

Town of Bon Accord
AGENDA
Regular Council Meeting
October 20, 2020 9:00 am
virtual meeting
live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
 - 3.1.** Trina McNabb – concerns regarding secrecy of Town Council Meetings (9:15 am)
- 4. ADOPTION OF MINUTES**
 - 4.1.** Regular Meeting of Council; October 6, 2020 (enclosure)
- 5. DEPARTMENT REPORTS**
 - 5.1.** Finance (enclosure)
 - 5.2.** Operations (PW) (enclosure)
 - 5.3.** Planning and Economic Development (enclosure)
 - 5.4.** Chief Administrative Officer (CAO)
- 6. UNFINISHED BUSINESS**
 - 6.1.** Budget Presentation – 2021 Operating Budget, three year (2022- 2024) Operating Plan and the 2021 Capital budget
 - 6.2.** Sturgeon Victim Services Funding Request (enclosure)
- 7. NEW BUSINESS**
 - 7.1.** Edmonton Global Membership (enclosure)
 - 7.2.** Office and Council Meetings Public Accessibility
- 8. BYLAWS/POLICIES/AGREEMENTS**
POLICIES
 - 8.1.** Asset Management Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1.** Remembrance Day Invitation – Royal Canadian Legion; Gibbons Branch #226 (enclosure)
 - 9.2.** Brownlee LLP – Virtual 2021 Emerging Trends in Municipal Law (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1.** Mayor Hutton (enclosure)
 - 10.2.** Deputy Mayor Bidney (enclosure)
 - 10.3.** Councillor May (enclosure)
 - 10.4.** Councillor Laing (enclosure)
 - 10.5.** Councillor Holden (enclosure)
- 11. CORRESPONDENCE**

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- 11.1.** Royal Canadian Legion – National Honour Award – WW2 Veteran, Gunner Albert Phelan
(enclosure)
- 12. CLOSED SESSION**
- 13. ADJOURNMENT**

Town of Bon Accord
Regular Meeting of Council Minutes
October 6, 2020 7:00 pm
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
Falon Fayant, Corporate Finance Officer

CALL TO ORDER

Mayor Hutton called the meeting to order at 7:00 pm.

ADOPTION OF AGENDA

COUNCILLOR HOLDEN MOVED THAT the agenda for the October 6, 2020 Regular Meeting of Council be adopted, as amended by adding *Elected Officials Training* under New Business.

CARRIED RESOLUTION 20-275

ADOPTION OF MINUTES

Regular Meeting of Council Minutes – September 15, 2020

DEPUTY MAYOR BIDNEY MOVED THAT the minutes of the September 15, 2020 Regular Meeting of Council be accepted, as presented.

CARRIED RESOLUTION 20-276

DELEGATION

Joy Archer – Upgrading Springbrook Park

COUNCILLOR LAING MOVED THAT the delegation presentation be accepted, as information.

CARRIED RESOLUTION 20-277

UNFINISHED BUSINESS

None

NEW BUSINESS

Initial Budget Presentation

COUNCILLOR MAY MOVED THAT Council accept the initial budget presentation as presented.

CARRIED RESOLUTION 20-278

North Saskatchewan Watershed Alliance

DEPUTY MAYOR BIDNEY MOVED THAT Council declines supporting the Municipal Contribution at this time.

CARRIED RESOLUTION 20-279

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Fortis Alberta Franchise Fee 2021

Councillor Laing requested a recorded vote.

COUNCILLOR HOLDEN MOVED THAT Council direct Administration to maintain the Fortis Franchise Fee for the 2021 at 20%.

In favor: Deputy Mayor Bidney, Councillor May, Councillor Holden, Mayor Hutton

Opposed: Councillor Laing

CARRIED RESOLUTION 20-280

Library Board Trustee Appointment

COUNCILLOR LAING MOVED THAT Council direct administration to approved Christina Romanowski as a Library Board Trustee for a three-year term commencing October 2020.

CARRIED RESOLUTION 20-281

Northern Lights Library System (NLLS) 2021 Levy

COUNCILLOR LAING MOVED THAT Council is in favor of the Northern Lights Library System Board 2021 budget at 0% levy increase.

CARRIED RESOLUTION 20-282

Elected Officials Training

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to register Councillor Holden and Councillor May for the AUMA training for Elected Officials Education Program – Councils Role in Public Engagement AND further direct administration to register Councillor Laing for the AUMA training for Elected Officials Education Program – Councils role in Service Delivery.

CARRIED RESOLUTION 20-283

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to register Councillor Holden for FCM's Sustainable Communities Conference.

CARRIED RESOLUTION 20-284

BYLAWS | POLICIES | AGREEMENTS

BYLAWS

Fire Bylaw, Bylaw #2020-20

COUNCILLOR MAY MOVED THAT Council give 1st reading of Fire Bylaw; Bylaw #2020-20, as amended.

CARRIED RESOLUTION 20-285

COUNCILLOR LAING MOVED THAT Council give 2nd reading of Fire Bylaw; Bylaw #2020-20, as presented.

CARRIED RESOLUTION 20-286

COUNCILLOR HOLDEN MOVED THAT Council give unanimous consent to consider three readings of Fire Bylaw; Bylaw #2020-20 in one meeting.

CARRIED RESOLUTION 20-287

**Town of Bon Accord
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DEPUTY MAYOR BIDNEY MOVED THAT Council give 3rd and final reading of Fire Bylaw; Bylaw #2020-20, as presented.

CARRIED RESOLUTION 20-288

Designated Officers Bylaw, Bylaw #2020-21

COUNCILLOR MAY MOVED THAT Council give 1st reading of Designated Officers Bylaw; Bylaw #2020-21, as presented.

CARRIED RESOLUTION 20-289

COUNCILLOR HOLDEN MOVED THAT Council give 2nd reading of Designated Officers Bylaw; Bylaw #2020-21, as presented.

CARRIED RESOLUTION 20-290

COUNCILLOR MAY MOVED THAT Council give unanimous consent to consider three readings of Designated Officers Bylaw; Bylaw #2020-21 in one meeting.

CARRIED RESOLUTION 20-291

DEPUTY MAYOR BIDNEY MOVED THAT Council give 3rd and final reading of Designated Officers Bylaw; Bylaw #2020-21, as presented.

