Enter Town Office/ Library***

At 8:20 pm the oncall staff received an alarm from Town office. Upon arrival it was determined someone had broken into the library and lobby of the office. Police were called and responded. RCMP have taken video footage, it appears the perpetrator rummaged through a cash box at the library and took nothing from our office. A window was broken in the door to the library and one door into the office. Glass repair people came out to repair the doors.

***AUMA Summit Finance***

Deputy Mayor Bidney and I attended this informative presentation hosted by AUMA. It was interesting to listen to how other municipalities some much larger than Bon Accord are managing the cuts to MSI funding and increasing costs such as Police funding. It was clear to me that Bon Accord is on the right path on navigating this turbulent financial time.

***SREMP Committee Meeting***

I hosted the SREMP committee meeting along with Deputy Mayor Bidney here on February 3, 2020. Discussion was held in regard to partner municipalities providing \$100,000 as bridge funding in the

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event of an emergency authorizing any DEM in charge of an emergency this limit to spend within the first 12 – 24 hour period of an emergency, if required. If the event would go beyond this amount or hours the Council would be required to declare the finances that would be required beyond this number. This course of action, if approved, will be an amendment to the Emergency Services Agreement that is currently in place and will be consistent throughout the regional partnership.

***ICF/IDP***

Administration continues to work with the regional member administration and consultant to move toward getting approval and details worked out prior to the April 2020 deadline.

***Industrial Heartland Event***

This event was well attended and a good networking opportunity. The outcomes of this meeting and how it pertains to the Town are very difficult to measure.

***Meetings Attended***

Management Meetings  
ICF/IDP meeting

Regular Meeting Council

***Upcoming Meetings***

Regional CAO Mtg

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 2020. The second month of the new year has not slowed down any and we are excited about our future.

**Joyce Pierce**

*Chief Administrative Officer  
Town of Bon Accord*

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REPORT #6

**MAYOR REPORT  
FEBRUARY 2020**

January 21, 2020	Attended Regular Meeting of Council
January 24, 2020	Attended Dr. Okolie Open House
January 24, 2020	Attended Special Meeting of Council
January 27, 2020	Attended Lilian Schick School Career Fair
February 4, 2020	Attended Regular Meeting of Council

Notes:

Lilian Schick Career Fair was very interesting. Briefly discussed the position of Mayor.

**David Hutton**  
*Mayor*  
*Town of Bon Accord*

Unapproved

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REPORT #7

**DEPUTY MAYOR REPORT**  
**FEBRUARY 2020**

- January 17, 2020      Attended a Blanket Exercise hosted by Sturgeon County. Some participants found it a very moving experience. I thought it was a great way to teach the history of Canadas' Indigenous Peoples.
- January 21, 2020      Attended the Regular Meeting of Council
- January 22, 23 2020    Attended the AUMA Presidents' Summit. It was a good chance to hear the challenges all municipalities are facing and the different strategies they are using to manage. Many are taking a careful look at their budgets, finding efficiencies, putting capital spending projects on hold, introducing franchise fees, and raising user fees. Municipalities are frustrated by the amount of crime in their communities and the new policing costs. A panel of various business leaders are cautiously optimistic that we are slowly starting to climb out of the current recession however it is felt that the "trickle down" effects are still impacting companies, employees and helping to increase costs.
- January 24, 2020      Attended the open house for the Bon Accord Medical Centre and pharmacy. Everyone who attended had very positive remarks.
- February 3, 2020      Attended the Sturgeon Regional Emergency Management Advisory Committee meeting. There was a discussion about what is an appropriate amount of money the DEM (Director Emergency Manager) should be allowed to spend in the first 12 – 24 hour period without calling an emergency meeting of Council. The SREMP will be amended with Schedule A to reflect the sum of \$100,000.00  
A RFD will be brought forward for this. It is desirable that each municipality have the same limit. There was also discussion about whether it would be prudent to purchase a large regional portable generator to be moved around in the event of a power failure at the emergency reception centre. Pat Mahoney will look into the cost to modify each building to accommodate a generator.
- February 4, 2020      Attended the Regular Meeting of Council

