

**Town of Bon Accord**  
**AGENDA**  
**Council Briefing Meeting**  
**January 25, 2023 5:00 p.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
- 4. NEW BUSINESS**
  - 4.1. Bylaw Services Review (enclosure)
  - 4.2. Proposed Community Survey (enclosure)
- 5. BYLAWS | POLICIES | AGREEMENTS**  
**BYLAWS**
  - 5.1. Draft Procedural Bylaw Review (enclosure)
  - 5.2. Proposed Winter Maintenance Policy (enclosure)
- 6. CLOSED SESSION**

**TOWN OF BON ACCORD**  
**COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	January 25 <sup>th</sup> , 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Bylaw Services Review</b>
<b>Agenda Item No.</b>	4.1

**BACKGROUND/PROPOSAL**

The Town currently has an agreement with Sturgeon County for 7 hours per week of bylaw services.

Additionally, the Economic Development and Planning Officer acts as the Bylaw Liaison for the Town as part of her regular duties.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Given this limited capacity, the Town has adopted a complaint-based system and where possible, the Bylaw Liaison will focus on specific enforcement issues at different times of the year.

The Bylaw Liaison uses strategies such as proactive monitoring (drive throughs of the community), reporting issues to bylaw services for follow-up, and public information campaigns to assist with increased bylaw compliance.

Additionally, the CAO and the Bylaw Liaison will be meeting quarterly with Sturgeon County Bylaw Services to discuss priorities and other bylaw related matters.

Administration has created the enclosed presentation with an overview of the current contract with Sturgeon County and is seeking Council's input on enforcement priorities.

**STRATEGIC ALIGNMENT**

*Value Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

*Value Statement: Professionalism*

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

*Value Statement: Stewardship*

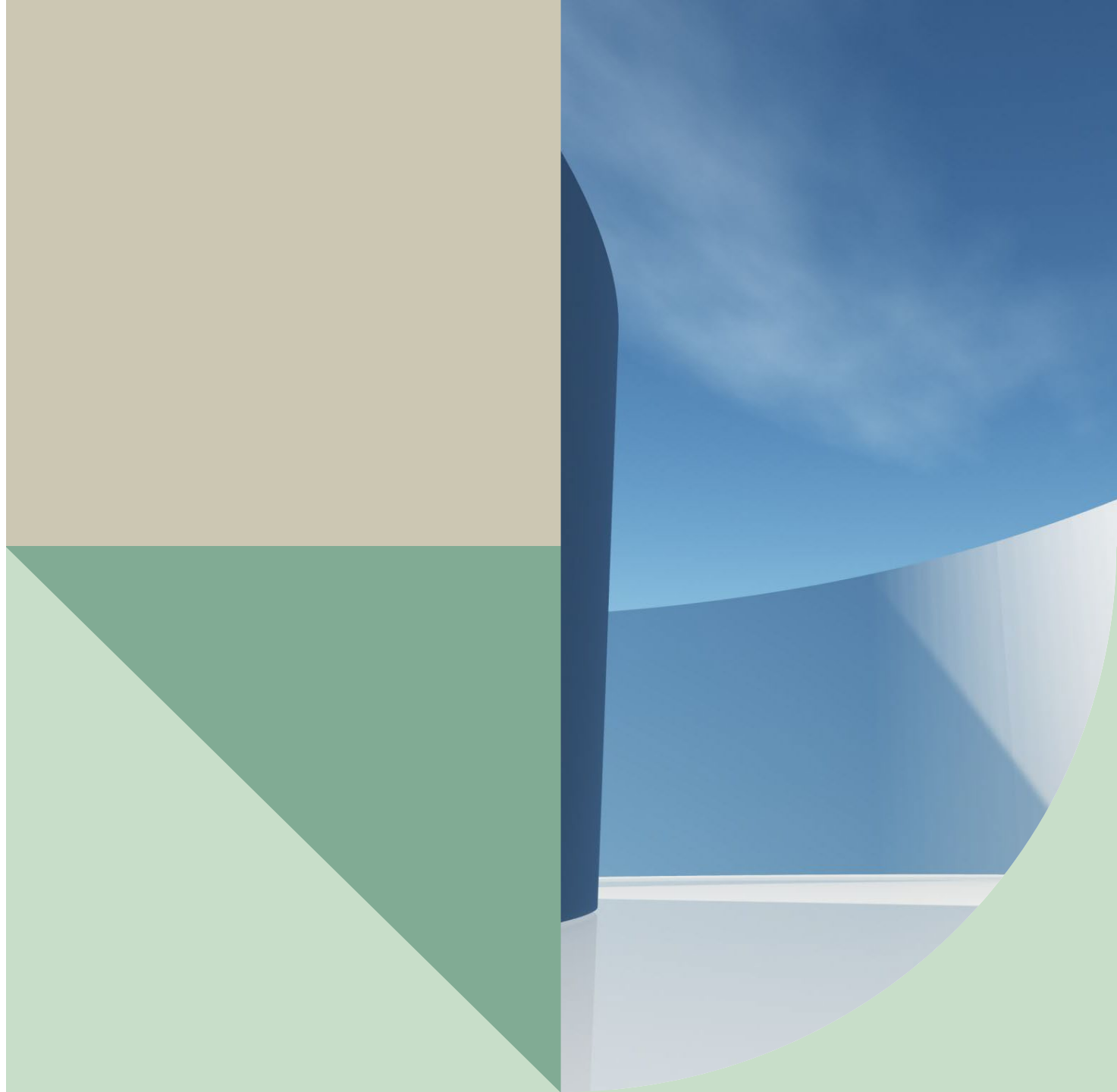
- Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

Annual Budget

# **Sturgeon County Enforcement**

A look at costs, benefits, and  
challenges



# 2022-2026 Strategic Plan

## Community Goal #02

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

## Collaboration Goal #05

The Town of Bon Accord has strong, sustainable relationships to enhance municipal program and services.



# Background

- The Town of Bon Accord has established an Enforcement Services Agreement with the Sturgeon County Enforcement Services – Peace Officers and Bylaw Officer.
- This contract will expire on December 31, 2026. The contract can be terminated without cause by giving notice in writing no less than 180 days prior to termination date.
- The Town is provided with seven (7) hours of regular enforcement time per week.



