

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



Virtual meeting
Live streamed on Bon Accord YouTube Channel

PRESENT

COUNCIL

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

ADMINISTRATION

Joyce Pierce, Chief Administrative Officer
Dianne Allen, Planning and Economic Development Manager
Ken Reil, Operations Manager
Jenny Larson, Community Services Coordinator
Falon Fayant, Finance Manager
Jessica Cairns, Executive Assistant

CALL TO ORDER

Mayor Hutton called the meeting to order at 8:35 a.m.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda for the May 19, 2020 Regular Meeting of Council be adopted as presented.

CARRIED RESOLUTION 20-188

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – May 5, 2020

DEPUTY MAYOR BIDNEY MOVED THAT the minutes of the May 5, 2020 Regular Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 20-189

DEPARTMENT REPORTS

Finance (attached report #1)
Community Services (attached report #2)
Operations (PW) (attached report #3)
Planning and Economic Development (attached report #4)
Chief Administration Officer (CAO) (attached report #5)

COUNCILLOR LAING MOVED TO DIRECT Administration to bring back options for road work considerations, with prices, to the next council meeting.

CARRIED RESOLUTION 20-190

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



Virtual meeting
Live streamed on Bon Accord YouTube Channel

COUNCILLOR HOLDEN MOVED THAT Council accept the Administration reports, as information.
CARRIED RESOLUTION 20-191

UNFINISHED BUSINESS

None

NEW BUSINESS

Landscaping Deposit

DEPUTY MAYOR BIDNEY MOVED THAT, in accordance with Part 7.14(2) of the Town of Bon Accord *Land Use Bylaw 2016-03*, as amended, Council adopt a resolution to establish a landscaping deposit fee for the following types of development:

1. Residential Development 100% of estimated landscaping costs
2. Commercial Development 100% of estimated landscaping costs
3. Industrial Development 100% of estimated landscaping costs

This landscaping deposit fee shall be provided by the developer in the form of:

- a. cash to a value equal to 100% of the estimated landscaping costs; or
- b. an irrevocable letter of credit having the value equal to 100% of the estimated landscaping costs.

The terms and provisions respecting this deposit fee, including release shall be to the Town's satisfaction as set out in a Development Agreement.

CARRIED RESOLUTION 20-192

Feed the Families Food Drive

DEPUTY MAYOR BIDNEY MOVED THAT Councillor Holden, Councillor Laing, Deputy Mayor Bidney, and Mayor Hutton assist with the Feed the Families Food Drive on May 29, 2020.

CARRIED RESOLUTION 20-193

Outdoor Theater Equipment

COUNCILLOR HOLDEN MOVED THAT Council approves the purchase of outdoor theater equipment up to \$1500, through Community Services.

CARRIED RESOLUTION 20-194

BYLAWS | POLICIES | AGREEMENTS

None

WORKSHOPS | MEETINGS | CONFERENCES

None

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



Virtual meeting
Live streamed on Bon Accord YouTube Channel

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 HOLDEN MOVED THAT the Council reports be accepted as information, as presented.

CARRIED RESOLUTION 20-195

CORRESPONDENCE

None

CLOSED SESSION

None

ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the May 19, 2020 Regular Meeting of Council adjourn at 9:42 a.m.

Mayor David Hutton

Joyce Pierce, CAO

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #1

**FINANCE
MAY 2020**

GENERAL MUNICIPAL

All tax notices were mailed to residents on April 30th, including the notices to the annexed properties. Sturgeon County provided a draft of their taxation bylaw and administration was able to prepare the tax notices for the annexed properties prior to the April 30th mailing date. Cash flow is currently stable.

PUBLIC WORKS

Roads are projected to be in line with budget. Budgeted revenue includes a portion of MSI operating funds not yet received. Water, sewer, and garbage sales and expenses are projected to be in line with budget for the year.

PROTECTIVE SERVICES

The fire hall rental/grant payment has been received from Sturgeon County, slightly higher than budgeted (\$263 higher). Fire services support payment to Sturgeon County has been paid \$27K. Bylaw services invoice for first quarter paid to Sturgeon County.