**Lynn Bidney**  
*Deputy Mayor*  
*Town of Bon Accord*

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REPORT #8

**COUNCILLOR REPORT**  
**FEBRUARY 2020**

- January 21            Attended regular meeting of council.
- January 23            Public School Division Board Meeting.
- Great brain storming session on where we want to see our school system go. Discussions included Programs to help shape a child (dealing with life's lessons-how to handle stress), Bullying, Future Planning, and Community Involvement (being proud of your community, volunteering opportunities.
- Had a tour of Four Winds Public School. Very interesting to see the solar panel system they have. Helps to provide some of the power to school. Their classrooms also have garage style doors. It allows the classroom to "open" up and allow the student more room. There is so much to talk about from their many windows, wide open spaces, private little spaces, and green ideas. This school is well worth looking at.
- January 14            Attended special meeting of council
- January 24            Attended the Grand Opening of the pharmacy and Dr's Office. We are truly a lucky community to get such a kind, knowledgeable, and respected Dr. He will be a great fit for our small little community.
- February 4            Attended regular meeting of council.
- February 4            Attended Peggy's Goodbye/Thank you party.
- February 11           Attended Library Board Meeting.
- There are 11,271 items in the Bon Accord library collection. This year they had a total of 2,097 people attend programs in or online in our library. They also had 10,000 visits this year, as well as 2,160 virtual visits. The inter library loan is also very successful 6,854 book were borrowed and 7,184 books were lent.
- We also received Penny Teneycke resignation from the library board. Her official letter was handed in on February 12 to the town office. She will be missed by staff and residents.
- February 13           Attended Emerging Trends in Municipal law.

**Tanya May**  
*Councillor*  
*Town of Bon Accord*

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REPORT #9

**COUNCILLOR REPORT  
FEBRUARY 2020**

January 17, 2020 Blanket Exercise Sturgeon County  
Very enjoyable experience, I feel that everyone should attend this. I also think that we could bring one of these to the community, we do have metis and aboriginals in our community as well. I think this opportunity, reaches for unity, compassion and understanding. An actual life changer.

January 21, 2020 Regular Meeting of Council

January 24, 2020 Closed Session meeting and DR Open house, I enjoyed meeting some of the residents and attending the open house. I think the Doctor is a wonderful addition to our town. Especially combined with our very friendly pharmacist.

January 24, 2020 Salutes Meeting canceled, on hiatus due to government scrutiny and observance.

February 4, 2020 Regular Meeting of Council  
Farewell for Peggy, enjoyed giving thanks to our beloved librarians.

February 8, 2020 Ride Along with RCMP constable Peter Tearle  
That was enjoyable and informative. RCMP do patrol here as often as they can, we just may not see it.

**Lacey Laing**  
*Councillor  
Town of Bon Accord*

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REPORT #10

**COUNCILLOR REPORT  
FEBRUARY 2020**

- January 20, 2020      Attended CRNWSC Meeting. This was our Orientation Board Meeting with commission Solicitor Orientation presentation as well as the Manager's report and Commission Engineer's report.
- January 21, 2020      Attended Regular Meeting of Council
- January 24, 2020      Attended Bon Accord Medical Clinic Grand Opening. It was great to spend some time with residents as well as with Dr. Okolie. He is quite excited about his new clinic and appreciative of how the town has supported him.
- January 27, 2020      Gave presentation at Lilian Schick Career Fair. We should have a canned presentation for next year as we did not have enough time or information from the school to prepare a well thought out presentation.
- February 4, 2020      Attended Regular Meeting of Council
- February 7, 2020      Attended Morinville Boston Pizza Preview Party. Great time for networking. I spent quite some time in conversation with Saun Thompson, President of the Morinville Chamber of Commerce. Saun would like to connect with our Economic Development Manager to discuss a possible business mixer that would include all of our businesses including all of our Home Based businesses.