CARRIED RESOLUTION 20-292

WORKSHOPS | MEETINGS | CONFERENCES

None

CORRESPONDENCE

Sturgeon County Month End Reports

Letter – Ella Herman

Municipal Affairs – Intermunicipal Collaboration Framework

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

CARRIED RESOLUTION 20-293

CLOSED SESSION

COUNCILLOR MAY MOVED THAT Council go into closed session at 8:46 pm to discuss Municipal Procedures as per section FOIP Act 27 (1)(a)(c)(III) – Privileged Information.

CARRIED RESOLUTION 20-294

COUNCILLOR MAY MOVED THAT Council come out of closed session at 9:27 pm.

CARRIED RESOLUTION 20-295

COUNCILLOR MAY MOVED THAT Council accept the closed session discussion, as information.

CARRIED RESOLUTION 20-296

**Town of Bon Accord
Regular Meeting of Council Minutes
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ADJOURNMENT

COUNCILLOR HOLDEN MOVED THAT the October 6, 2020 Regular Meeting of Council adjourn at 9:28 pm.

Mayor David Hutton

Joyce Pierce, CAO

Unapproved

**COUNCIL REPORT
FINANCE
OCTOBER 2020**

GENERAL MUNICIPAL

To date, 87% of property taxes have been collected. On October 1, administration applied a penalty of 6% on outstanding current balances, resulting in penalties of \$7,363.

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. Roseridge landfill will move to RFID card permits as opposed to the paper permits, launching in the new year. The landfill will collaborate with the Town for the transition; initial cards will be provided at no cost and will be \$3 per card following the initial batch. A new minimum load charge of \$5 will be applied to loads less than 100kg.

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.

ADMINISTRATION

Administration is expected to be in line with or under budget. Submitted the Memorandum of Agreement for MOST (Municipal Operating Support Transfer) Grant funding, which is available funding for expenses or reduced revenues related to COVID-19.

COMMUNITY SERVICES

FCSS and recreation program expenses are expected to be decreased from the cancellation and limitations of programs due to COVID-19.

PARKS & RECREATION

Parks are under budget.

ARENA

The arena is open for the season. Refunds issued for lost ice time for early closure due to COVID-19. (\$1,596). Revenue includes a portion of the Sturgeon County grant that the Town allocates towards the arena.

ECONOMIC DEVELOPMENT

Revenues and expenses are expected to be in line with budget. Permit revenue is over budget for the year.

CAPITAL

2020 Sources of capital revenue will be MSI, GTF, MCCAC Grant, debenture, and reserves. The Town of Bon Accord Gas Tax Fund allocation for 2020 is \$87,461. The MSP allocation for the Town of Bon Accord is \$181,751. The MSP application for the 48th Avenue & 49A Street project was submitted on September 30, approval has not yet been received.

Current Projects:

48th Avenue & 49A Street: Ongoing; Expenses to date = \$39,924

Solar Farm: Completed; Expenses to date = \$1,046,078

New Single-Axle Dump Truck = \$126,646

Ventrac Mower = \$22,900

Falon Fayant

Corporate Finance Officer

Town of Bon Accord

Town of Bon Accord

Year-to-Date Variance Report (*Unaudited*)
for the month ending September 30, 2020

Department	2020 YTD Revenue		2020 YTD Revenue	2020 YTD Expense		2020 YTD Expense	2020 YTD Net	2020 YTD Net	2020 YTD Net	% Variance
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,190,036	2,220,523	-30,487	113,826	310,331	196,505	2,076,210	1,910,192	166,018	9%
	2,190,036	2,220,523	-30,487	113,826	310,331	196,505	2,076,210	1,910,192	166,018	
Public Works - Roads	10,804	20,763	-9,959	241,926	315,020	-73,094	-231,122	-294,257	63,135	21%
Storm Sewer & Drain	0	0	0	12,836	13,301	-465	-12,836	-13,301	465	3%
Water	348,507	361,164	-12,657	345,097	466,852	-121,755	3,410	-105,688	109,098	103%
Sewer	202,150	207,067	-4,917	182,791	231,899	-49,108	19,359	-24,833	44,192	178%
Garbage	101,118	95,467	5,651	115,352	126,944	-11,592	-14,234	-31,478	17,244	55%
Cemetery	5,650	4,125	1,525	4,930	7,223	-2,293	720	-3,098	3,818	123%
	668,229	688,585	-20,356	902,932	1,161,239	-258,307	-234,703	-472,654	237,951	
Fire Department	9,015	8,752	263	35,219	47,623	-12,404	-26,204	-38,871	12,667	33%
Emergency Services	0	0	0	18,011	18,715	-704	-18,011	-18,715	704	4%
Bylaw	3,203	29,427	-26,224	30,388	45,886	-15,498	-27,185	-16,459	-10,726	65%
	12,218	38,179	-25,961	83,618	112,224	-28,606	-71,400	-74,045	2,645	
Administration	2,951	2,625	326	297,459	330,947	-33,488	-294,508	-328,322	33,814	10%
Election	0	0	0	0	3,750	-3,750	0	-3,750	3,750	100%
Library	12,213	10,480	1,733	54,855	58,038	-3,183	-42,642	-47,558	4,916	10%
Council	0	0	0	53,270	78,761	-25,491	-53,270	-78,761	25,491	32%
	15,164	13,105	2,059	405,584	471,497	-65,913	-390,420	-458,392	67,972	
Community Services	32,311	32,611	-300	49,920	73,602	-23,682	-17,609	-40,991	23,382	57%
Recreation Programs	7,100	6,512	588	31,831	63,729	-31,898	-24,731	-57,217	32,486	57%
Parks & Recreation	23,873	15,316	8,557	80,466	114,798	-34,332	-56,593	-99,482	42,889	43%
Arena	104,072	164,157	-60,085	162,826	185,566	-22,740	-58,754	-21,409	-37,345	174%
Municipal Planning	17,756	4,275	13,481	92,113	154,088	-61,975	-74,357	-149,813	75,456	50%
Economic Development	0	0	0	53,228	89,119	-35,891	-53,228	-89,119	35,891	40%
	185,112	222,871	-37,759	470,384	680,902	-210,518	-285,272	-458,031	172,759	
TOTAL	880,723	962,740	-82,017	1,862,518	2,425,861	-563,343	-981,795	-1,463,121	481,326	
TOTAL (incl. Gen Mun.)	3,070,759	3,183,263	-112,504	1,976,344	2,736,193	-366,838	1,094,415	447,071	647,344	

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

Council Report

Date: September 2020 – October 2020

Department: Public Works

Submitted by: Operations Manager

PUBLIC WORKS

- Solar Farm has produced over 160 Mega watt hours already.
- PW yard security system is working well. Installed a Solar light for the West side of yard.
- The GMC 1 ton has been sold.