ADMINISTRATION

Administration submitted the application for the debenture for the Solar Farm project. Expectation for receipt of funds is June 15th. A separate account has been created to track COVID-19 related expenditures/items. To date this account has \$1,804, the majority of which is lost revenue from ice sale refunds due to early closure of the arena, the remaining is office supplies to facilitate work from home procedures.

COMMUNITY SERVICES

FCSS grant payments are being received monthly versus quarterly. Recreation program expenses are expected to be decreased from the cancellation of programs due to COVID-19.

PARKS & RECREATION

The Government of Canada announced changes to the Canada Summer Jobs (CSJ) Grant where up to 100% of summer staff salaries will be covered within the program. The Town has applied for two parks and rec summer student staff under this grant. These positions were initially within the 2020 budget for the portion not covered by the CSJ grant. Administration has not yet heard from the CSJ program.

ARENA

The arena is closed for the 2019-2020 operating season. Refunds were issued for lost ice time for early closure due to COVID-19. (\$1,596).

ECONOMIC DEVELOPMENT

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



Virtual meeting
Live streamed on Bon Accord YouTube Channel

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

CAPITAL

Sources of capital revenue will be MSI, GTF, MCCAC Grant, debenture, and reserves.

Current Projects:

48th Avenue & 49A Street: Ongoing; Expenses to date = \$19,619

Solar Farm: Ongoing; Expenses to date = \$398,711

Town of Bon Accord
 Year-to-Date Variance Report (*Unaudited*)
 for the month ending April 30, 2020

Department	2020 YTD Revenue		2020 YTD Revenue Variance	2020 YTD Expense			2020 YTD Expense Variance	2020 YTD Net		2020 YTD Net Variance	% Variance
	Actual	Budget		Actual	Budget	Variance		Actual	Budget		
General Municipal	2,089,259	2,220,523	-131,264	0	137,925	137,925	2,089,259	2,082,598	6,661	0%	
Public Works - Roads	0	9,228	-9,228	101,320	140,009	-38,689	-101,320	-130,781	29,461	23%	
Storm Sewer & Drain	0	0	0	6,304	5,912	392	-6,304	-5,912	-392	7%	
Water	125,753	135,437	-9,684	103,450	207,490	-104,040	22,303	-72,053	94,356	131%	
Sewer	71,966	77,650	-5,684	52,352	103,066	-50,714	19,614	-25,416	45,030	177%	
Garbage	36,283	35,800	483	31,667	56,420	-24,753	4,616	-20,620	25,236	122%	
Cemetery	2,800	1,833	967	2,412	3,210	-798	388	-1,377	1,765	128%	
	236,802	259,948	-23,146	297,505	516,106	-218,601	-60,703	-256,159	195,456		
Fire Department	9,015	8,752	263	31,063	47,623	-16,560	-22,048	-38,871	16,823	43%	
Emergency Services	0	0	0	5,959	6,238	-279	-5,959	-6,238	279	4%	
Bylaw	1,355	13,079	-11,724	10,182	15,295	-5,113	-8,827	-2,217	-6,610	298%	
	10,370	21,831	-11,461	47,204	69,157	-21,953	-36,834	-47,326	10,492		
Administration	1,827	1,167	660	144,461	147,088	-2,627	-142,634	-145,921	3,287	2%	
Election	0	0	0	0	1,667	-1,667	0	-1,667	1,667	100%	
Library	0	3,493	-3,493	30,866	58,038	-27,172	-30,866	-54,545	23,679	43%	
Council	0	0	0	30,158	35,005	-4,847	-30,158	-35,005	4,847	14%	
	1,827	4,660	-2,833	205,485	241,797	-36,312	-203,658	-237,137	33,479		
Community Services	14,611	14,494	117	28,407	32,712	-4,305	-13,796	-18,218	4,422	24%	
Recreation Programs	230	2,894	-2,664	18,273	28,324	-10,051	-18,043	-25,430	7,387	29%	
Parks & Recreation	0	6,807	-6,807	30,093	51,021	-20,928	-30,093	-44,214	14,121	32%	
Arena	68,196	72,959	-4,763	83,607	82,474	1,133	-15,411	-9,515	-5,896	62%	
Municipal Planning	3,576	1,900	1,676	36,506	68,484	-31,978	-32,930	-66,584	33,654	51%	
Economic Development	0	0	0	26,433	39,608	-13,175	-26,433	-39,608	13,175	33%	
	86,613	99,054	-12,441	223,319	302,623	-79,304	-136,706	-203,569	66,863		
TOTAL	335,612	385,492	-49,880	773,513	1,129,683	-356,170	-437,901	-744,191	306,290		
TOTAL (incl. Gen Mun.)	2,424,871	2,606,015	-181,144	773,513	1,267,608	-218,245	1,651,358	1,338,407	312,951		