# **Sturgeon County Enforcement**

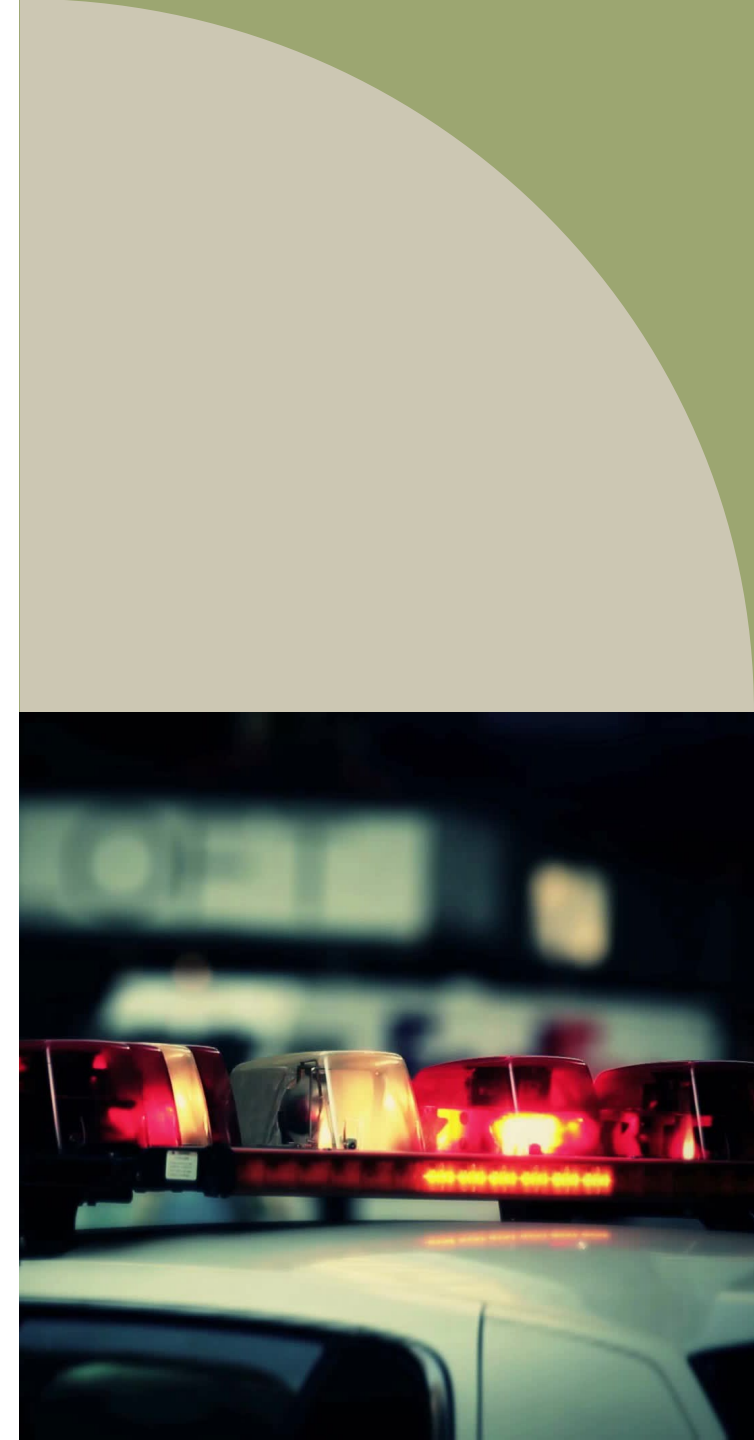
Benefits

Challenges

Costs for Service

# Sturgeon County Enforcement Benefits

- Animal Control Bylaw Officer
- Traffic enforcement
- Multiple officers to handle situations
- Vehicles are supplied by Sturgeon County
- Able to enforce provincial statutes (Highway 28, 60km/hr zone)
- Sturgeon County Officers do not charge for mileage
- Sturgeon County provides Bylaw Officers as well as Peace Officer - Peace Officers have a higher level of authority than Bylaw Officers
- Operates from 6am - 11pm, seven (7) days a week





## **Sturgeon County Enforcement Challenges**

Given the cost, the Town only has a capacity to contract seven (7) hours of dedicated enforcement per week



No full-time presence in Town



The Economic Development and Planning officer works as a bylaw liaison, but with limited time due to other duties

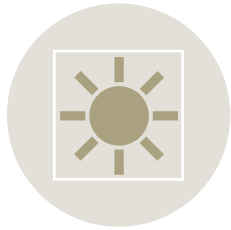
# Sturgeon County Enforcement - Costs for Service

- January 1, 2023 – December 31, 2023, \$42,042.00 (\$115.50/hr)
- January 1, 2024 – December 31, 2024, \$42,882.84 (\$117.81/hr)
- Overtime services rates after a regular seven (7) hour shift will be charged out at a time and a half rate. \$173.25 per hour in 2023.

\* Note to increase the number of enforcement hours to an additional 7-8 hours per week it would be an additional \$42,042.00. This cost would increase accordingly each year \*



# Council's Potential Priorities



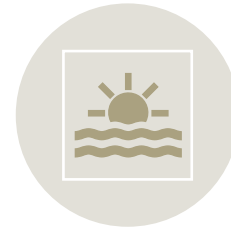
Seasonal Priorities:



Winter – Residential  
sidewalk snow removal,  
parked car in snow clearing  
area.....



Spring – ATVs in town.....



Summer – Unsightly  
properties.....



Fall – Parked utility trailers  
and RV parking (after  
October 31<sup>st</sup>) .....

Different priorities?

# Enforcement Strategies



Quarterly meetings with Enforcement Services



Setting quarterly priorities with Council

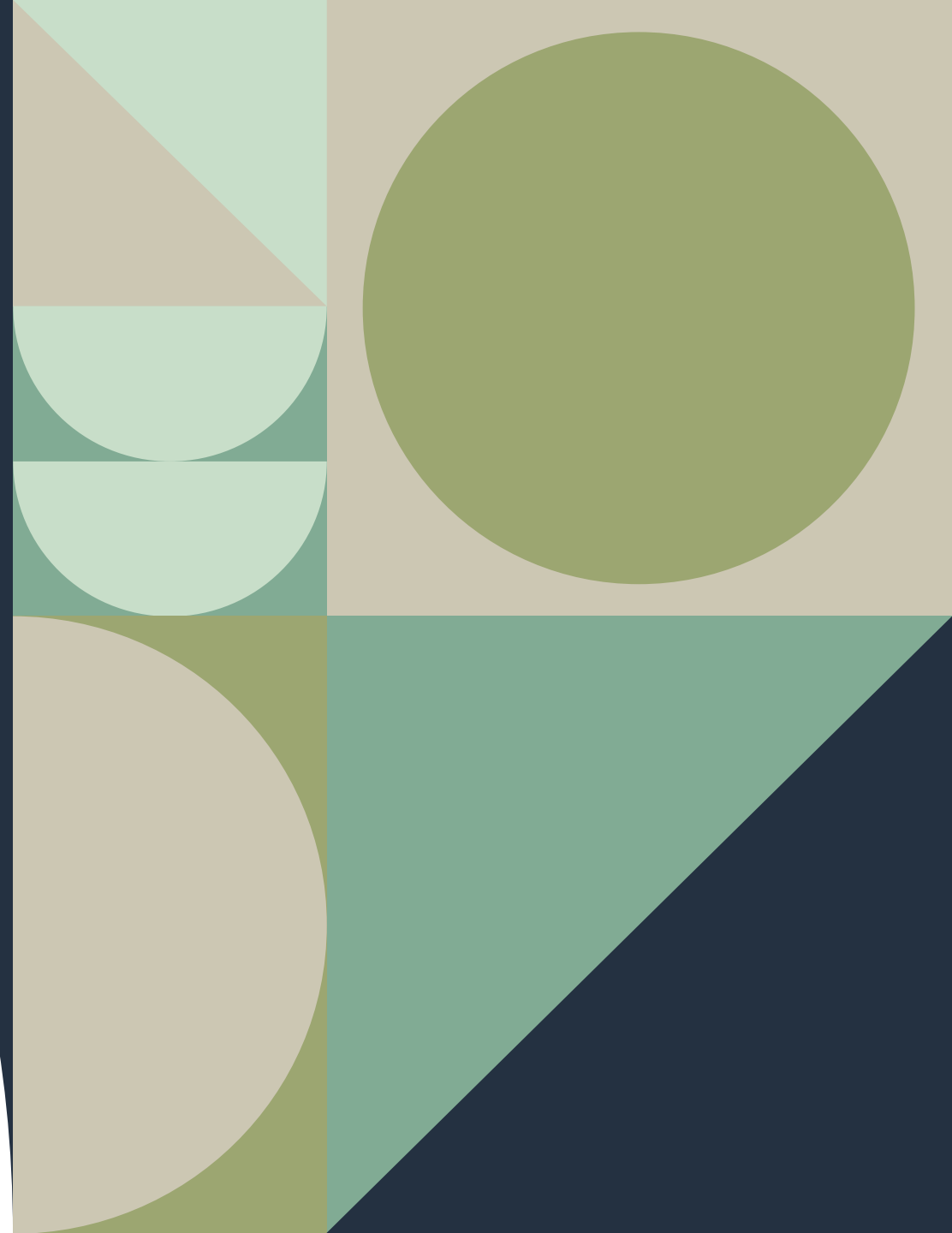


Public information campaigns



Weekly monitoring of the Town

# Questions & Discussion



**TOWN OF BON ACCORD**  
**COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	January 25 <sup>th</sup> , 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Proposed Community Survey</b>
<b>Agenda Item No.</b>	4.2

**BACKGROUND/PROPOSAL**

During the 2022 Council Workshop held on December 12<sup>th</sup>, 2022, administration brought forward the suggestion to consider conducting a community survey to provide the opportunity for resident input on a variety of topics relevant to the 2<sup>nd</sup> year of the Strategic Plan.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Overall Survey Objective or Purpose:**

The community of Whistler BC conducts resident surveys entitled “Community Life Surveys”. This name reflects the purpose of the survey which could be defined as “resident views/input on important priorities that impact quality of life in Bon Accord. Administration recommends considering this title for current and future general surveys.