ROADS

- Paving project is nearly complete. Landscaping is only portion left.
- Walking path along 51st Ave has been paved. Landscaping to be completed by the end of next week.
- Electronic speed indicating sign is along 51st street.

EQUIPMENT/VEHICLES

- Regular maintenance continues on equipment and vehicles when necessary.

CEMETERY

- 2 cremation plots opened.

WATER

- Monthly water reads occurred on October 1 /20.
- Completed 6 Alberta 1st Calls in September.

SEWER

- Sewers have been flushed.
- The Final Lift Station backup generator has been repaired.

ARENA/PARKS & RECREATION

- Ice is in and being used.
- A cleaning contractor has been hired to keep the facility sanitized between each different user group.

SAFETY/TRAINING

- All training is on hold at this time. Extensions were granted for expiring first aid certificates.

Ken Reil

Operations Manager

Public Works/Utilities/Recreation

**COUNCIL REPORT
PLANNING AND DEVELOPMENT
OCTOBER 2020**

ECONOMIC DEVELOPMENT

Trailer Banned Advertisement

Municipal District of Foothills passed a bylaw last year banning trailer signs. A constitutional challenge was filed with the Court of Queens Bench, by three separate parties challenging the rule constitutionally – a couple that has allowed High River Pro-Life post ads, an outdoor advertising company that leases space on trailers and three landowners who receive compensation for permitting advertising trailers to be parked on their property. Justice Devlin found the bylaw had a pressing and substantial objective required for legislation to infringe on a Charter right. Citizens have a right not be visually shouted at by signs at every turn. Controlling the time, place and volume of advertising is a core quality of life issue.

Edmonton International Airport (EIA)

EIA has been chosen as the exclusive location to trial a new COVID-19 test that can produce results in seconds. In partnership with GLC Medical (GLCM) Inc., a subsidiary of Graphene Leaders Canada (GLC) Inc., an Edmonton based company, EIA will host clinical trials of this new technology that has the potential to have global implications for COVID-19 testing.

This test is conducted with a handheld unit that takes a saliva sample from a person and is expected to tell if someone has COVID-19 under 1-minute, compared to other test with longer laboratory-based waiting periods for results. This test promises many advantages from its ease of use to the elimination of the nasal swab to direct virus detection. This kind of test will help address the need for a 14-day quarantine period in Canada and potentially other international quarantined restrictions. By removing or reducing this barrier, it can help travellers feel safer in returning to travel.

Solar Project Ribbon Cutting Ceremony

Bon Accord hosted about 25 people for the opening of the Solar Farm project. The St. Albert Gazette published an article including a great picture of Mayor Hutton (refer attachment). Fort Sask On-Line also published an article (refer attachment).

Depression, Not a Recession

October 1/20 the Edmonton Journal published an interesting article written by David Rosenberg. There is a vertical economic decline with job losses higher than the great depression, businesses in financial distress and attitudes shifting on a secular basis. Migration from Urban areas to rural areas, working from home, to larger volumes of on-line shopping indicating this is not business as usual. The best we can hope is a partial recovery (refer attachment).

Diamond Spring Lodge – Redwater

October 7/20 Redwater seniors celebrated new affordable accommodation at the Diamond Spring Lodge. Designed to meet the needs of seniors as their care changes, the 51 unit offers independent living and supportive living accommodation. The expansion included replacing 13 outdated units with 24 modern units.

Construction was completed in January and seniors began moving in at the end of April.

Quick Facts:

The Government of Canada, through the Canada Mortgage and Housing Corporation and Alberta Government jointly contributed \$7.1 Million to the project through the Investment in Affordable Housing agreement.

- Diamond Spring Lodge has 12 designated supportive living units and 39 independent living units.
- The project created about 52 jobs in Redwater.
- The Government of Canada is currently rolling out its National Housing Strategy, an ambitious 10-year, \$55 Billion plan that will create 125,000 new housing units and move 530,000 families out of housing need, as well as repair and renew more than 300,000 housing units and reduce chronic homelessness by 50 percent.
- The National Housing Strategy is built on strong partnerships between federal, provincial and territorial governments and continuous engagement with others, including municipalities, Indigenous governments and organizations, and social and private sectors to make a meaningful difference in the lives of Canadians.
- This project is part of the more than \$10 billion infrastructure spending announced as part of Alberta's Recovery Plan.
- This spending includes:
 - \$6.9 billion Budget 2020 capitol spending
 - \$980 million accelerated for Capitol Maintenance and Renewal
 - \$200 million for Strategic Transportation Infrastructure Program and Water Infrastructure Projects.
 - \$600 million in Strategic infrastructure projects, \$500 million in Municipal Infrastructure
 - \$1.5 billion for Keystone XL

Associated Links:

As Canada's authority on housing, CMHC contributes to the stability of the housing market and financial system, provides support for Canadians in housing need, and offers unbiased housing research and advice to all levels of the Canadian government, consumers and the housing industry. CMHC's aim is that by 2030 everyone in Canada has a home they can afford and that meets their needs.

National Housing Strategy: www.placetocallhome.ca

The Alberta Ministry of Seniors and Housing fosters the development of affordable housing and supports access to housing options for Albertans in need. The Ministry works with seniors, their families and caregivers, Albertan's who require housing supports, communities and other government partners. A more detailed description of the ministry and its programs and initiatives can be found at www.alberta.ca/ministry-seniors-housing.aspx.

Realtors Association – Edmonton Housing

Edmonton housing sales increased 35% in September 2020 compared to September 2019. People have spent several months working from home and know they will continue to work from home. Families are educating their children from home and in some instances, the home does not work for them.

Single family homes sold for an average of \$440,020 a 4.73 per cent increase from September 2/19. Future outlook will depend on consumer confidence, specific to jobs. Alberta has a long road to recovery.