**Brian Holden**  
*Councillor*  
*Town of Bon Accord*



# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** March 3, 2020  
**AGENDA ITEM:** Sturgeon Regional Assessment Review Board

**RECOMMENDATION:**

**THAT....** Council direct administration to further discuss this opportunity with Sturgeon County Legislative Services and bring back additional information to Council at a future Council meeting.

**BACKGROUND:**

In accordance with the Municipal Government Act (MGA), each municipality must establish an Assessment Review Board (ARB) by bylaw.

Due to the lack of assessment complaints in smaller municipalities, this raises the concern of board members becoming out of practice as well as time lost having to re-train to keep their skills sharp. Training courses are complementary and required courses are outlined in Municipal Affairs Ministerial order no. M:001/14.

The MGA allows for two or more Councils to jointly establish the local ARB to have jurisdiction in their municipalities, which must appoint a chair, determine the chair's term of office and any remuneration.

Currently, the Town of Bon Accord is a member of the Capital Region Assessment Services Commission (CRASC) which provides ARB services to its members.

In accordance with the Town's agreement with CRASC:

- termination of the agreement requires payment of annual fees for the balance of the term (up to December 31, 2021) with six (6) months' written notice;
- we have an annual fee of \$400 and a \$0.15 per parcel fee based on how many parcels the Town has as of January 1<sup>st</sup> of the current year's term. In June 2019, we had 659 parcels for an annual fee of \$98.85; and
- we are charged on a quarterly basis on the current ARB rate. For 2019 it was \$18.25 per parcel, totalling \$12,026.75.

Additionally, a hearing through CRASC of less than 4 hours would cost \$1,350.

Implementation of the Sturgeon Regional Assessment Review Board (SRARB) may be an opportunity to reduce costs.

Benefits of the SRARB include:

- no membership fees;
- no per parcel fee;
- a hearing of less than 4 hours would cost \$435;
- no administration fee, or nominal administration fee;
- hearings will be scheduled in such a way as to reduce costs or have costs absorbed by Sturgeon County;
- Sturgeon County will invoice each municipality their respective portion;
- consistency across municipalities with unbiased members – one from each community to be appointed to the Board; and
  
- a higher quality, cost-effective Board that would give all members more experience, resulting in better decision-making skills, and less time lost for re-training, as members would be able to

utilize and maintain their skillset.

Permits are charged annually on a per-permit basis with both CRASC and SCARB.

SRARB would be modelled after that of Leduc Region Assessment Review Board, which is comprised of Leduc County, the City of Beaumont, the Town of Thorsby and the Village of Warburg.

Sturgeon County Legislative Services is seeking municipal support to move forward with the next steps in creating the SRARB. Should the Board garner enough participants, plans and logistics will be presented to Council when they become available.

**FINANCIAL IMPLICATIONS:**

SRARB: a hearing less than 4 hours is \$435 (or less, depending on if several hearings are scheduled on the same day).

CRASC: a hearing less than 4 hours is \$1,350.

Termination of agreement requires payment of annual fees for the balance of the term up to December 31, 2021 with six (6) months' written notice.

The following fees were paid in 2019:

\$400 yearly membership fee

\$98.85 yearly parcel fee (659 parcels x \$0.15; we currently still have 659 parcels)

\$12,026.75 (659 parcels x \$18.25 ARB rate), paid in four (4) installments per year.

\$198 in permit fees, paid in four (4) installments per year

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** Section 454 & 455 MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time.

**ALTERNATIVES:**

1. Council direct administration to further discuss this opportunity with Sturgeon County Legislative Services and bring back additional information to Council at a future Council meeting.
2. Council direct administration to decline participation in the creation of a Sturgeon Regional Assessment Review Board.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce - CAO

**Date:** February 24, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** March 3, 2020

**AGENDA ITEM:** Regular Meeting of Council Date Change

**RECOMMENDATION:**

**THAT....** Council approve changing the April 7, 2020 Regular Meeting of Council at 7:00 PM to Tuesday, March 31, 2020 at 7:00 PM to avoid conflicts with the Alberta Seniors Communities and Housing Association (ASCHA) Conference.