A secondary purpose is to invite feedback on current goals and objectives in 2023.

Another approach would be to conduct a Citizen Satisfaction Survey which is less focused on goals identified in the Strategic Plan and more focused on existing programs and service levels.

Council may wish to consider the overall objective of the survey when considering the questions or input to be included.

**Options for Delivery:**

1. A formal, comprehensive survey covering a wide variety of topics with the option to complete online and/or have hard copies available to complete and hand in to the Town Office. This type of survey is usually done once per four-year term.
2. Another option is to add an option on the website that says “Your Opinion” with one or two questions regarding a different topic monthly or quarterly. People may fill out the survey at the office if they do not have access to a computer or the library. This topic could also be aligned with the Council Community Connections events. Administration is looking into the cost of this addition to our website.

## Potential Survey Questions:

### A. Quality of Life

**1. What makes Bon Accord a good place to live? Check all that apply:**

- ☐ Small town atmosphere
- ☐ Friendly and welcoming
- ☐ Close to amenities
- ☐ Environmental initiatives (Dark Sky, solar farm)
- ☐ Local schools
- ☐ Other: \_\_\_\_\_

**2. What do you think would improve quality of life in our community:**

New recreational amenities such as

- ☐ New playground in Springbrook area to replace existing playground.
- ☐ New skateboard equipment including a concrete bowl.
- ☐ Other: \_\_\_\_\_

**3. The Town currently has a contract with Sturgeon County Bylaw Services for 7 hours per week of bylaw enforcement. Which of the following areas should be prioritized:**

- ☐ Snow Removal on sidewalks
- ☐ Abandoned vehicles.
- ☐ Unsightly premises
- ☐ RV units stored in yards during the winter months.
- ☐ Other: \_\_\_\_\_

**4. Should OHVs be allowed to ride in and out of our community?**

**5. The Town offers a variety of programs and events. Do you have any ideas or suggestions for Town programs or events?**

Lastly, depending on when the survey is conducted, residents may be asked to choose options for the new logo.

## STRATEGIC ALIGNMENT

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**COSTS/SOURCES OF FUNDING**

Annual Budget



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**COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	January 25 <sup>th</sup> , 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Procedural Bylaw Draft R3</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

Over the past year, administration has been working on updating and revising the Procedural Bylaw.

During this process, the Municipal Government Act (MGA) was updated to include requirements for electronic meetings and Council attended a seminar with a certified parliamentarian.

Additionally, Municipal Affairs provided input on their interpretation of the MGA in reference to recorded votes.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The enclosed Procedural Bylaw draft has been updated to encompass the information learned via the above sources. An effort was made to simplify wording, add subject titles and focus on the most common procedures used during Council meetings with a reference to Roberts Rules as providing guidance not addressed in the Procedural Bylaw.

The section on recorded votes has been revised to include the wording in the Municipal Government Act. This would mean that the word “unanimously” would no longer be included in the meeting minutes by motions that are carried. However, Council members may still request a recorded vote. There is no stipulation in the MGA as to the number of times that this may occur. This change was included for Council to consider.

A section on procedures for passing municipal bylaws was included.

The name of the Council Briefing Committee was changed in the draft to Committee of the Whole. This is a common practice and better reflects that this Committee is made up of all of Council. This was included for Council consideration.

Secondly, the Procedural Bylaw now includes the “order of business” or agenda templates for all Council meetings and the delegation form. Municipal Affairs recommends including the agenda template in the Procedural Bylaw. Further, members of the public are asked to complete a Delegation Request Form to appear before Council. This form has been included in the Procedural Bylaw as a schedule.

By creating these two schedules, the Delegation Policy and the Council Agenda Policy may both be rescinded once the new Procedural Bylaw has been enacted.

### **Legal Counsel:**

Administration will be asking our legal counsel to review the draft prior to formal approval to ensure that all areas of the new bylaw are compliant with the requirements in the MGA.

There are two areas of the draft bylaw in particular that should be reviewed by the Town's lawyers including "Disciplinary Procedures" and "Electronic Participation".

Further, if Council wishes to maintain the current procedures for recorded votes, legal opinion will be required by Municipal Affairs.

### **Review by Parliamentarian:**

In order to ensure that the procedures in the new bylaw are consistent with proper parliamentary procedure and Roberts Rules of Order, Council may wish to consider having Todd Brand review the draft Procedural Bylaw as well. Administration has requested a quote for the cost of this review.

## **STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

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## **COSTS/SOURCES OF FUNDING**

Annual Budget

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**THE PROCEDURAL BYLAW**  
**BYLAW 2021-01-2023-03**

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A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

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**WHEREAS**, the *Municipal Government Act* provides that Council may make rules and regulations for calling meetings, governing its proceedings and the conduct of its members, appointing committees and generally for the transaction of business.

**WHEREAS**, the Council of the Town of Bon Accord considers it necessary and expedient for effective governance to establish regulations to which proceedings of Council of the Corporation of the Town of Bon Accord shall be governed and conducted.

**NOW THEREFORE**, the Council of the Town of Bon Accord duly assembled, in the Province of Alberta, ~~duly~~ hereby enacts as follows:

This Bylaw shall be cited as the “Procedural Bylaw” of the Town of Bon Accord

**1. DEFINITIONS**

- 1.1 “Bylaw” means a law made by a municipal government in accordance with the powers conferred by or delegated to it under a statute, in this case the Municipal Government Act.
- 1.2 “Council” means the members of Council including the Mayor and Deputy Mayor of the Town of Bon Accord elected pursuant to the provisions of the Local Authorities Election Act.
- 1.3 “Council Committee” means any committee, board or other body established by Council by Bylaw under the authority of the Municipal Government Act.
- 1.4 “Council Agenda Committee” means the Mayor and Deputy Mayor, or Councillor appointed by Resolution in the absence of the Mayor or Deputy Mayor.
- 1.5 “Committee of the Whole” means a Council Committee comprised of all members of Council to provide a forum for the Town Manager to brief Council on upcoming business items.
- 1.6 “Closed Session” is a session of a Council meeting or Council Committee meeting that is closed to the public in whole or part and held in strict confidence pursuant to the Municipal Government Act and Freedom of Information and Protection of Privacy Act.

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- 1.7 “Delegation” means that portion of the Regular Council Meeting at which any person or representative(s) of a body that has permission of Council to appear before Council or a Council Committee.
- 1.8 “Deputy Mayor” means the member of Council who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.
- 1.9 “Electronic Meeting” means a meeting held via an online video or phone conference.
- 1.10 “Electronic Participation” means a member of Council or Council Committee member that participates in a Council meeting or Council Committee Meeting via an online video or phone conference.
- 1.11 “Mayor” means the Chief Elected Official for the Town of Bon Accord.
- 1.12 “Notice of Motion” means a written notice, given by a member of Council, advising Council that the motion described will be brought forward at a subsequent meeting.
- 1.13 “Organizational Meeting” is a meeting of Council held in accordance with section 192 of the Municipal Government Act.
- 1.14 “Presiding Officer” means the Mayor or in the absence of the Mayor, ~~or~~ the Deputy Mayor, or in the absence of both the Mayor and Deputy Mayor, Council may appoint a Presiding Officer to chair the Council Meeting.
- 1.15 “Quorum” means a majority of Council members including those attending via Electronic Participation shall be considered present and part of the quorum.
- 1.16 “Recording Secretary” means the individual recording the proceedings of the meeting.
- 1.17 “Regular Council Meeting” means a Council Meeting, other than a Special or Organizational Council Meeting that has been scheduled pursuant to a motion of Council approved to set the Council calendar of each year.
- 1.18 “Resolution” means a motion passed by a majority of Council.
- 1.19 “Special Council Meeting” means a meeting called by the Mayor or the Town Manager acting upon instruction of Council by Resolution to deal with specific

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items that cannot wait until the next Regular Council Meeting and includes Public Hearings not scheduled on a Regular Council Meeting date.