PLANNING AND DEVELOPMENT

Investment and Development Inquires

Buildings to lease or purchase
Raw land to develop commercial business

Complaints

No complaints for this period.

Business Inquiries	Compliance Certificates	Development Permits	Building Permits (Gas, Plumbing, Electrical)	Business Licenses	Bylaw Complaints	
3	2	3	4	0	0	This Period
13	9	18	19	30	21	YTD

Meetings/Events Attended/Education

- Manager Meetings – internal exchange of information & updates of Council
- Council Meetings – virtual
- Municipal Planning Services – discuss / review permits / compliance certificates
- MuniSight Workshop – virtual
- Solar Farm Ribbon Cutting
- Diamond Spring Lodge - Grand opening
- Stakeholders / residents – development questions/inquiries and complaints

DIANNE ALLEN

*Planning and Development
Town of Bon Accord*

IT'S A DEPRESSION, NOT A RECESSION

Government stimulus helped mask what's really happening, *David Rosenberg* writes.

There is a raging debate as to whether life ever gets back to normal, whatever that means. For example, there is a belief that with a vaccine or not, the citizenry is getting fed up with COVID-19, and everyone is aching to go out to eat and drink and rumble and browse at the malls ... and dying to go back to the office. That is the narrative, but it is not the reality.

The polls had already shown how attitudes have been shifting on a secular basis. Even the things that are moving, and moving fast, such as housing sales, are being driven by activity in rural areas and towards single-family units and away from multi-family. There is a much greater appreciation for open space now than there used to be, and that is not going to change in the future.

Neither will working from home, for those who can. The Federal Reserve Bank of Chicago conducted a survey in the spring and found that three-quarters of companies say the U.S. economy needs at least a year to fully recover from the pandemic. There were 670 respondents in the poll and half told the Chicago Fed that the recovery will take between one and two years to develop. The other half was split between a recovery in less than a year and one that would take more than two years.

"Many of the small businesses we heard from — especially those in the entertainment, tourism, recreation, restaurant, and retail sectors — are in danger of

financial distress," the report said. "Many businesses are facing very difficult challenges that are unlikely to go away quickly."

Tally up those sectors and they supported 32 million jobs before the crisis, or about a third of the private-sector workforce, and it looks to me as though half of their workers are not going back to their old jobs. I'm not sure many people understand that amusement parks, airlines, hoteliers and restaurants cannot stay in business at 50-per-cent capacity (or even 75 per cent in the case of restaurants).

People have to understand that a cyclically sensitive consumer-oriented sector, such as restaurants, spends 30 per cent on labour, 30 per cent on rent and 30 per cent on food — they have a 10-per-cent margin. So good luck with a partial reopening and social distancing.

As it stands, the United States Chamber of Commerce said that 25 per cent of small businesses have already shut down. Another survey by Ipsos concluded that two-thirds of people are still nervous about leaving their homes; 59 per cent say they intend to remain locked down on their own until signs emerge that the virus is "fully contained." A YouGov/CBS poll concluded that 85 per cent of American households say they wouldn't get on an airplane even if they could — that's why the industry needs a bailout.

A Washington Post/University of Maryland poll shows that only 56 per cent of consumers across the U.S. intend to shop at the



Polls indicate it will not be "business as usual," as the bulls will try to convince you, and the best we can hope for is a partial recovery, says David Rosenberg. *SPENCER PLATT/GETTY IMAGES FILES*

supermarket, which I suppose is a continuous bullish data point for delivery services, but that's about it. Just 83 per cent say they are comfortable entering a retail store. And a mere 22 per cent say they are willing to dine in a sit-in restaurant.

All these polls say basically the same thing: It will not be "business as usual," as the bulls will try and convince you, and the best we can hope for is a partial recovery — at best.

What we had on our hands was a vertical economic decline with job losses an order of magnitude higher than anything witnessed since the Great Depression. Even as the stock market tells you that it has it all figured out, I can assure you that what we face at this very moment is a very uncertain economic future. And, unfortunately, most of the longer-term risks are to the downside.

We are in a depression — not a recession, but a depression. The

dynamics of a depression are different than they are in a recession because depressions invoke a secular change in behaviour. Classic business cycle recessions are forgotten about within a year after they end. The scars from this one will take years to heal.

Outside of the Treasury market, asset prices still don't reflect the economic depression because they have been so heavily sedated by unprecedented fiscal and monetary policy stimulus. Beneath that veneer, there is rot.

We shall see how long governments can mask what is really happening organically in the economy. At some point, the well will run dry. Nothing lasts forever, not even what seems for now to be an endless lifeline of government support.

Financial Post
David Rosenberg is founder of independent research firm Rosenberg Research & Associates Inc. You can sign up for a free, one-month trial on his website.



Home

Bon Accord solar farm produces over 155 megawatt-hours of energy to date

Category [Local News](#)

Published: Monday, 12 October 2020 10:00

Written by Jasmine Graf



An aerial photo of the Bon Accord solar micro generating farm, courtesy of Dandelion Renewables.

Sturgeon County's largest solar farm has now been up and running for two months.

The 630-kilowatt farm was first proposed in April of 2019 as the Solar Micro Generating Project, its main objectives being to mitigate high power prices and attract future investments to the area.

"Essentially, build a farm that was large enough to produce enough power to make the community a net-zero community," said Ken Reil, operations manager for the Town of Bon Accord. "In 10 years' time, they will put approximately \$65,000 back into their revenue stream as opposed to paying a power bill. So, it's a great revenue-generator for the community."

Construction started in May, with the farm officially starting to produce power on Aug. 12. It is located just southeast of Bon Accord, in the lagoon area.

The Municipal Climate Change Action Centre (MCCAC) provided the town with \$503,000 in funding to build the farm. The remainder of the \$1.2-million was funded through a debenture.

"It will be about a 10-year payback for the program and then they should get 15 years of actually generating revenue for the community," added Reil.

Quicklinks

- [Streaming and Smart Device Help](#)
- [Funeral Announcements](#)
- [Shop Local](#)
- [Person of the Day](#)
- [Classroom of the Month](#)
- [FortSaskOnline Auction](#)

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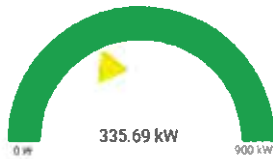
Upcoming Events

- Oct 14 8:10 am **Contest - MIX Movie Night Ou**
- Oct 14 4:00 pm **Fort Saskatchewan Fish & Gz 50/50 raffle**
- Oct 15 8:10 am **Contest - MIX Movie Night Ou**
- Oct 15 9:00 am **Fort Saskatchewan Fish & Gz 50/50 raffle**

[More Events](#)

As of Saturday (Oct.10), the farm has already produced more than 155 megawatt-hours of electricity.