**BACKGROUND:**

CAO Pierce and Homeland Housing Committee Member Deputy Mayor Lynn Bidney will be attending the ASCHA Conference scheduled for April 6 to 8, 2020.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY**

Municipal Government Act RSA 2000 Chapter M-26

193(3) If council changes the date, time or place of a regularly scheduled meeting the municipality must give at least 24 hours' notice of the change

- (a) To any councilors not present at the meeting at which the change was made, and
- (b) To the public

**ALTERNATIVES:**

1. Council approve changing the April 7, 2020 Regular Meeting of Council at 7:00 PM to Tuesday, March 31, 2020 at 7:00 PM to avoid conflicts with the Alberta Seniors Communities and Housing Association (ASCHA) Conference.
2. Council provide an alternate date and time for the Regular Meeting of Council of April 7, 2020.

**Prepared and Submitted By:** Joyce Pierce

**Reviewed By:** CAO

**Date:** Feb 4, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** March 3, 2020

**AGENDA ITEM:** Appointment of Capital Region Assessment Services Commission, ARB Panelists

**RECOMMENDATION:**

**THAT** ... Council accept the 2020 listing of qualified members to be appointed to the Capital Region Services Assessment Review Board (ARB) MGA 455.

**THAT** ... Council accept the 2020 listing of the Clerk for the Assessment Review Board MGA 456.

**BACKGROUND:**

Administration recently received a listing of Capital Region Assessment Services Commission (CRASC) panelists who are qualified to adjudicate on assessment complaints for the Assessment Review Board (ARB). Also received was a listing for the Clerk for the Assessment Review Board.

The CRASC has requested Town Council pass a resolution to accept this listing of candidates, appointing them to the ASB review panel.

The CRASC ARB panel reviews assessment complaints within our municipality.

ARB Chairman – Raymond Ralph.

Certified ARB Clerk – Richard Barham.

Certified Panelists – Judy Bennett, Darlene Chartrand, Tina Groszko, Steward Hennig, Richard Knowles, and Raymond Ralph.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

Assessments are part of the municipal process to assist with taxation within the Town of Bon Accord and is governed under the MGA. It is required to provide a complaint and review system for assessments.

**LEGISLATIVE HISTORY**

N/A

**ALTERNATIVES:**

1. Council accept the 2020 listing of qualified members to be appointed to the Capital Region Services Assessment Review Board (ARB) MGA 455.
2. Council accept the 2020 listing of the Clerk for the Assessment Review Board MGA 456.
3. Council reject request and find alternative means for assessments and complaints.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:** Joyce Pierce, CAO

**Date:** February 24, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting  
**MEETING DATE:** March 3, 2020  
**AGENDA ITEM:** Tender Process for 48<sup>th</sup> Ave and 49A St

**RECOMMENDATION:**

**THAT ...**

“Council give approval to proceed with the tender process for the paving of 48<sup>th</sup> Ave and 49A St through Associated Engineering”.

**BACKGROUND:**

The Capital budget identified this project as a priority. The 10-year Road Plan also identified this project. This is the last gravel residential street and avenue with frontage to be paved in Town. Associated Engineering has estimated a construction cost of \$592,504. Engineering costs will add another \$100,000 to the total. Once the tenders are received a review will take place and Council will be presented with an RFD to then determine if they chose to award the contract.

**FINANCIAL IMPLICATIONS:**

This project did not qualify for ICIP funding so use of reserves or a debenture will be required for at least 50% of the project.

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:** N/A

**ALTERNATIVES:**

1. Council give approval to proceed with the tendering process.
2. Council does not give approval to proceed with the tendering process.