1.20 "Town" means the municipal corporation of the Town of Bon Accord.

1.21 "Town Manager" means the Chief Administrative Officer appointed by Council or designate.

## **2. APPLICATION**

2.1. This Bylaw shall govern the proceedings of Council and Council Committees and shall be binding upon all members of Council and Council Committee members unless otherwise established by Bylaw or statute.

2.2. If a question relating to the procedures of Council or Council Committees is not answered by this Bylaw, the answer to the question is to be determined by referring to the most recent revision of Robert's Rules of Order, Newly Revised.

2.3. In the absence of any statutory obligation, any provision of the Procedural Bylaw may be waived by Resolution of Council in favor of dealing with the matter under consideration.

2.4. A Resolution waiving any portion of this Bylaw as provided for in section 2.3 shall only be effective for the meeting during which it is passed.

2.5. When any matters relating to the meeting procedures is not addressed in this Bylaw, the law of the Government of Alberta shall be followed and in such cases the decision of the Mayor or other Presiding Officer or if appealed, Council's decision shall be final and accepted without debate.

## **3. SEVERABILITY**

3.1 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.

## **4. ANNUAL ORGANIZATIONAL MEETING**

4.1. The Council of the Town of Bon Accord shall hold its annual Organizational Meeting pursuant to the Municipal Government Act.

4.2 The agenda for the Organizational Meeting shall include the following:

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- 4.2.1 In the case of the first meeting following a general municipal election the Mayor must take the Oath of Office of Mayor and every Councillor must take the Oath of Office of Councillor;
- 4.2.2 In the case of the first meeting following a general municipal election a Resolution is to be placed before Council for the appointment and election of the Deputy Mayor;
- 4.2.3 Appointment of Council members on Council Committees, Boards and Commissions;
- 4.2.4 Establish the signing authority for all banking matters;
- 4.2.5 Any such other business as is required by Council or the Municipal Government Act (i.e.: appointment of auditor, engineer or legal counsel).

**5. POSITION OF DEPUTY MAYOR**

- 5.1. The position of Deputy Mayor shall be twelve (12) months in duration, or as otherwise directed by Council and each member of Council may serve one term, to be determined at the first organizational meeting following the election, at the annual organizational meeting or as required.

**6. REGULAR COUNCIL MEETINGS**

- 6.1. Regular Council Meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, unless otherwise posted in the Council Chambers at the Town Office or in extenuating circumstances may be held virtually.
- 6.2. The 1<sup>st</sup> Regular Council Meeting of the month shall commence at ~~7pm~~ **6 PM** and stand to adjourn no later than ~~10:30pm~~ **9 PM** unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than ~~10:00pm~~ **8:30 PM**.
- 6.3. The 2<sup>nd</sup> Regular Council Meeting of the month shall commence at ~~8:30am~~ **9 AM** and stand to adjourn no later than **12 PM** unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than **11:30 AM**.

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- 6.4. Public Notice of Regular Council Meetings shall be posted on the Town website and posted at the Town Office.
- 6.5. Council may change the time, date, or location (including Live Stream Recordings or Electronic Meetings) of a Regular Council Meeting by Resolution and provided that at least twenty-four (24) hours notice of the change is given to the public.
- 6.6. Public notice will be given by posting a notice of the change at the entrance of the Town Office, on the Town's website, or any other Town managed media source and in any other manner so directed by Resolution of Council.
- 6.7. Council may cancel any meeting and a Council Committee may cancel any of its meetings if notice is given as set out in section 6.6.
- 6.8. Prior to each Regular Council Meeting, the Town Manager shall prepare an agenda of all business to be brought before Council including previous meeting minutes for approval.
- 6.9. All documents, correspondence, Council reports and notices of Delegations must be submitted to the Town Manager no later than 4:00 PM on Wednesday the week prior to the Regular Council Meeting.
- 6.10. All Correspondence for Council must be addressed to Council and must:
  - 6.10.1. Be legible and coherent.
  - 6.10.2. May be submitted on paper with a signature or electronically via email and must include the name and address of the person submitting the communication.
  - 6.10.3. Not include libelous content, ~~impertinent~~ irrelevant information, or otherwise inappropriate content.
- 6.11. If the requirements of section 6.10 are not met, the Town Manager must summarize the communication and inform Council that it is being withheld based on the one or more of the above criteria. The communication and the stated reason for the communication to be withheld will be filed as per the Town's Records Retention and Disposition Bylaw.
- 6.12. The order of business for a Regular Council Meeting will follow the appropriate order of business set out in Schedule "A" Regular Council Meeting Agendas.

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- 6.13. Notwithstanding section 6.12, the Presiding Officer may change the order of business during a Regular Council Meeting as needed with the unanimous consent of Council.
- 6.14. The Council Agenda Committee shall review the agenda with the Town Manager prior to distribution to Council.
- 6.15. The Town Manager shall provide Council with the Regular Council Meeting Agenda and any material pertinent to the forthcoming Regular Council Meeting no later than 4 PM on the Friday before the meeting.
- 6.16. The Town Manager shall release the Regular Council Meeting Agenda (not including Closed Session documents) for public viewing no later than 4 PM on the Friday before the meeting.

**7. SPECIAL COUNCIL MEETINGS**

- 7.1. The Mayor may call a Special Council Meeting as needed to deal with items that cannot wait until the next Regular Council Meeting with twenty-four (24) hours' notice to Council and the public.
- 7.2. The Mayor must call a Special Council Meeting if a written request from the majority of Council is received by the Mayor. The written request must include the purpose for the Special Council Meeting.
- 7.3. The Town Manager may call a Special Council Meeting if acting upon instruction of Council by Resolution to deal with specific items that cannot wait until the next Regular Council Meeting.
- 7.4. The Mayor may call a Special Council Meeting with less than twenty-four (24) hours' notice and without providing notice to the public, provided all Council members are notified of the meeting and two-thirds of Council give written consent.
- 7.5. The order of business for a Regular Council Meeting will follow the appropriate order of business set out in Schedule "B" Special Council Meeting Agenda.
- 7.6. No business other than that stated in the Special Council Meeting public notice shall be considered unless all members of Council are present and give unanimous consent, to consider any other business.
- 7.7. The Special Council Meeting Agenda will be provided to Council and posted to the Town website within 24 hours of the Special Meeting unless the Special Council



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Meeting has been called as per section 7.4 with less than twenty-four (24) hours' notice.

**8. COMMITTEE OF THE WHOLE MEETINGS**

- 8.1. The Terms of Reference for Committee of the Whole Meetings and the order of business for Committee of the Whole Meetings are prescribed in Schedule "C" Committee of the Whole Terms of Reference and Agenda.

**GENERAL PROCEDURES FOR REGULAR OR SPECIAL COUNCIL MEETINGS, AND COUNCIL COMMITTEES:**

**9. QUORUM**

- 9.1. Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next Regular Council Meeting, Council Committee Meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 9.2. The Recording Secretary shall record the names of the Council members or Council Committee members present at the expiration of the 30 minute time limit.
- 9.3. If Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

**10. APPROVAL OF MEETING AGENDAS**

- 10.1. Council or the Council Committee must vote to adopt the agenda prior to transacting other business and may:
- 10.1.1. Add new items to the agenda but only by Resolution;
- 10.1.2. Delete any matter from the agenda but only by Resolution for each deleted item; or
- 10.1.3. In the case of additions or deletions to the agenda, after the additions or deletions are approved as required in 10.1.1 and 10.1.2, the agenda must be approved, as amended, prior to transacting other business.

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**11. APPROVAL OF MEETING MINUTES**

11.1. The minutes of each meeting must be circulated to each Council member or each Council Committee member prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited to ensure that the minutes are accurate. If there are errors or omissions, Council or the Council Committee must:

11.1.1. Pass a Resolution to amend the minutes; and

11.1.2. Adopt the minutes as amended and if there are no errors or omissions, Council must adopt the minutes as circulated; or

11.1.3. Direct administration to review meeting recordings where applicable and report back to Council or the Council Committee.