** Please note new formatting: budget values are comprised of the current time period, not the entire year.

S:_COUNCIL\2020\Regular Meetings of Council\Reports\Finance\04 April 2020 BA Variance Analysis.xlsx

Falon Fayant
 Finance Manager
 Town of Bon Accord

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #2

**COMMUNITY SERVICES
MAY 2020**

COMMUNITY SERVICES

Events Canceled and/or Postponed

Bike Rodeo

Seniors Week (BBQ and Tea)

Summer Camp Programs

Bon Accord Condo Fires

On April 28, a fire broke out in the condos, which effected 3 families. Thankfully, the residents and their pets all made it out safely. I reached out to Victim Services to help assist the victims. Residents who required accommodations were assisted by the Red Cross. The community banded together and set up clothing/furniture drives, as well as Go Fund Me pages. No further assistance was requested from Community Services.

Feed the Families Food Drive

The Fire Department delivered all the bags on Tuesday, May 12th. Pick up and delivery of food will take place on May 29. Volunteers and staff are asked to meet in front of the Town office that day at 9 am. Some volunteers will be asked to help unload and sort at the Food Bank.

Communities in Bloom

The CiB Alberta Association will not be carrying out in-person judging, but communities had the option to participate with online 'friendly' judging. The Bon Accord Communities in Bloom group decided not to participate in the CiB program this year. Communities in Bloom have already ordered their flowers and will plant and maintain their beds as usual. They look forward to getting back out there.

Community Garden

A few weeks ago, the Bon Accord Community Garden group hosted their registration night. The group is happy to announce that all beds have been rented. The group was victim to theft last year, so they are planning on planting a community 'help yourself' plot. Signage and news briefs will be posted on the community Facebook pages to educate residents about rental plots vs. the community plot.

SREMP ESS Response to COVID-19

The ESS SREMP group have been working together to create a regional plan on how to assist residents during the pandemic and the recovery phase. The Psychosocial Plan is made up of several areas that would address residences needs. These needs include Basic Needs, Shelter, Financial Support, Mental Health, and Domestic Abuse support. This plan is a comprehensive living guide, that will support all of Sturgeon region residents. The draft documents have been attached to this report.

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

Family Resource Network Funding

It was announced that Fort Saskatchewan Families First Society was selected to be one of the hubs in our region. They will work alongside Fort Saskatchewan Boys and Girls clubs and the Creating Hope Society. Bon Accord and Families First have been working together for several years, and we hope to continue that relationship in the future. The first regional meeting will take place on May 28th.

Bon Accord School Sidewalk Project

A teacher from the Bon Accord Community School reached out to ask for permission and support for their hopscotch project. Teachers from both schools will be drawing hopscotches throughout the town to help keep kids active. I have offered my assistance with advertising, supplying Town maps, and anything else they might need.

Summer Events

At this time Canada Day and Music in the Park are being tentatively planned. Currently, with the AHS restrictions, only 15 people can gather for a common purpose. Two Bad Apples and I have been in contact regarding MITP. It was decided that a virtual event would not be ideal, and if live performances need to be postponed until September, they would be willing to facilitate the event later in the year. I will continue to follow up-dates from AHS.

FCSS Annual Reports

The deadline for the annual financial and Outcome reports was extended to June 30th. I am currently compiling the information and aiming to have these reports submitted by May 31st.