ENERGY AND POWER - PV



Last Synced
10-10-2020 1 15 PM

1,093.50 kWh
Today

20.31 MWh
Current Month

155.49 MWh
Current Year

Solar data as of 1:15 p.m. on Oct.10. The latest updates can be found [here](#).

Previous

[Update: Air 1 helps rescue lost hiker in Elk Island National Park](#)

Next

[Chamber recaps 2020 farmers' market, Christmas market cancelled](#)

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More Local News



Masks now mandatory in Fort Saskatchewan

Fort Saskatchewan residents will now need to wear masks in the community.



No lockdown last week at Fort Saskatchewan High School

Police say there was no lockdown at Fort Saskatchewan High School last week.



Two killed, two children hospitalized in Sturgeon County crash

Two people have died in a Sturgeon County collision.



Outbreaks declared at Fort Saskatchewan, Sherwood Park schools

Multiple cases of COVID-19 were reported in local schools over the long weekend.



Stats on impaired charges, tickets issued over long weekend

Police have released their Operation Impact stats.



Update: Air 1 helps rescue lost hiker in Elk Island National Park

A helicopter helped rescue a lost hiker and his dogs over the long weekend.



Bon Accord solar farm produces over 155 megawatt-hours of energy to date

Sturgeon County's largest solar farm has now been up and running for two months.

Sturgeon's biggest solar array opens

Powers all town buildings and saves money, says Bon Accord mayor

BY KEVIN MA
Staff Writer

Bon Accord is now home to the biggest solar array in St. Albert and Sturgeon County.

About 25 people were at the old sewage lagoon site just south of Bon Accord on a windy, cloudy Sept. 15 to officially open the town's new 648 kW solar array.

The \$1.1-million project, about 47 per cent of which was funded by a grant from the Municipal Climate Change Action Centre, has been in operation since mid-August and supplies the town with pollution-free electricity.

Dignitaries heard that the array made the municipality one of the few communities in Alberta to achieve net-zero carbon emissions in terms of electricity.

"This provides enough energy to power all the town's facilities, including the arena," Mayor David Hutton said, and would save the town money on electricity.

"We don't have to pay taxes to pay the utility bills."

Alberta Energy spokesperson Samantha Peck confirmed in an email that the Bon Accord array is the biggest in St. Albert and Sturgeon County. Sturgeon County has 418 kW of solar and wind generation installed at 42 sites, not counting Bon Accord, reported Alberta Electric System Operator spokesperson Mike Deising.

Hutton said he never imagined he'd see something like this array turn up in Bon Accord, adding he wasn't aware of any other solar panels in town.

"This came right out of the blue!"

Really quite large

The array itself covered 1.6 hectares of scrubland and consisted of 1,722 solar

modules – enough to cover a bit more than eight basketball courts – mounted in six 144-metre by four-metre south-facing rows.

The array uses bi-facial solar panels that will let it capture light that bounces off the snow in the winter, said Mikhail Ivanchikov of Dandelion Renewables, which built the array.

The array had produced about 90 megawatt-hours of power since it was turned on in August – about a seventh of what it's supposed to produce in a year – and was still cranking out about 130 kW on this cloudy day.

Hutton said the town got the idea for this project last fall when a landowner working with Dandelion proposed that the town buy some of their land to create a solar farm on the north side of town. (The owner planned to construct a building with solar panels on it next door.) Administration later proposed that the town build such a farm on the old lagoon lands, which it already owned.

"Bon Accord has a history of doing things on the cheap," Hutton quipped.

Hutton said the long lifespan and potential savings from the solar array convinced council to give it the green light.

Ivanchikov said the array should save the town about \$47,000 a year, pay for itself in a year, and prevent about 480 tonnes of greenhouse gas emissions a year – enough to offset the energy use of 55.4 American homes, the U.S. EPA reports.

Ivanchikov said the solar array is fully automated and requires little maintenance beyond grass-cutting, which could be done with a herd of sheep. (Bon Accord town manager Joyce Pierce said in an email that the town plans to hire



CHRIS COLBOURNE/St. Albert Gazette

Bon Accord Mayor David Hutton joined other dignitaries as they unveiled a new 648 kW solar farm in Bon Accord on Sept. 15. The \$1.1-million installation is the biggest solar array in St. Albert and Sturgeon County. Hutton's hairstyle was due to windy conditions on site.

sheep for that purpose next year.) The panels are mounted at an angle, which would prevent snow build-up and hail damage, came with a 30-year warranty, and could be recycled.

When asked why other communities might want to invest in renewable power, Hutton said, "For the same reason we did: to save tax dollars, help the

environment a bit, and make a better life for citizens."

Hutton said he hoped this array would draw more attention and investment to Bon Accord.

Ivanchikov said Bon Accord residents would be able to track the performance of the array online later this year.

hma@stalbert.greatwest.ca



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Sturgeon's biggest solar array opens in Bon Accord

Sep 19, 2020 5:40 PM By: [Kevin Ma](#)



1 / 2 IT'S BIG — An aerial view of the new Bon Accord solar array. Each row of panels is about 144 m long and 4 metres high. Combined together, the panels would cover a little more than eight basketball courts. DANDELION RENEWABLES/Photo

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About the Author: Kevin Ma

Kevin Ma joined the St. Albert Gazette in 2006. He writes about Sturgeon County, education, the environment, agriculture, science and aboriginal affairs. He also contributes features, photographs and video.

[Read more](#)

Comments (0)

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting
MEETING DATE: October 20, 2020
AGENDA ITEM: Sturgeon Victim Services Funding Request

RECOMMENDATION:

THAT.... Council moves to direct administration to complete a 3year MOU with Sturgeon Victim Services for the services provided to the Town of Bon Accord.

BACKGROUND:

At the Sept 1,2020 Council meeting a RFD for Sturgeon Victim Services was brought forward for Council discussion. The motion was made to discuss this during future budget presentations. There has been more information gathered that Council could use to form their decision regarding the suggested funding model Sturgeon Victim Services was requesting.