**Prepared and Submitted By:** Ken Reil

**Reviewed By:**

**Date:** March 3, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b>	Regular Council Meeting
<b>MEETING DATE:</b>	March 3, 2020
<b>AGENDA ITEM:</b>	Purchase of Truck and Combination Box
<b>RECOMMENDATION:</b>	
<b>THAT ...</b> "Council give approval to proceed with the purchase of a 2018 International truck and a 2021 Buyer's 11' MDS Stainless Combination body for \$126,540 plus GST".	
<b>BACKGROUND:</b> <p>The Capital budget has included the purchase of a truck and body for sanding streets, hauling snow, pulling the Ram Vac and Spray Patcher, graveling alleys and other jobs. Prices were quoted for a new truck and new body or a used truck and new body. A 2021 truck is priced \$100,780 with a new Combination body priced at \$38,540. A used 2018 truck with 68,000 km and warranty until June 2022 has a price of \$88,000. The new Combination body is \$38,540. The used truck has a few more options such as air suspension. The Town vehicles do not drive a lot of miles during their life cycle. A savings of \$12,780 can be realized by purchasing a used truck.</p>	
<b>FINANCIAL IMPLICATIONS:</b> The Capital budget for this purchase was \$125,000	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council give approval to proceed with the purchase.</li><li>2. Council does not give approval to proceed with the purchase.</li></ol>	
<b>Prepared and Submitted By:</b> Ken Reil	<b>Reviewed By:</b>
	<b>Date:</b> March 3, 2020

**TOWN OF BON ACCORD**  
**Request for Decision (RFD)**

**MEETING:** *Regular Council Meeting*

**MEETING DATE:** **March 3, 2020**

**AGENDA ITEM:** **Municipal Borrowing Bylaw - Capital**

**RECOMMENDATION:**

**THAT ...** Council review and give second reading to Municipal Borrowing Bylaw - Capital 2020-06.

**THAT ...** Council review and give third and final reading to Municipal Borrowing Bylaw - Capital 2020-06.

**BACKGROUND:**

The Municipal Borrowing Bylaw gives the Town authorization to borrow the sum of \$591,065 for completion of the solar micro-generation project (Bon Accord Solar Farm) capital project approved for the 2020 budget. The total project cost is estimated to be \$1,062,521. Grant funding in the amount of \$471,456 has been approved, so the remaining expenditures will need to be funded through debenture.

Council gave first reading to the Municipal Borrowing Bylaw – Capital 2020-06 on January 21, 2020. The value was amended from \$560,065 to include the cost of required fencing for the project not originally included in the quote. Following first reading, the intent to borrow was advertised for two consecutive weeks and municipal ratepayers had the opportunity to express any concerns during a 15-day petition period following the advertisement period.

**FINANCIAL IMPLICATIONS:**

Principal sum: up to \$591,065

Term of the loan is not to exceed TEN (10) years at a rate of interest per ACFA rates, current 10-year rate is 2.349%

**LEGISLATIVE HISTORY:** Municipal Government Act – Section 258

**ALTERNATIVES:**

1. Council gives 2<sup>nd</sup> and 3<sup>rd</sup> reading to Municipal Borrowing Bylaw – Capital 2020-06
2. Council directs Administration to investigate alternative sources of financing.

**Prepared and Submitted By:** Falon Fayant

**Reviewed By:** Joyce Pierce

**Date:** February 26, 2020

**TOWN OF BON ACCORD  
BYLAW – 2020-06  
MUNICIPAL BORROWING BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$591,065 FOR THE PURPOSE OF CONSTRUCTING THE SOLAR MICRO-GENERATION PROJECT (BON ACCORD SOLAR FARM).**

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WHEREAS the Council of Town of Bon Accord (hereinafter called the "Municipality") has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize financing, undertaking, and completion of the solar micro-generation project (Bon Accord Solar Farm).

Plans and specifications have been prepared and the total cost of the project is estimated to be \$1,062,521 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$0
Provincial Grants	\$471,456
Debenture(s)	\$591,065
<b>TOTAL COST</b>	<b>\$1,062,521</b>

In order to complete the project it will be necessary for the Municipality to borrow the sum of \$591,065, for a period not to exceed TEN (10) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of TEN (10) years.