Upcoming Meetings/Events

Weekly Management Meetings (held remotely via TEAMS)
Weekly SREMP ESS Meetings
FCSS Edmonton/Evergreen Regional Meeting (May 22)
How to Connect with Seniors Webinar (May 28)
Family Resource Network Meeting (May 28)

Jenny Larson

*Community Services Coordinator
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #3

**OPERATIONS
MAY 2020**

PUBLIC WORKS

- Border Paving chosen as contractor for 48th Ave paving project.
- 51st Ave ditch will have stumps removed and be graded at the end of May to early June depending on weather.
- Solar Farm is under construction. Majority of pilings are installed and some racking.

ROADS

- Streets have been swept.
- Paving project is dependant on Atco moving some gas lines. The start date depends on the completion of their work. A later start does not seem to be an issue for the contractor.
- All back alleys have been graded.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.
- Truck and Box are now at the box installer location. Could be ready in 30 days.

CEMETERY

- Levelled plots from winter burials.

WATER

- Monthly water reads occurred on May 1 /20.
- Completed 6 Alberta 1st Calls in March.
- PLC reprogramming for pumps completed. Now are using 3 pumps for regular pumping. Pumps are alternated weekly.

SEWER

ARENA/PARKS & RECREATION

- Maintenance and painting in the Arena is ongoing.
- Plant maintenance being performed.
- Grass cutting has started.

SAFETY/TRAINING

- Staff have been split in to 2 shifts with 3 staff on each crew. This is an attempt to keep staff available to operate the facilities in the event of someone testing positive for Covid 19.

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

- Depending on the length of the Social Distancing directions decisions will need to be made on maintenance schedules. Some programs may not have their full scope completed.
- Starting May 25th PW and Parks and Rec staff will be working from 7 am- 7pm Monday to Friday and Saturdays 7 am- 6 pm.

Ken Reil
*Operations Manager
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #4

**PLANNING & ECONOMIC DEVELOPMENT
MAY 2020**

ECONOMIC DEVELOPMENT

Town Owned Land

The Town has two parcels of land 4.59 acres (adjacent to Lillian Schick School) and the land adjacent to the Town office (4 consolidated lots into one). Both of these parcels pose potential opportunity for development and increase to the tax base commercially and residentially.

In order to market these parcels or to initiate a conversation with potential developers the value of these properties need to be determined. An unofficial appraisal was conducted by a Licensed Broker determining approximate values. However, in lieu of Covid-19 and the volatility of the markets and unknown property assessment values, the appraisals most likely will decline.

This may be a discussion at a later date for Council to determine the future of these lands and what is the appropriate plan of action to be taken, upon relaunch and recovery of the municipality.

Sturgeon Regional Group

Due to Covid-19, initial plans to facilitate various business courses and a Breakfast to celebrate “Small Business Week” have been postponed for this year. The Sturgeon Regional Group will focus on recovery and how to best support our businesses in each community and what type of resources are needed. Next steps are being discussed as we do not want to duplicate what is currently being offered.

Spring Clean Up

As the seasons change its time to schedule yard cleanup from the remains of the snow. The main road arteries and highway frontage properties present an image and firsthand impression of the town. For residents along these arteries and residents in general, this is a good time of year to get lawns, landscapes and hardscapes looking there best for the upcoming season.

Website

Information is being prepared and populated to the new website, in conjunction with the Executive Assistant. Very soon the site will go live for Council to view and experience. The new site provides a great design, aesthetically pleasing, relevant information and clear site navigation. Stay tuned!

Post COVID Economy – Todd Hirsch

The health pandemic has taken lives and the economic crisis has closed businesses. In spite of these hardships there is some positivity about a post-COVID world:

- The pandemic will accelerate the fourth industrial revolution – cyber revolution, a world of artificial intelligence, machine learning, blockchain technology and virtual reality. Physically distancing may become more normal, but A.I. and blockchain technologies can create new ways of communicating and boosting productivity.

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

- The pandemic will reinvigorate the importance of community. Society requires a balance between capitalism, government, and community. If either becomes too strong or weak, things get out of balance. Problems of falling productivity, income inequality and the rise of populism start to emerge. The importance of community will create a healthier balance between our market economy and the government.