Sturgeon Victim Services has attended 51 callouts within the Town of Bon Accord so far in 2020. 48 calls are people in the age range of 18-64, 27 females, 21 males, 3 calls for people in the age range of 65+ - 1 female, 2 males.

They are asking for funding to coverage a shortfall of \$12,000.00/yr that would be cost shared by Sturgeon County and the Towns of Morinville, Bon Accord, Legal, Gibbons. The funding breakdown equates to \$478.00for the Town of Bon Accord for 2020. If Council would like to consider the 3 year funding model, administration would include an amount in the budget for 2021, 2022, 2023 and then advise Sturgeon Victim Services to proceed with the Memorandum of Understanding for the 3 years.

With the effects of COVID-19 on the citizens of Alberta, the increase in need for these services has been impacted for 2020. Administration would recommend increasing the value of this request to ensure that the program can continue to run and provide this much needed service in the municipality.

FINANCIAL IMPLICATIONS: Included in the Community Services budget presentation.

LEGAL IMPLICATIONS: N/A

LEGISLATIVE HISTORY: N/A

ALTERNATIVES:

1. Council directs administration to bring back further information to a future Council meeting.
2. Council moves to direct administration to complete a 3year Memorandum Of Understanding with Sturgeon Victim Services for the services provided to the Town of Bon Accord and include it in the 2021, 2022 and 2023 operating budget for 2021.

Prepared and Submitted By:

Reviewed By: Joyce Pierce - CAO

Date: Oct 6, 2020

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING:	Regular Meeting of Council	
MEETING DATE:	October 20, 2020	
AGENDA ITEM:	Edmonton Global Membership	
RECOMMENDATION:	THAT ... Council direct administration how to proceed regarding payment to Edmonton Global.	
BACKGROUND:	<p>Resolution 18-153: At the June 19, 2018 Regular Meeting of Council, COUNCILLOR BIDNEY MOVED THAT Council approve continued Shareholder support in Edmonton Global.</p> <p>Resolution 19-276: COUNCILLOR BIDNEY MOVED THAT Council directs Administration to withdrawal Shareholder support for the Edmonton Global membership.</p> <p>Resolution 19-389: MOVED by Deputy Mayor Bidney that Council approves “Removal Shareholder state”, claiming financial hardship, acknowledging terms and conditions of being removed, with a letter addressed to Edmonton Global of the Towns position.</p> <p>Letters were sent to Edmonton Global advising them of the resolutions made by council, however despite declining the membership, Edmonton Global has advised that because Council signed a membership agreement the Town still has to pay shareholder fees outstanding for 2020 and upcoming for 2021. The outstanding 2020 contribution is \$11,596.56.</p>	
FINANCIAL IMPLICATIONS:	Outstanding 2020 contribution is \$11,596.56	
LEGAL IMPLICATIONS:	N/A	
LEGISLATIVE HISTORY:	N/A	
ALTERNATIVES:	<ol style="list-style-type: none">1. THAT ... Council direct administration to send payment to Edmonton Global for the outstanding 2020 contribution per the agreement, and to add the shareholder contribution for 2021 to the 2021 budget.2. THAT ... Council direct administration to....	
Prepared and Submitted By:	Falon Fayant	Reviewed By: Joyce Pierce
Date:	October 15, 2020	

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

MEETING:	Regular Council Meeting
MEETING DATE:	October 20, 2020
AGENDA ITEM:	Asset Management Policy
RECOMMENDATION:	THAT ...Council approve the Asset Management Policy as presented.
BACKGROUND:	<p>The Asset Management Policy has been updated to include:</p> <p>Under PRINCIPLES:</p> <p>Service: The municipality shall operate and manage the assets to ensure service delivery to the community in a manner that considers quality of life, long term costs and risks and are compliant to all relevant legislation or regulatory requirements. The Town of Bon Accord shall display transparency and accountability with defined levels of service and service performances.</p> <p>Continuous Improvement: The Town of Bon Accord shall assess progress with the municipalities asset management program and provide the necessary support, education, and training to relevant staff to further develop asset management practices.</p> <p>and under POLICY STATEMENT:</p> <p>Asset Inventory: The municipality shall develop and maintain an asset inventory which will organize asset data in a consolidated resource. This inventory shall be updated as the municipality invests in new assets or disposes of old one.</p>
FINANCIAL IMPLICATIONS:	<i>N/A</i>
LEGISLATIVE HISTORY:	<i>N/A</i>
ALTERNATIVES:	<ol style="list-style-type: none">1. Council approve the Asset Management Policy as presented.2. Council directs Administration to
Prepared and Submitted By:	Julia Miller
Date:	October 16, 2020
	Reviewed By: Joyce Pierce

TOWN OF BON ACCORD

ASSET MANAGEMENT POLICY STATEMENT

SECTION: All departments

POLICY RESOLUTION NO.: 18-188

SUBJECT: Asset Management Policy

RESPONSIBLE AUTHORITY: All Departments

REVIEWED & APPROVED BY COUNCIL: August 21, 2018
October 20, 2020

PURPOSE AND INTENT: The purpose of this policy is to ensure that the municipality implements asset management practices that enables a coordinated, cost effective and organizationally sustainable approach across the municipality to:

- Achieve the Council’s vision of a “vibrant community which values high quality of life, balancing rural heritage with a diverse economy”, and;
- Ensure long-term sustainability and to demonstrate fiscal stewardship **and environmental responsibility.**

SCOPE: This policy applies to the lifecycle management activities of physical assets that are owned by the municipality, which may have a material impact on the capital and/or operating budget. This policy is the bridge between the Organizational Strategic Plan and the Asset Management Strategy.

DEFINITIONS:

Asset means a physical object that is a significant economic resource and provides the delivery of a program or service.

Asset Management means the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Life-cycle means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Tangible Capital Asset as per the municipality’s Tangible Capital Asset (TCA) Policy ADM-57 means non-financial assets having physical substance that are acquired, constructed or developed,

including land, land improvements, roads, buildings, vehicles, equipment, water mains, sewer mains, and capital assets acquired by capital lease or through donation, which meet or exceed thresholds set out within that policy.