**12. DELEGATIONS**

12.1. Delegations requesting to speak to Council must complete a Delegation Request Form as prescribed in Schedule D Delegation Request Form.

12.2. The Delegation Request Form must be submitted to the Town Manager prior to 4PM on the Wednesday prior to the Regular or Special Council Meeting.

12.3. Delegations that have not completed and submitted the Delegation Request Form and do not appear on the agenda and request to be heard by Council, may only speak to Council, if Council agrees by Resolution to hear the Delegation without advance notice or information.

12.4. The presentation by a Delegation may only be:

12.4.1. Received as information without debate;

12.4.2. Referred without debate to the Town Manager to provide a report on the matter at a later date;

12.4.3. May be debated if Council agrees by Resolution to allow a motion to be made on the matter without notice or additional information from the Town Manager; and

12.4.4. Limited to 15 minutes unless there is a Resolution to extend the allotted time.

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**13. REQUESTS FOR INFORMATION**

- 13.1. Any member of Council may make a request for information to be provided to Council on any matter within the Town's jurisdiction. The Town Manager or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.

**14. MEETING PROTOCOLS**

- 14.1. The Presiding Officer shall be addressed by title (Mayor, Deputy Mayor or Councillor) and the Council members last name during Council meetings or Council Committee meetings.
- 14.2. Any member of Council desiring to speak shall address remarks to the Presiding Officer, confine themselves to the question and avoid personality.
- 14.3. Should more than one member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor.
- 14.4. Members of Council wishing to speak on a matter during a meeting must indicate their intention by raising their hand.
- 14.5. Any member of Council present via Electronic Participation, shall address the Presiding Officer by stating, "I wish to speak on the matter at hand," and be recognized by the Presiding Officer.
- 14.6. Each Council member shall not speak more than once until every member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

**15. MOTIONS**

- 15.1. Every motion shall be stated clearly by the mover and when duly moved shall be open for consideration. After a motion has been stated or read, it shall be deemed to be in the possession of the Council.
- 15.2. When a motion is before Council or a Council Committee and the mover wishes to withdraw or modify it or substitute a different one in its place, it is necessary to obtain leave by Resolution to withdraw or amend the original motion.

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- 15.3. Any member of Council or a Council Committee may require the motion under discussion to be read at any time during the debate, except when a member of Council or the Council Committee is speaking.
- 15.4. Each member of Council or Council Committee member will be limited to speak on any motion to ten (10) minutes.
- 15.5. The mover of a motion must be present when the vote on the motion is taken. Council members attending a Council meeting by Electronic Participation and Council Committee members attending a Council Committee meeting are deemed to be present at the meeting.
- 15.6. A motion is not required to be seconded.
- 15.7. No motion shall be offered that is substantially the same as one on which judgment of the meetings has already been expressed during the same meeting.

**15.8. Types of Motions:**

**15.8.1. A motion to Postpone:**

A motion to postpone to a certain time and date is generally used if Council or a Council Committee would prefer to consider the main motion later in the same meeting or at another meeting.

**15.8.2. A motion to Refer:**

A motion to refer shall require direction as to the person or group to which it is being referred and is debatable. A motion to refer is generally used to send a pending question to a committee, department or selected person so that the question may be carefully investigated and put into better condition for Council or the Council Committee to consider.

**15.9. Process to Amend a Motion:**

**15.9.1. A motion may be amended as follows:**

- 15.9.1.1. Only one motion to amend at a time shall be presented to the main motion.

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15.9.1.2. When the amendment has been disposed of, another may be introduced.

15.9.1.3. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion.

15.9.1.4. The Presiding Officer shall rule on disputes arising from amendments.

15.9.1.5. The amendment shall be voted upon and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.

15.9.2. Nothing in this section shall prevent other proposed amendments from being read for the information of the members of Council or a Council Committee.

15.9.3. Any member of Council or a Council Committee may move that Council or the Council Committee recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.

15.9.4. Unless otherwise specifically provided in this Bylaw, the following motions are debatable by the Council or a Council Committee:

15.9.4.1. A motion arising out of any matter or thing included in the agenda for the Council meeting at which it is debated;

15.9.4.2. A motion to postpone or refer;

15.9.4.3. A motion for adoption of, rejection of, referral back or further consideration of a report to the Council, or a motion arising out of any matter dealt with in a report to the Council;

15.9.4.4. A motion for the second reading, or a motion for the third reading of a Bylaw;

15.9.4.5. A motion for the appointment or dismissal of a Council Committee member, or referral to a Committee of any matter before the Council;

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15.9.4.6. A motion for amendment to any Bylaw properly before the Council, or to any motion arising directly out of any Bylaw properly before the Council;

15.9.4.7. Such other motion made upon routine proceedings of Council or a Council Committee as may be necessary for conducting the business of Council or Council Committees and the observance of its procedures.

**16. NOTICE OF MOTION**

16.1. A Notice of Motion must be used by a Council member to introduce a matter which does not appear on the Regular Council Meeting agenda.

16.2. A Notice of Motion is not debatable, however the Council member presenting the notice may speak to the notice for a period not to exceed 5 minutes.

16.3. Once the Motion is stated, it will be recorded in the meeting minutes.

16.4. A written copy of the Notice of Motion shall be provided to the Town Manager prior to the meeting's adjournment.

16.5. The Notice of Motion shall be added as a new business on the agenda for the subsequent Regular Council Meeting.

16.6. Council may waive the requirement for notice by Resolution and add the matter to the agenda as urgent business.

16.7. If a Notice of Motion is defeated by a vote of Council, no further action will be taken.

16.8. A Notice of Motion cannot be made at a Special Council meeting.

16.9. A Notice of Motion is not debatable until a Council member moves the motion.

**17. VOTING**

17.1. A motion shall be carried when a majority of the members of Council or a Council Committee present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.

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- 17.2. A motion is lost when the vote is tied.
- 17.3. If a motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next Regular Council Meeting.
- 17.4. If Council is unable to achieve a Quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.
- 17.5. After the Presiding Officer finally puts any question to a vote, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put forth shall be conclusive.
- 17.6. Votes on all motions must be taken as follows:
- 17.6.1. Members of Council or a Council Committee member must be in their designated Council seat when the motion is put forth.
- 17.6.2. A Council member or Council Committee member attending a Council meeting by Electronic Participation is deemed to be present at the meeting and in their designated seat.
- 17.6.3. The Presiding Officer must put forth the motion.
- 17.6.4. All members of Council or a Council Committee, including the Presiding Officer, must vote by a show of hands; Council members or Council Committee members attending the meeting by Electronic Participation shall be recognized as for the motion by stating clearly "in favor" or if against the motion, by clearly stating "opposed".
- 17.6.5. The Presiding Officer must declare the result of the vote as carried or defeated.
- 17.6.6. After the Presiding Officer declares the result of a vote, the members of Council or a Council Committee may not change their vote for any reason.

**18. RECORDED VOTE**

- 18.1. Before a vote is taken by Council or a Council Committee, a Council member or Council Committee member may request that the vote be recorded.

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- 18.2. When a vote is recorded, the minutes must show the names of the Council members or Council Committee members present and whether each Council member or Council Committee member voted for or against the proposal or abstained.

**19. PECUNIARY INTEREST**

- 19.1. Members of Council who have a reasonable belief that they have a pecuniary interest, as defined in the Municipal Government Act, in any matter before Council, any Council Committee or any Board, Commission, Committee or Agency to which they are appointed as a representative of Council, shall if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded unless the Council member is entitled to be heard by Council as a tax payer, an elector or an owner of property in accordance with the Municipal Government Act. The minutes shall indicate the declaration of disclosure, the time at which the member of Council left the room and the time the member of Council returned.