The principal amount of the outstanding debt of the Municipality at December 31, 2019 is \$1,205,201 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the solar micro-generation project (Bon Accord Solar Farm) the sum of FIVE HUNDRED NINETY-ONE THOUSAND AND SIXTY-FIVE DOLLARS (\$591,065) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which the full sum of \$591,065 is to be paid by the Municipality at large.
2. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the construction of the solar micro-generation project (Bon Accord Solar Farm).
3. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payment of combined principal and interest installments not to exceed TEN (10) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority, or another authorized financial institution, on the date of the borrowing, and not to exceed EIGHT (8) percent.
4. The Municipality shall levy and raise each year municipal taxes sufficient to pay the indebtedness.
5. The indebtedness shall be contracted on the credit and security of the Municipality.
6. The net amount borrowed under the bylaw shall be applied only to the project specified by the bylaw.
7. This bylaw comes into force on the date it is passed.



**TOWN OF BON ACCORD  
BYLAW – 2020-06  
MUNICIPAL BORROWING BYLAW**

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READ A FIRST TIME THIS 21<sup>st</sup> day of January 2020.

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 3<sup>rd</sup> day of March 2020

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 3<sup>rd</sup> day of March 2020

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

# TOWN OF BON ACCORD

## Request for Decision (RFD)

**MEETING:** Regular Council Meeting

**MEETING DATE:** March 3, 2020

**AGENDA ITEM:** Intermunicipal Collaboration Framework (ICF) Bylaw #2020-13

**RECOMMENDATION:**

**THAT....** Council approve 1<sup>st</sup> reading of the ICF Bylaw #2020-13, as presented.

**BACKGROUND:**

Part 17.2 of the Municipal Government Act (MGA) requires municipalities with a common boundary to establish an Intermunicipal Collaboration Framework by bylaw. The ICF must be completed and submitted to the Minister by April 1, 2020.

In accordance with section 708.29 the MGA, each framework must:

- describe the services that benefit residents in more than one of the municipalities,
- identify which municipality is responsible for providing these services,
- outline how the services will be delivered and funded, and
- include a process for resolving disputes that occur while the framework is in effect.

Together, Bon Accord and Sturgeon County have developed an ICF bylaw to meet these requirements.

**FINANCIAL IMPLICATIONS:** N/A

**LEGAL IMPLICATIONS:** N/A

**LEGISLATIVE HISTORY:**

MGA RSA2000, Chapter M-26 as amended or repealed and replaced from time to time, authorizes council to pass such a Bylaw.

**ALTERNATIVES:**

1. Council approve 1<sup>st</sup> reading of the ICF Bylaw #2020-13, as presented.
2. Council gives ICF Bylaw #2020-13 1st reading and directs administration to amend, bringing back to Council for 2nd and 3rd readings.

**Prepared and Submitted By:** Jessica Caines

**Reviewed By:**

**Date:** February 28, 2020

**TOWN OF BON ACCORD  
BYLAW #2020-13  
INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN STURGEON COUNTY AND THE TOWN OF BON ACCORD.**

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**WHEREAS**, the Municipal Government Act, RSA 2000, c.M-26 authorizes Council to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents;

**AND WHEREAS**, Sturgeon County and the Town of Bon Accord have worked collaboratively on the preparation of an intermunicipal collaboration framework between both municipalities;

**AND WHEREAS**, the Council of Bon Accord deems it desirable and appropriate to adopt the Sturgeon County and the Town of Bon Accord Intermunicipal Collaboration Framework;

**NOW THEREFORE**, the Council of Bon Accord, in the Province of Alberta, duly assembled and under the authority of the Municipal Government Act, hereby enacts the following:

The “Intermunicipal Collaboration Framework Between Sturgeon County and the Town of Bon Accord”, attached and forming part of Bylaw 2020-13, is hereby adopted.

This Bylaw shall come into force and effect upon being passed.