- The pandemic will stimulate creativity and innovation. These elements have long been recognized as economically significant, but easily ignored when profit maximization and ROI were the only metrics that mattered. From energy to tourism and from global supply chains to arts and culture – everything has changed, normal is not coming back. The COVID crisis is forcing a re-examination of how business will operate in the future, requiring enormous creative and innovative thinking. The pandemic will stimulate innovations in how we work, such as working remotely, as in modifying the 9-5, Monday to Friday work week.

The COVID crisis is tragic, with human and economic suffering. To embrace productivity, enhance cyber technologies, ignite the power of community and learning to be creative and innovated, these are positives that will pave the path to the future.

5G Technology

There has been discussion regarding 5G. 5G the fifth generation of mobile technology, represents an opportunity for Alberta's economy – both as a support to an exit from an economic crisis and as a competitive advantage for the province's economy going forward. Implementing 5G technology in Alberta would include:

- increasing Alberta's global competitiveness
- improving Alberta's value proposition for foreign direct investment
- creating immediate jobs in the construction and telecommunication sectors
- unlocking economic opportunity for Alberta's strength sectors (energy, agriculture, manufacturing, health, aerospace, transportation/logistics and finance)
- provide new post-secondary training programs and student recruitment opportunities
- enabling productivity improvements across all sectors and
- enabling government to modernize, digitize and achieve efficiencies

The benefits of 5G far outweigh the costs, making this an infrastructure investment that generates immediate economic activity but also lasting economic impact.

Morinville Store Front Improvement Program

Morinville received nine applications for this program, with applications officially closing on April 30/20. Agreement to judge these applications provided an insight on the program and process. Eligible applications were reviewed upon:

- description of improvements
- materials that will be used
- how improvements will benefit the business
- how improvements will increase visual aesthetics of the property

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



Virtual meeting
Live streamed on Bon Accord YouTube Channel

- photos of the current status of the storefront, prior to improvements
- detailed drawings or illustrations of the proposed storefront improvement
- detailed project budget

Five business were selected, each receiving \$10,000 to improve their storefront. Recipients will be announced.

PLANNING AND DEVELOPMENT

Development / Investment

- Inquiry on decks, garages, moving trees, adding trees

Business and Development Inquiries

- None during this time period

Complaints

Complaints received and investigated for this reporting period include:

- Unsightly yard

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
0	0	1	8	0	1	This Period
5	4	1	15	30	1	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- GEEDT (Greater Edmonton Economic Development Team)
- Municipal Planning Services – discuss / review permits / compliance certificates
- Resident Meetings – development questions and inquiries

Dianne Allen

*Planning & Economic Development
Town of Bon Accord*

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.
Virtual meeting
Live streamed on Bon Accord YouTube Channel



REPORT #5

CHIEF ADMINISTRATIVE OFFICER (CAO)
MAY 2020

Administration

Held management meetings in May which have included discussion and planning for the business continuity planning and the relaunch of the relaxation of restrictions of AHS for the COVID 19 virus. There have been many discussions with the regional CAO's for the ICF/IDP work that administration has been working to complete. Sturgeon County held the public hearing for the IDP, where they heard concerned residents discuss the constraints that were put on Confined Feeding Operations within the buffer zones of the urban municipalities within Sturgeon County. These concerns will cause the process to be slowed or possibly delayed until a further date. Administration will not be bringing the IDP back to Council for third and final reading until those concerns in Sturgeon County have been addressed. Administration is awaiting an invitation from Sturgeon County to further discuss the concerns again. Work has been progressing very well on the solar farm project, the Operations Manager will be speaking to that in the Public Works report. Finance Manager will be reporting on the debenture program application for the solar farm project as well as the variance report and the state of the Town finances during COVID. Economic Development Manger will be bringing forward updated details on the micro cultivation project in that report. Community Services Coordinator will be discussing the work that has been done at the regional level on the Psycho Social Plan, a document that is in the draft stages at this point, but once completed will be included in the ESS portion of the Emergency Management Plan for the region.

Training

Most training has been cancelled until a later date unless it could be held virtually. Discussion during our Management Meeting resulted in the delay of First Aid and CPR training that was scheduled for staff, an extension of expiring certificates was announced by the program to allow restrictions to be lifted before in person training can happen.