**20. BYLAWS**

- 20.1. Where a Bylaw is presented to a Council meeting for enactments, the Town Manager shall cause the number and short title to appear on the Council meeting agenda.
- 20.2. The following shall apply to the passage of all Bylaws:
- 20.2.1. A Bylaw shall be introduced for first reading by a motion that it be read a first time specifying the number of the Bylaw;
- 20.2.2. After a motion for first reading of the Bylaw has been presented, members of Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
- 20.2.3. Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
- 20.2.4. When all amendments have been accepted or rejected, the Presiding Officer shall call for a vote on the motion for first reading of the Bylaw;



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20.2.5. When a Bylaw is subject to a statutory public hearing, a public hearing shall be held before second reading of the Bylaw.

20.2.6. A Bylaw shall not be given more than two readings at one meeting unless the members of Council present at the meeting unanimously agree that the Bylaw may be presented for third reading at the same meeting at which it received two readings;

20.2.7. A Bylaw shall be passed when a majority of the members of Council present vote in favour of third reading, provided that any applicable provincial statute does not require a greater majority.

20.2.8. When a Bylaw has been given three readings and is signed in accordance with the Municipal Government Act, it is considered an enactment of the Town and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

## **21. CLOSED SESSIONS**

21.1. Matters to be discussed pursuant to the Municipal Government Act and Freedom of Information and Protection of Privacy Act or any other statute as being confidential may be considered at a Closed Session meeting or portion of a meeting.

21.2. When making a motion to move into Closed Session, Council members or Council Committee members must state the title of the business item, the time, and the applicable section of the Freedom of Information and Protection of Privacy Act as identified on the agenda or as advised by the Town Manager or designate.

21.3. Council may not pass any Resolution or Bylaw in Closed Session except to come out of Closed Session.

21.4. The rules of the Council shall be observed at a Closed Session as far as may be applicable.

## **22. ELECTRONIC MEETINGS**

22.1. In extenuating circumstances, Council Meetings or Council Committee Meetings may be held and attended electronically and shared to the public via the internet. If these platforms fail or are interrupted without the ability to restore service, the meeting will be adjourned.

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- 22.2. Public meeting notifications shall state that the meeting shall be an Electronic Meeting and include information on how to view the meeting by phone or online.
- 22.3. A copy of the Council Meeting agenda for meetings to be held as Electronic Meetings shall be provided to the public by request if unable to access this information on the Town website.

**23. ELECTRONIC PARTICIPATION REQUIREMENTS:**

- 23.1. If a Regular or Special Council Meeting is being held in Council Chambers, a Council member must notify the Mayor of any extenuating circumstances that requires the Council member to participate in the meeting by Electronic Participation.
- 23.2. The Council member must be connected prior to the meeting being called to order by the Presiding Officer or the time of connection will be reflected in the meeting minutes.
- 23.3. A Council member that is attending a meeting by Electronic Participation must be clearly heard at all times during the meeting. If the Council member loses the connection to the meeting, the meeting will recess until the connection may be restored. If the connection cannot be restored within 30 minutes, the Council member will be considered absent, and the meeting will only resume if a Quorum of Council is present.
- 23.4. If the Council member must leave prior to the end of the meeting, the Council member must notify the Presiding Officer and Recording Secretary when leaving/disconnecting from the meeting. The time that the Council member leaves the meeting will be recorded in the meeting minutes.
- 23.5. If a meeting is being held in Council Chambers, the Presiding Officer must be physically present and may not preside over the meeting via Electronic Participation. This will not apply to meetings held where all Council members attend by Electronic Participation.
- 23.6. When attending by Electronic Participation, a Council member must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 23.7. Attendees are expected to act and dress as though they are attending in person and ensure no background noise or interruptions interfere with the meeting.

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- 23.8. During Closed Sessions, Council members attending by Electronic Participation must ensure that confidentiality of all discussions is maintained.

**24. PUBLIC HEARING**

- 24.1. Public Hearings shall be held on the same day and time as the Regular Council Meetings, unless otherwise set by Resolution of Council and the Regular Council Meeting will follow immediately thereafter.
- 24.2. The conduct of any Public Hearing shall be governed by the Municipal Government Act and this Procedural Bylaw.
- 24.3. Wherever possible, persons interested in speaking at a Public Hearing should register with the Recording Secretary prior to the Public Hearing.
- 24.4. The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.
- 24.5. The Town Manager shall introduce the Resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the Bylaw or Resolution.
- 24.6. The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 24.7. The Presiding Officer shall call upon those persons who have registered with the Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 24.8. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Recording Secretary and retained for information purposes.
- 24.9. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 24.10. Following public presentations, the Presiding Officer shall close the Public Hearing.

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- 24.11. If no one is present to speak to a proposed Bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the Public Hearing.
- 24.12. After the close of the Public Hearing, Council may debate matters raised at the Public Hearing during the Regular Council Meeting following the Public Hearing and may:
- 24.12.1. Pass the Bylaw or Resolution, or
- 24.12.2. Make any necessary amendments to the Bylaw or Resolution and pass it without further advertisement or hearing.
- 24.13. When a Public hearing on a proposed Bylaw or Resolution is held, a member must abstain from voting on the Bylaw or Resolution if the member was absent from all or part of the Public Hearing and may abstain from voting on the Bylaw or Resolution if the member was only absent from part of the Public Hearing.
- 24.14. Public Hearings may be held by electronic means in extenuating circumstances. In this case, members of the public will be able to attend and make presentations by Electronic Participation. Copies of all relevant documentation will be made available in hard copy or digital copy.

**25. DUTIES OF THE PRESIDING OFFICER**

- 25.1. The Presiding Officer shall be the Mayor and in the Mayor's absence, the Deputy Mayor.
- 25.2. If both the Mayor and Deputy Mayor are absent, the Mayor or Deputy Mayor may appoint a Councillor to act as the Presiding Officer for that meeting.
- 25.3. In the case of a Council Committee, the Presiding Officer shall be the Council Committee Chair or Vice Chair or a member of the Council Committee appointed by the Chair or Vice Chair.
- 25.4. The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, deciding all questions of order and without argument or comment shall state the rule applicable to any point of practice or order if called upon to do so. The Presiding

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Officer's decision on a question of order may be appealed to Council as per section 26.

- 25.5. If the Presiding Officer wishes to leave the chair for any reason, they must call on the next officer.

**26. APPEAL RULING**

- 26.1. The decision of the Presiding Officer shall be final, subject to an immediate appeal by a member of Council or a Council Committee member. If the decision is appealed, the Presiding Officer shall give concise reasons for their ruling and the members of Council or the Council Committee, shall decide the question. The ruling of the members of Council or the Council Committee shall be final.

**27. DISCIPLINARY PROCEDURES**

- 27.1. Each Council member, Town Manager or designate, or Delegation shall address the Presiding Officer but shall not speak until recognized by the Presiding Officer.
- 27.2. The Presiding Officer shall be referred to by title (Mayor, Deputy Mayor or Councillor) and last name.
- 27.3. Members of Council or Council Committees, shall not:
- 27.3.1. Use offensive words in the meeting or against Council, any member of Council or any other person;
  - 27.3.2. Disobey the rules of the meeting or decision of the Presiding Officer or of members of Council or a Council Committee on questions of order or practice, or upon the interpretation of the rules of the meeting;
  - 27.3.3. Speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;
  - 27.3.4. Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - 27.3.5. Interrupt a member of Council or Council Committee member when speaking, except to raise a point of order;

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- 27.3.6. Discuss a vote of Council or Council Committees after the vote has been taken;
- 27.3.7. Influence or communicate with any municipal employees except the Town Manager or administrative personnel involved with Council Committees of which they are members; any other communication or inquiries must be through the Mayor, Deputy Mayor, Presiding Officer or Town Manager.
- 27.4. When a Council member or Council Committee member has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Council member by stating their name and declaring the offence. The Recording Secretary must note the offence in the minutes.
- 27.5. If a Council member or Council Committee member who has been named apologizes and withdraws any objectionable statement, then the Council member or Council Committee member may remain and continue participating in the meeting and the Presiding Officer may direct that the notation of the offence be removed from the minutes.
- 27.6. If the Council member or Council Committee member fails or refuses to apologize, then that Council member must immediately leave Council Chambers and Council or the Council Committee must vote on a motion to expel that Council member or Council Committee member. A motion to expel must be decided without debate.
- 27.7. If a Council member or Council Committee member who has been expelled pursuant to the section above, refuses to leave Council Chambers, the Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member or Council Committee member.
- 27.8. Any members of the public are not allowed to approach or to speak to any Council member during a Council meeting without the Presiding Officer's permission. The Presiding Officer may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled. If the person refuses to leave voluntarily, the Presiding Officer may request the Royal Canadian Mounted Police to remove the person.