**READ** a first time this 3<sup>rd</sup> day of March 2020.

**READ** a second time this \_\_\_\_ day of \_\_\_\_\_ 2020.

**READ** a third time this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.**

# TOWN OF BON ACCORD

## Request for Decision (RFD)

<b>MEETING:</b> Regular Council Meeting	
<b>MEETING DATE:</b> March 3, 2020	
<b>AGENDA ITEM:</b> Jessie's House Grand Opening Celebration	
<b>RECOMMENDATION:</b> <b>THAT....</b> Council direct administration to RSVP to the Jessie's House Grand Opening Celebration March 9, 2020.	
<b>BACKGROUND:</b> <p>The Jessica Martel Memorial Foundation (JMMF) was established on January 15, 2012, in response to the tragic death of Jessica Martel, a 26-year-old woman who was murdered as a result of domestic violence.</p> <p>Since its inception, JMMF has been providing support to survivors of domestic violence and education about domestic violence. They have also been working diligently to raise the revenue to build an emergency first-stage shelter. In September 2018, they officially broke ground on Jessie's House. Jessie's House will serve families, women, men and seniors from the Sturgeon Region and the City of St. Albert.</p> <p>This \$3 million dollar project is expected to be complete soon, with their grand opening celebration scheduled for March 9<sup>th</sup>, 2020 from 4pm to 8pm at Jessie's House in Morinville.</p> <p>The Mayor, or their designate, has been invited to attend.</p>	
<b>FINANCIAL IMPLICATIONS:</b> N/A	
<b>LEGAL IMPLICATIONS:</b> N/A	
<b>LEGISLATIVE HISTORY:</b> N/A	
<b>ALTERNATIVES:</b> <ol style="list-style-type: none"><li>1. Council direct administration to RSVP to the Jessie's House Grand Opening Celebration March 9, 2020.</li><li>2. Council direct administration to decline attendance to the Jessie's House Grand Opening Celebration March 9, 2020.</li></ol>	
<b>Prepared and Submitted By:</b> Jessica Caines	<b>Reviewed By:</b> Joyce Pierce - CAO
	<b>Date:</b> February 12, 2020