AUMA/RMA/ Town Hall Relaunch Strategy- Ask the Expert Meeting

Deputy Mayor Bidney and I attended the Town Hall teleconference on May 14,2020. This was a meeting that answered questions such as what a relaunch really means from different departments and perspectives. The event was hosted by Christine Malegic- Director of Risk Management AUMA and there were 711 people registered.

Dr Deena Hinshaw expressed her view of the relaunch and added the disclaimer that there is no one size fits all approach to reopening any business or service. In her opinion her decisions have been based on sound medical information that she has available to her and to try to balance the good work that has been done this far in combatting the virus with relaxing some of the restraints, keeping in mind the need to be diligent in how we continue to follow the protocols and remain thoughtful of what we do going forward. She explained about

Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.



Virtual meeting
Live streamed on Bon Accord YouTube Channel

the Relaunch Strategy Guidebook framework and the Enforcement Strategies that are being put in place to help us all achieve success with the reopening. Business as usual will take some time to get back to, as many have said we may be considering a new normal for our business as usual. There are many links to resources that businesses can use to develop their own relaunch strategies that align with the restrictions that are in place during the specific phases of the strategy. As an example of a trigger that may initiate changes to these plans would be a 5% increase in hospitalizations due to the virus after we start to reopen, there are other triggers as well, but that is one that Dr Hinshaw spoke of.

Shane Schreiber spoke of the Provinces considerations of the relaunch. He spoke mainly on the POC and the requirements for supplies and the ability to provide suppliers names and contact information to municipalities rather than provides supplies at this time. He spoke of the costs that have been tracked and associated with the COVID-19 and felt that if municipalities can not afford to reopen areas, as an example playgrounds due to the cost of sanitization that would be required to do such a program then it should not be considered to be reopened.

Jim Rivait- EA Business Planning and Integration talked about the Pandemic Response Planning Team and how they are working to develop the plans and what is being considered.

Alberta Environment was scheduled for the meeting, but was unable to attend, a lot of discussion was held in and around the opening of outdoor activities and facilities, examples were campgrounds, boat launches, playgrounds as the like, there are links in place for those items as well.

Josh Brown, NAIT Applied Disaster and Emergency Management, Josh spoke mainly about preparing for the resumption of business keeping the number one objective in mind which is protection of people. People need to feel safe going back into the businesses and the need to communicate the plans and how business are working in an effort to provide public safety and what is expected of the public to adhere to the protocols in place. Businesses will be under heavy scrutiny and will be under the watchful eyes of the public so will need to be sure that they are 100% ready to maintain the protocols that are necessary to open the business and keep the public and the staff safe.

Craig Hrynychuk – Executive Assistant AMHSA spoke to 3 high level topics which were:

1. Increased workplace risk factors
2. Return to work plan
3. Employee Mental Health

One of the topics that was discussed was the Fit for Work assessment that is done with employees when training for new or renewed job processes. One concern the AMSHA has is the increase of alcohol consumption with employees who have been away from work for periods of time. The lack of physical activity that may be lost due to not doing any physical labor during time off. The importance that management needs to consider competency levels of staff when they do return to work. Revisiting procedures may be of great importance if jobs have not been done for some extended periods of time, a refresher may be required. When a plan is presented to employees, it is necessary to build trust that the employees recognize that their wellbeing is of the utmost importance to management. Having discussions in the development of that plan will help to achieve that requirement. Another very important topic is workplace mental health, as returning staff can usually be divided into three groups 40% worried, 40% anxious, 20 % cavalier or nonchalant of the presumed impact. Increased workplace support may be necessary at this time and management should be

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

extremely watchful of the staff and prepared to assist employees with that need. There are weekly webinar's available for staff to participate in every Tuesday that may help to address some of these concerns. The links are on the AMSHCA website to log in.

Many good questions were answered with some answers to be provided at a later date, a record of this meeting will be provided to municipalities which I will be happy to share with Council if you would like that.

SREMP Agency Meeting

The SREMP agency has been having virtual meetings on a weekly basis to share and discuss how we are managing our municipalities during this pandemic. It has been a very good sharing and discussion on all the municipalities positions during these trying times.