Asset Maintenance means the regular activities conducted to keep an asset functioning in its intended state. Maintenance activities are not capital investments.

Asset Renewal means the refurbishment or major maintenance of an asset that represents a capital investment and substantially extends the life of an asset.

Asset Replacement means the replacement of an asset that represents a capital investment.

Long-term Financial Plan means a plan that documents the process of aligning financial capacity with long-term service objectives.

PRINCIPLES:

Forward Looking: The municipality shall operate in a manner that considers the financial effects on future generations and considers changing community circumstances and external economic risks to ensure a vibrant community for generations to come.

Operations Efficiency: The municipality will manage the assets in a manner that ensures that public resources are put to best possible use and that full cost of asset ownership is considered in decision making.

Service: The municipality shall operate and manage the assets to ensure service delivery to the community in a manner that considers quality of life, long term costs and risks **and are compliant to all relevant legislation or regulatory requirements. The Town of Bon Accord shall display transparency and accountability with defined levels of service and service performances.**

Continuous Improvement: **The Town of Bon Accord shall assess progress with the municipalities asset management program and provide the necessary support, education, and training to relevant staff to further develop asset management practices.**

POLICY STATEMENT:

Asset Acquisition: Decisions to acquire new assets will be based on an understanding that the asset supports the long-term goals of the community and that the full life cost of ownership has been considered and incorporated into future operating and financial plans.

Asset Maintenance: For each asset, efficient maintenance strategies will be implemented that considers sustaining the desired

service levels and seeks to minimize risk and the life cycle cost of ownership.

Asset Renewal/Replacements: Decisions to renew or replace an asset will consider risk (profitability and consequences of asset failure), life cycle cost and the impacts to the level of service.

Funding for Asset Renewals/Replacements: A long term financial plan will be maintained which considers the renewal and replacement of existing infrastructure and the impact to taxation and user fees. The timing for asset renewal/replacement will balance risk with cost and levels of service.

The long term financial plan will identify how asset renewals/replacements will be financed, whether it be through current revenues, reserve funds or borrowing.

Asset Disposal: The utilization and function of all assets will be considered periodically together with the cost of operating and maintaining. Assets will be disposed of where it is determined that community resources can be applied to other uses with greater benefit.

Asset Inventory: The municipality shall develop and maintain an asset inventory which will organize asset data in a consolidated resource. This inventory shall be updated as the municipality invests in new assets or disposes of old one.

RESPONSIBILITIES:

Council

- Approves Asset Management strategies and plans, as required, alongside strategic planning.
- Approves asset funding through the annual budget.

Corporate Asset Management Steering Committee

- Is appointed by Senior Management and consists of a minimum of one representative from each department with asset ownership as well as one representative of the Planning Department.
- Provides a forum for discussion of asset management strategy, integration and best practices.
- Leads the development of corporate asset management tools and practices and oversees their application across the organization.

Departmental Asset Management Owners

- Responsibility for Asset Management functions

- Create and implement Asset Management Strategies
- Create and implement Asset Management Plans
- Liaises with Corporate Finance on financial matters

Corporate Finance

- Provides financial direction to the departments
- Responsible for the stewardship of the financial assets and records

DRAFT



Royal Canadian Legion
Gibbons Branch #226
Box 309
Gibbons, Alberta
TOA 1N0

October 1, 2020

email: info@bonaccord.ca

Mayor Dave Hutton
Town of Bon Accord
Bon Accord, AB

Dear Mr. Hutton,

Remembrance Day is fast approaching, and the planning has started for our service of Remembrance. This year due to COVID things will be a little different. Our service will be outside at the Legion cenotaph. We will have a shortened service which will include laying the wreaths.

We would like you or a Councillor to participate in our Service of Remembrance by laying a wreath on behalf of the Town of Bon Accord. If you are able to attend, we request that you be at the Legion 5023 – 50 Street, Gibbons at 10:45 a.m.

Please notify me at 780-996-1202 if you are available to participate in our Service of Remembrance.

Yours truly,

Louise Bauder

Poppy & Remembrance Chairman

TOWN OF BON ACCORD

Request for Decision (RFD)

MEETING: Regular Council Meeting	
MEETING DATE: October 20, 2020	
AGENDA ITEM: Brownlee Law – Emerging Trends in Municipal Law	
RECOMMENDATION: THAT.... Council moves to direct administration to register those wishing to attend the Brownlee Law Emerging Trends in Municipal Law Virtual Conference.	
BACKGROUND: Each year Brownlee LLP holds an Emerging Trends in Municipal Law Conference. In 2021 the conference is being held virtually, through Zoom. There is no cost to attend, there are two dates to choose from; topics will be the same on both days. <ol style="list-style-type: none">Emerging Trends in Municipal Law Date: Thursday, February 11, 2021 Time: 8:30am – Noon and 1:00pm – 3:30pm Location: OnlineEmerging Trends in Municipal Law Date: Thursday, February 18, 2021 Time: 8:30am – Noon and 1:00pm – 3:30pm Location: Online	
FINANCIAL IMPLICATIONS: N/A	
LEGAL IMPLICATIONS: N/A	
LEGISLATIVE HISTORY: N/A	
ALTERNATIVES: <ol style="list-style-type: none">THAT.... Council moves to direct administration to register those wishing to attend the Brownlee Law Emerging Trends in Municipal Law Virtual Conference.THAT.... Council does not attend the Brownlee Law Emerging Trends in Municipal Law Virtual Conference.	
Prepared and Submitted By: Julia Miller Date: October 8, 2020	Reviewed By: Joyce Pierce - CAO



*Mayor's Report
for the period Sept. 15, 2020 to Oct. 14, 2020*

Sept. 15, 2020	Attended Grand Opening of Solar Farm
Sept. 21, 2020	Attended CRNWSC meeting
Sept. 23, 2020	Attended meeting with Council and Municipal Affairs Minister
Sept. 24, 2020	Attended AUMA Convention in Redwater
Sept. 24, 2020	Attended ICF Meeting
Oct. 02, 2020	Attended Dale Schott Retirement
Oct. 06, 2020	Attended Budget Meeting
Oct. 08, 2020	Attended Roseridge Commission Meeting
Oct. 09, 2020	Attended Lunch and Tour of Solar Farm with MLA Nally

David Hutton
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – for September 9 – October 13, 2020