## **28. RECORD OF PROCEEDINGS**

- 28.1. The Recording Secretary must prepare all Council and Committee minutes which will include:

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28.1.1. All decisions and other proceedings;

28.1.2. The names of the Council members present at and absent from the meeting;

28.1.3. The statement of Notice of Motion made at a meeting;

28.1.4. Any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Council member and any other abstention permitted by statute;

28.1.5. The signatures of the Presiding Officer and the Town Manager or their designate.

**29. REPEALING BYLAWS**

This Bylaw shall repeal Bylaw 2021-01 and any amendments thereto.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

Read a first time this \_\_\_\_\_

Read a second time this \_\_\_\_\_

Read a third and final time this \_\_\_\_\_

\_\_\_\_\_  
Mayor ~~Greg Mosychuk~~ **Brian Holden**

\_\_\_\_\_  
~~Joyce Pierce, Chief Administration Officer~~ **Jodi Brown, Town Manager**

SCHEDULE "C"  
**Committee of the Whole**  
TERMS OF REFERENCE AND AGENDA

**1. Purpose**

1.1. Subject to the control of the Council of the Town of Bon Accord, the mandate of the Committee of the Whole is to provide a forum for the Town Manager:

1.1.1. To brief members of Council on specific topics

1.1.2. To provide a context for documents they have or will be receiving

1.1.3. To respond to detailed questions of clarification of material presented

**2. Composition**

2.1. All members of the Town of Bon Accord Council,

2.2. The Town Manager and any staff members that may be required.

**3. Terms of Office**

3.1. All municipally elected members of Council shall be members of the Committee of the Whole for their full term of office.

**4. Quorum**

4.1. There shall be no Quorum requirements for Committee of the Whole meetings.

**5. Committee of the Whole Procedures**

5.1. Committee of the Whole meetings will be held on the 4<sup>th</sup> Wednesday of each month from 5 -7 pm.

5.2. The date and time of any Committee of the Whole meeting may be changed by Resolution of Council as needed.

5.3. Committee of the Whole meetings may be cancelled or postponed if needed. The public will be notified of the cancellation.



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- 5.4. To permit the Mayor to participate fully in question and discussion periods during Committee of the Whole meetings, meetings shall be presided over by individual members of Council in rotation.
- 5.5. Committee of the Whole meetings will be public unless agenda items are required or permitted to be discussed in Closed Session as prescribed in the Municipal Government Act and Freedom of Information and Protection of Privacy Act.
- 5.6. No motions except to move in or out of Closed Session will be permitted at Committee of the Whole meetings.
- 5.7. Meeting minutes will be recorded and circulated with the Committee of the Whole Meeting Agenda.
- 5.8. Committee of the Whole Meeting Agendas will be circulated to the public and to Council members by 4 pm on the Monday prior to the Committee of the Whole meeting or a minimum of 48 hours in advance of the meeting.
- 5.9. Unless otherwise stated in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedural Bylaw and the Town's Code of Conduct Bylaw that relate to:
- 5.9.1. Council Member Conduct
- 5.9.2. Electronic Meetings and Electronic Participation

**Town of Bon Accord  
AGENDA  
Regular Council Meeting  
DATE and TIME.**

Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
- 4. DELEGATION**
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
- 7. BYLAWS/POLICIES/AGREEMENTS**
- 8. WORKSHOPS/MEETINGS/CONFERENCES**
- 9. CORRESPONDENCE**
- 10. NOTICE OF MOTION**
- 11. CLOSED SESSION**
- 12. ADJOURNMENT**

**Town of Bon Accord  
AGENDA  
Special Meeting of Council  
DATE and TIME**

Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
- 4. NEW BUSINESS**
- 5. BYLAWS/POLICIES/AGREEMENTS**
- 6. CLOSED SESSION**
- 7. ADJOURNMENT**

DRAFT

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**DATE and TIME**  
Live Streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **UNFINISHED BUSINESS**
4. **NEW BUSINESS**
5. **BYLAWS/POLICIES/AGREEMENTS**
6. **CLOSED SESSION**
7. **ADJOURNMENT**

DRAFT

Submit this form to request to speak to Council as a delegation during a public Council meeting. All requests are subject to approval by Town Council.

Applicant Name: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Topic of discussion: \_\_\_\_\_

Do you have a presentation or information you wish to be included with the public agenda package prior to appearing before Council? Yes ☐ No ☐

If yes, this information must be provided to administration no later than 4:00 p.m. on the Wednesday prior to the scheduled meeting.

**Please send completed form to [cao@bonaccord.ca](mailto:cao@bonaccord.ca). Please review and check each box:**

☐ I/We acknowledge that verbal and written presentations, personal information, and discussions arising during a public Council meeting, even if sensitive in nature, will become part of the public record and will be accessible by members of the public. I/we further acknowledge that any written materials may be accessed by others, and false, defamatory or misleading statements may be subject to claims for damages or redress.

☐ I/We agree to abide by all applicable federal and provincial statutes, and Town bylaws and policies, including, but not limited to, the Municipal Government Act and the Town's Procedural Bylaw and amendments thereto.

☐ I/We acknowledge that the meeting will be recorded and live-streamed on the Town's YouTube channel.

☐ In signing below, I/we consent to the use and disclosure of any personal/sensitive information that is shared during the course of the meeting for the purposes of carrying out Council business and/or administrative functions.

*The information collected on this form is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to process delegation requests for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, TOA 0K0 or by calling (780) 921-3550.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Town Manager Signature \_\_\_\_\_

Assigned Date and Time \_\_\_\_\_

**TOWN OF BON ACCORD**  
**COUNCIL BRIEFING REPORT**

<b>Meeting:</b>	Council Briefing Meeting
<b>Meeting Date:</b>	January 25 <sup>th</sup> , 2023
<b>Presented by:</b>	Jodi Brown (Town Manager)
<b>Title:</b>	<b>Proposed Winter Maintenance Policy</b>
<b>Agenda Item No.</b>	5.2

**BACKGROUND/PROPOSAL**

The Town currently has a Sanding, Snow Clearing and Removal Policy (enclosed).

This policy was created in 2013 and last reviewed in October 2018.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration has reviewed this policy and the associated procedures and created a new, updated policy to reflect current practices and align with the value statements in the Town's Strategic Plan.

The new Winter Maintenance: Snow Removal and Sanding Requirements Policy is enclosed for review.

**STRATEGIC ALIGNMENT**

*Value Statement: Service Excellence*

- Administration and Council strive for the highest standard of service delivery and governance.

*Value Statement: Professionalism*

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

*Value Statement: Stewardship*

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

**COSTS/SOURCES OF FUNDING**

Annual Budget

<b>TOWN OF BON ACCORD POLICY STATEMENT</b>
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<b>SECTION:</b>	Public Works
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<b>POLICY NO.:</b>	10.34
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<b>SUBJECT:</b>	SANDING, SNOW CLEARING AND REMOVAL POLICY
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<b>RESPONSIBLE AUTHORITY:</b>	Public Works - Roads
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<b>REVIEWED &amp; APPROVED BY COUNCIL:</b>
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December 3, 2013
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Council Meeting, Resolution 13.301
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March 20, 2018
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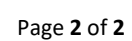
Council Meeting, Resolution 18. 057
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October 2, 2018
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Council Meeting, Resolution 18.248
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**PURPOSE AND INTENT:** To provide a guideline for staff in establishing the snow clearing and road sanding direction of the community.

**POLICY STATEMENT:** The priority of snow clearing and sanding, within the boundaries of the Town of Bon Accord, is to make passible all main access roads in and out of the community, as well as access to and egress for the Emergency Vehicles stored in town.