# TOWN OF BON ACCORD

## Request for Decision (RFD)

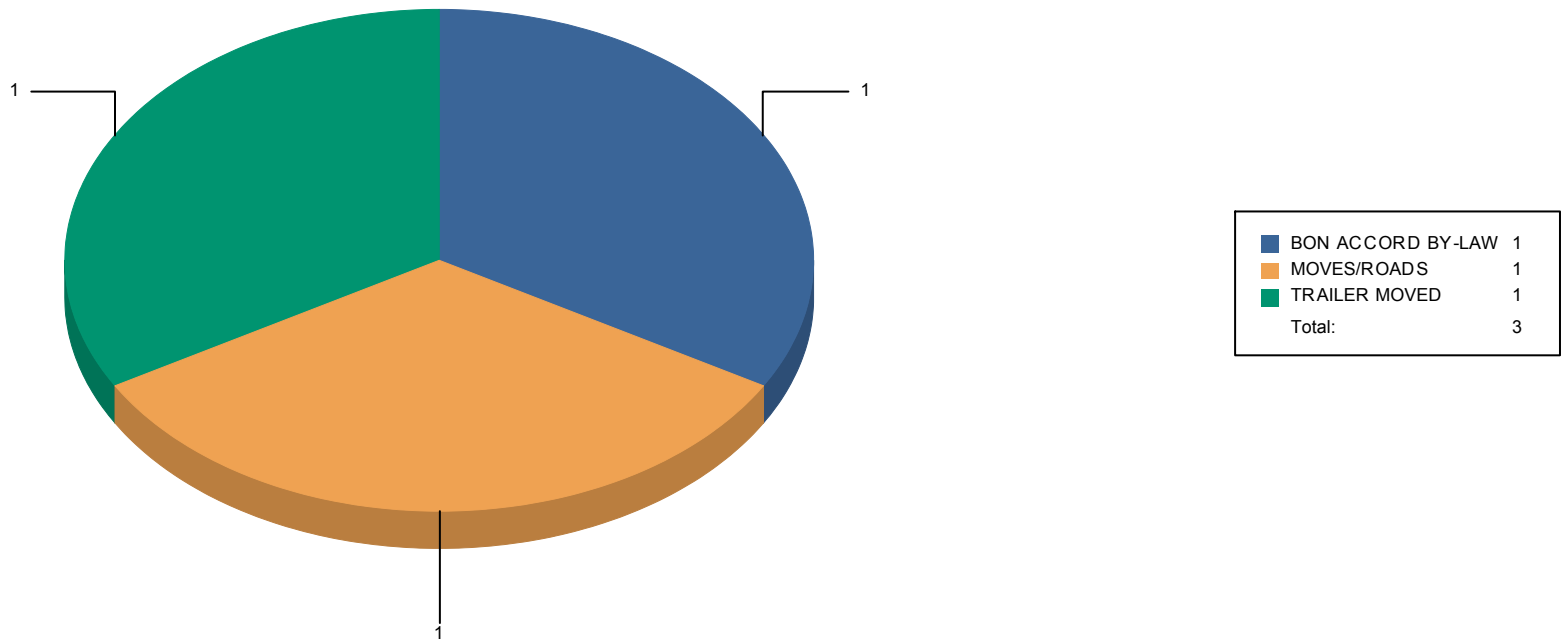
<b>MEETING:</b> Regular Council Meeting
<b>MEETING DATE:</b> March 3, 2020
<b>AGENDA ITEM:</b> 16 <sup>th</sup> Annual Yellow Ribbon Gala
<b>RECOMMENDATION:</b>
<b>THAT....</b> Council direct administration to RSVP to the 16 <sup>th</sup> Annual Yellow Ribbon Gala May 2 <sup>nd</sup> , 2020.
<b>BACKGROUND:</b>
<p>The Edmonton Garrison Military Family Resource Centre (MFRC) is a non-profit organization that provides programs and services to military families – supporting our troops both home and abroad.</p> <p>The 16<sup>th</sup> Annual Yellow Ribbon Gala includes a dinner and silent auction. The Gala is a formal event to take place Saturday May 2<sup>nd</sup>, 2020 at the Edmonton Garrison Officers’ Mess, with reception at 6:00pm and dinner to follow at 7:00pm.</p> <p>Proceeds from the Gala will benefit military families in the following areas:</p> <ul style="list-style-type: none"><li>- Deployment support</li><li>- Mental health and wellness</li><li>- Child and youth development</li><li>- Parenting support</li><li>- Community development and integration</li></ul> <p>RSVPs are requested by April 24<sup>th</sup>, 2020.</p> <p>Alternately, donations are welcomed if attendance is not an option.</p>
<b>FINANCIAL IMPLICATIONS:</b> \$150 per ticket OR \$1,500 per table of ten (10)
<b>LEGAL IMPLICATIONS:</b> N/A
<b>LEGISLATIVE HISTORY:</b> N/A
<b>ALTERNATIVES:</b>
<ol style="list-style-type: none"><li>1. Council direct administration to RSVP to the 16<sup>th</sup> Annual Yellow Ribbon Gala May 2<sup>nd</sup>, 2020</li><li>2. Council direct administration to provide a one-time monetary donation in the amount of \$___ to the MFRC in lieu of attendance.</li><li>3. Council direct administration to decline attendance at the 16<sup>th</sup> Annual Yellow Ribbon Gala May 2<sup>nd</sup>, 2020.</li></ol>
<b>Prepared and Submitted By:</b> Jessica Caines
<b>Reviewed By:</b> Joyce Pierce - CAO
<b>Date:</b> February 20, 2020

# Sturgeon County

Statistics from Occurred Date: 1/1/2020 12:00:00AM to 1/31/2020 11:59:00PM

## Incident Report

### Count of Incident Types



BON ACCORD BY-LAW: 1 33%

**Incident Report**

**MOVES/ROADS: 1 33%**

**TRAILER MOVED: 1 33%**

**Grand Total: 100.00% Total # of Incident Types Reported: 3**



## Sturgeon County

Statistics from: 1/1/2020 12:00:00AM to 1/31/2020 11:59:00PM

### Citation Printout Report by Violation

Total Citations of (ROR S.57 FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1  
Total Mandatory Appearances: 0

Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1  
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 1  
Total Mandatory Appearances: 0

#### Grand Total

Total Number of Citations Reported: **3**  
Total Fine Amounts Reported: **\$698.00**  
Total Money Collected:  
Total Money Still Due: **\$698.00**  
Total Mandatory Appearances: **0**