Sept 10, 2020	Attended full day budget presentation
Sept 15, 2020	Attended the Regular Meeting of Council followed by the ribbon cutting ceremony for Bon Accords' solar farm
Sept 17, 2020	Attended Homeland Housing board committee meeting
Sept 18, 2020	Attended the ACRWC meeting and strategy session. Attended ICF/recreation funding discussion with CAO Pierce and Councillors Laing and Holden
Sept 23, 2020	Attended virtual meeting with Minister Allard to discuss pertinent areas of concern regarding Bon Accord
Sept 24, 2020	Attended AUMA virtual convention Attended supper meeting and discussion regarding recreation funding model with municipalities of Redwater, Gibbons, and Legal
Sept 25, 2020	Attended the virtual AUMA convention
October 6, 2020	Attended the Regular Meeting of Council
October 7, 2020	Attended the Grand Opening of the new wing of Diamond Spring Lodge. Economic and Development Manager Allen attended as my guest. Minister of Seniors and Housing Josephine Pon attended the event and we are hoping to arrange an appointment with her soon to discuss future plans for senior housing in Bon Accord.
October 9, 2020	Attended lunch and tour of the solar farm with Minister Nally.

Lynn Bidney
Deputy Mayor
Town of Bon Accord



TOWN OF BON ACCORD
Council report
September 15 – October 15, 2020

- September 15 Regular meeting of council.
September 15 Attended opening of the new Solar Farm.
September 23 Attended meeting with the Minister Allard.
September 24 Attended the AUMA virtually.
September 24 Attended ICF Meeting in Redwater.
September 25 Attended AUMA virtually.
October 1 Attended NLLS Stronger Together Conference.
Board and Staff Relations: Respectful Collaboration.
Advocacy: We are stronger together when we work together
October 2 Attended NLLS Stronger Together Conference.
Keynote Address: Meeting lifelong needs through community partnership.
Keynote Address: Never waste a good pandemic.
October 6 Attended the Budget Workshop and Regular Meeting of council.
October 7 CSAB meeting cancelled.
October 9 Attended Solar Farm presentation to MLA Nally.

Tanya May
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period September 15, 2020- October 13, 2020

September 15, 2020	Attended Regular Meeting of Council, Solar Farm Ribbon cutting ceremony
September 18, 2020	Attended ICF/IDP meeting prep
September 23, 2020	Attended virtual meeting with new Minister Allard
September 24, 2020	Attended virtually AUMA convention ICF/IDP meeting in Redwater with surrounding town councils.
September 25, 2020	Attended AUMA convention SALUTES meeting via zoom just basically a catch up session, no “Keys to the City” can be performed during the pandemic.
October 6, 2020	Attended Regular Meeting of Council
October 9, 2020	Meeting with the local MLA Dale Nally- really enjoyed the experience and learning about his role in government.

Lacey Laing
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period Sept 9 – Oct 14, 2020

September 9, 2020	Virtually attended ACCPA AGM. This was probably not the best first meeting to attend. This was their Annual General Meeting so there was no information about what ACCPA actually does or how members can participate.
September 10, 2020	Attended Budget Workshop
September 15, 2020	Attended Regular Meeting of Council
September 15, 2020	Participated in Bon Accord Solar Farm ribbon cutting ceremony. It was great to see over 30 attendees on such a cold and windy day.
September 18, 2020	Attended ICF Meeting in Chambers. This was a brief meeting to discuss the upcoming Supper Meeting on Sept 24 th .
September 21, 2020	Attended CRNWSC Meeting in Sherwood Park. This was partially a budget meeting where the 5-year Capital plan with and without Bremner on board was discussed. Expenditures would be \$10,335,000 without Bremner and \$15,047,000 with Bremner. Also, the Commission Manager presented his new Procurement Policy.
September 23, 2020	Attended meeting virtually with Minister Allard. The Minister will get back to us with answers to several questions that we had for her.
September 24 – 25, 2020	Attended AUMA Conference. We were 4 communities that took in the conference virtually at Pembina Place in Redwater.
September 24, 2020	Attended ICF supper meeting in Redwater
October 2, 2020	Attended Dale's Retirement Party
October 6, 2020	Attended Budget / Regular Meeting of Council
October 9, 2020	Attended Lunch and Solar Farm tour with MLA/Associate Minister Nally. We had a great lunch with lots of conversation. MLA Nally was impressed and quite surprised with the physical size of the array.

Brian Holden
Councillor
Town of Bon Accord



Royal Canadian Legion
Gibbons Branch #226
Box 309
Gibbons, Alberta
T0A 1N0

Mayor David Hutton
Town Of Bon Accord
PO Box 779
Bon Accord, AB
T0A 0K0

7 October 2020

Mayor Hutton;

In an agreement between the Chancellery of Honours, Office to the Secretary of the Governor General (OSGG) and the Department of National Defense, they recommend the following national honour to be presented to the recipient whenever possible. In this regard, WW 2 Veteran, Gunner Albert Phelan (Deceased) has been awarded the Canadian Efficiency Medal with Clasp in recognition of his service with the Canadian Armed Forces.

In accordance with the applicant's request, the award will be presented to his son, Brian J. Phelan. Mr. Phelan is a member of the Royal Canadian Legion, Branch #226, Gibbons, AB, and is a resident of the Town of Bon Accord.

With the significant importance of this medal and presentation, I would like to invite you to attend this award ceremony to Mr. Brian Phelan. We are planning the brief ceremony to be held at Albert Phelan's gravesite in Edmonton, as per the wishes of his son Brian. The ceremony is scheduled for Wednesday, 21 October 2020 at 1:00 PM, at Beechmount Cemetery in Edmonton. Section 24, Plot #630-10. The location and plot map are attached to this letter.

The dress for this occasion will be uniform/business casual with medals.

There will be media invited to this event as well. We are hoping to keep this event limited to under 30 attendees, and to be organized within the guidelines set out by Alberta Health Services for Covid-19. For this, we are asking all attendees to provide their own mask.

Please RSVP to the undersigned as soon as possible.

If you require any additional information, please contact me at the below email, or phone number.

Thank you for your time.

A handwritten signature in blue ink, appearing to read "D. Longstaff".

Darren Longstaff, CD
President
Royal Canadian Legion
Branch #226, Gibbons, AB
780-907-8168
gibbons.legion226@gmail.com