**WINTER MAINTENANCE: SNOW REMOVAL AND SANDING REQUIREMENTS**

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**SECTION:** Administration

**DEPARTMENT:** Public Works

**COUNCIL APPROVAL DATE:** [DATE]

**LAST REVIEWED BY COUNCIL:** [DATE]

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**POLICY STATEMENT**

The Town of Bon Accord is committed to effective planning and management of Town resources including those needed for winter maintenance activities.

**PURPOSE**

To establish priorities and standards for winter maintenance to facilitate community safety and efficient use of staff time, resources, and equipment.

**SCOPE**

This policy will apply during the winter season.

**DEFINITIONS**

“Arterial Roads” means roads that deliver traffic from collector highways or roads into and out of Town.

“Commercial Alley” is an alley adjacent to or behind a business or in a business district.

“Emergency Access Routes” means roadways that facilitate access to and egress from the Town of Bon Accord by emergency services personnel and vehicles.

“Operations Supervisor” means the individual employed by the Town as the Operations Supervisor or designate.

“Residential Alley” means an alley adjacent to or behind a residential area.

“Walkway” means sidewalks, trails, or pathways that are Town property or adjacent to Town property.

“Winter Maintenance” means snow removal and sanding activities.

“Town” means Town of Bon Accord.

## **WINTER MAINTENANCE STANDARDS**

### **I. Roads**

#### **A. Snow Removal Priorities**

1. The Snow Removal Zone Map is included in this policy as Schedule A.
2. Snow will be cleared based on the following priorities:
  - Priority 1: Arterial Roads and Emergency Access Routes
  - Priority 2: Residential (Zones 1 -6)
  - Priority 3: Residential and Commercial Alleys
3. The Arena, Jewel Box and Cemetery parking areas will be done based on scheduled programming, events, or services and when Public Works staff have time to address snow clearing in those areas at the discretion of the Operations Supervisor.
4. Snow removal priorities will be reset with each snowfall event of 5 cm or more.

#### **B. Priority 1: Arterial and Emergency Access Routes**

1. Public Works will begin snow removal activities on arterial roads with an accumulation of 5 cm or more of snowfall.
2. Only Priority 1 (Arterials and Emergency Access Routes) will be cleared on a weekend or statutory holiday at the discretion of the Town Manager.

**C. Priority 2: Residential Zones**

1. After Priority 1 (Arterial Roads and Emergency Access Routes) are cleared, a total compacted accumulation depth of 10 cm or greater will initiate residential snow clearing cycles.
2. Residential zones will be cleared on a rotational basis from zone 1 – 6.
3. Staff will track residential zone clearing to ensure that following each snowfall, the zone rotation resumes fairly to ensure that all zones are cleared appropriately at the discretion of the Operations Supervisor.

**D. Priority 3 and 4: Commercial and Residential Alleys**

1. Alleys will be cleared following Priority 1 and Priority 2 snow clearing priorities.
2. Consideration will be given to alleys that drift in and are inaccessible at the discretion of the Operations Supervisor.
3. A residential alley may be cleared before the residential street adjacent to it to allow residents on that street to park their vehicle in the alley during snow removal on the residential street.

**E. Snow Removal: Windrows and Snow Hauling**

1. Snow may be stored for haul out in windrows or boulevards/ditches at the discretion of the Operations Supervisor.

**F. Parking and Snow Removal Zones**

1. “No parking” bans will be in effect in snow removal zones and enforced by Sturgeon County Bylaw Services as per the Town’s bylaws.

2. No parking signs will be placed at the main entrances of snow removal zones, 24 hours in advance of snow clearing.
3. Snow removal schedules will be posted to the Town website weekly to advise residents of planned snow removal activities and no parking zones in advance.
4. Residents will be responsible to ensure that curb stops, or any other personal property is moved from the roadway prior to snow removal. The Town will not be responsible for damages to curb stops or other personal property that is not moved and impedes snow removal on the road. Any resulting damage to Town equipment will be the responsibility of the property owner.

## **II. Snow Removal: Town Owned Walkways**

### **A. Town Owned Walkways: Locations**

1. Town-owned Walkways are shown in “Schedule B: Town Owned Walkways”.

### **B. Town Owned Walkways: Snow Removal Priorities**

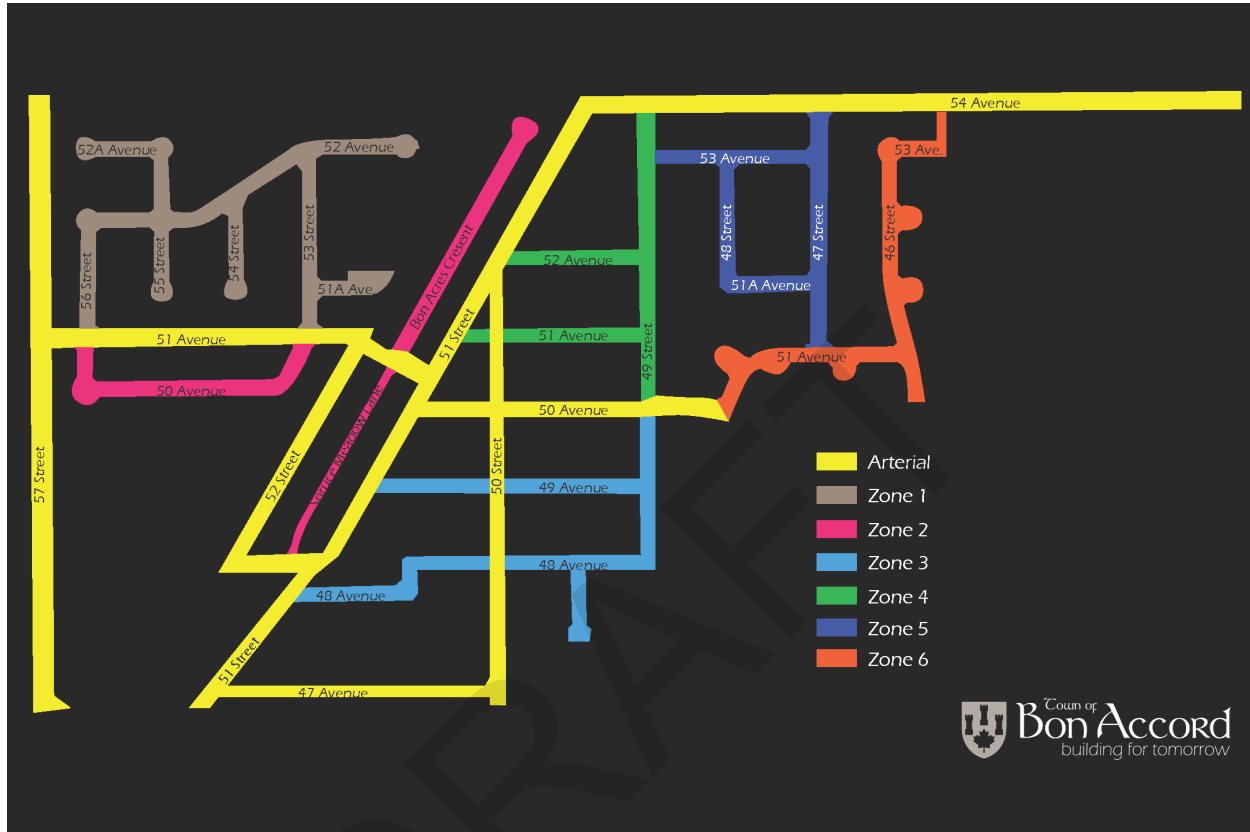
1. Snow removal on Walkways is not based on snow accumulation. Town owned Walkways will be cleared following a snowfall as per the Town’s Community Standards Bylaw, unless impacted by an unforeseen equipment failure or community emergency in which case the public will be notified via the Town website.

## **III. Sanding: Roads and Town Owned Walkways**

### **A. Sanding: Priorities**

1. The Operations Supervisor will have the discretion to determine sanding priorities based on weather and ice conditions.
2. Sanding on roads and walkways will be safety focused including roadway intersections and areas of incline on roadways or Walkways.

## Schedule “A” Snow Clearing Zones Map



## Schedule "B" Town Walkways