Meetings Virtually Attended

Management Mtg	Regular Meeting Council
SREMP Mtg	Provincial Town Hall Mtg
AEMA Mtg	
Regional CAO Mtg	

The workload during these unprecedented times has increased tenfold, but in my opinion the staff are doing a great job of managing the new requirements and the new projects that have been started here at the Town of Bon Accord.

Joyce Pierce

*Chief Administrative Officer
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #6

**MAYOR REPORT
MAY 2020**

April 8, 2020	Attended Conference Call: Sub Regional Mayors and CAOs
April 15, 2020	Attended AUMA Municipalities Townhall Meeting Remotely
April 20, 2020	Attended CRNWSC Board Meeting Remotely
April 20, 2020	Attended Municipal Affairs telephone Town Hall
April 21, 2020	Attended Regular Council Meeting Remotely
May 4, 2020	Attended Municipal Affairs Telephone Townhall Meeting

NOTES: The water usage for the Town in 2019 was 129847 m³ at a cost of \$208248.62

David Hutton
Mayor
Town of Bon Accord

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #7

**DEPUTY MAYOR REPORT
MAY 2020**

- April 21, 2020 Attended Regular Meeting of Council and the Public Hearing for the MDP and LUB
- April 23, 2020 Attended Virtual Homeland Housing Meeting. Covid 19 has delayed completion of several projects including Diamond Springs Lodge, and the new Affordable Housing project in Morinville. The new name has been chosen by the Town of Morinville and it will be named after Paul Krauskopf who was a life long Morinville resident and long time councillor and mayor. Painting and flooring for the Bon Accord self contained units will also be delayed. A computer for each site to allow residents to facetime or skype with family have been deployed. Next to figure out is enabling access to mental health and health support services such as footcare, beauty salon etc.
- April 24, 2020 Attended virtual meeting of the Alberta Capital Region Wastewater Commission (ACRWC). The board has received two requests to temporarily defer its rate. As most of the ACRWC's costs are fixed and the deferral of critical capital maintenance activities could have longer term consequences to the rate, it was decided to maintain the current rate. The chair will send a letter to the Minister of Municipal Affairs to let him know that we have several shovel-ready projects that could be considered for more economic stimulus measures. The sewer policy was updated to include provision for when a member community asks to discharge contaminated groundwater or stormwater into the wastewater system. The board also approved two debenture authorizations for capital projects identified in the 2020 Capital Budget.
- May 5, 2020 Attended the Regular Meeting of Council by Microsoft Teams

Lynn Bidney
*Deputy Mayor
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.
Virtual meeting
Live streamed on Bon Accord YouTube Channel**



REPORT #8

**COUNCILLOR REPORT
MAY 2020**

April 21 Attended regular meeting of council
May 5 Attended regular meeting of council
May 7 Attended PLSB Webinar: Library Board Governance during the COVID-19 Pandemic

Notes: All my board meetings have been cancelled until further notice.

Tanya May
Councillor
Town of Bon Accord

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.
Virtual meeting
Live streamed on Bon Accord YouTube Channel**



REPORT #9

**COUNCILLOR REPORT
MAY 2020**

April 21, 2020 Attended Regular Meeting of Council virtually
May 5, 2020 Attended Regular Meeting of Council virtually

Note: All of my board meetings and events scheduled for the near future have been canceled at this point due to Covid-19

Lacey Laing
*Councillor
Town of Bon Accord*

**Town of Bon Accord
Regular Meeting of Council Minutes
May 19, 2020 8:30 a.m.**



**Virtual meeting
Live streamed on Bon Accord YouTube Channel**

REPORT #10

**COUNCILLOR REPORT
MAY 2020**

April 17, 2020	Redwater Mayors Breakfast Cancelled
April 20, 2020	Attended virtual CRNWSC . Included Metrix Financial Audit presentation, Engineering Services Sub Committee Update and Commission Manager's Financial Report.
April 21, 2020	Bon Accord Volunteer Appreciation Event cancelled
April 21, 2020	Attended Regular Meeting of Council
May 5, 2020	Attended Regular Meeting of Council
May 6, 2020	ACCPA Conference Cancelled

Brian Holden
*Councillor
Town of Bon Accord*