

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**May 16, 2023 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. Regular Meeting of Council; May 2, 2023 (enclosure)
  - 3.2. Special Meeting of Council; May 3, 2023 (enclosure)
  - 3.3. Special Meeting of Council; May 8, 2023 (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
  - 5.1. May 2023 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
- 8. BYLAWS/POLICIES/AGREEMENTS**  
**BYLAWS**
  - 8.1. Procedural Bylaw 2023-04 First Reading (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1 Mayor Holden (enclosure)
  - 10.2 Deputy Mayor Bidney (enclosure)
  - 10.3 Councillor Laing (enclosure)
  - 10.4 Councillor Larson (enclosure)
  - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**
  - 13.1. Municipal Development Plan DRAFT – FOIP Act 23(1)(a) Local public body confidences
  - 13.2. Economic Development Assessment – FOIP Act 16(1) Disclosure harmful to business interests of a third party
- 14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 2, 2023 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lynn Bidney  
Councillor Lacey Laing  
Councillor Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown, Town Manager  
Falon Fayant – Corporate Services Manager  
Jenny Larson – Planning and Economic Development Officer  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 7:00 p.m.

**ADOPTION OF AGENDA**

There were no objections to adding item 11.1 Notice of Motion – Evening Meeting Times to the May 2, 2023 agenda.

COUNCILLOR MAY MOVED THAT Council adopt the May 2, 2023 agenda as amended.  
**CARRIED UNANIMOUSLY RESOLUTION 23-199**

**PROCLAMATIONS**

*Mental Health Awareness Week  
Economic Development Week  
Emergency Preparedness Week  
National Public Works Week  
National AccessAbility Week*

COUNCILLOR LARSON MOVED THAT Council accept the proclamations as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-200**

**ADOPTION OF MINUTES**

*Regular Meeting of Council – April 18, 2023*

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the minutes of the April 18, 2023 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-201**

*Council Briefing Meeting – April 26, 2023*

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 2, 2023 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the April 26, 2023 Council Briefing Meeting as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-202**

**UNFINISHED BUSINESS**

***Council Community Connections – August***

DEPUTY MAYOR BIDNEY MOVED THAT Council postpone the decision on the August date for Council Community Connections until after the June Council Community Connections, prior to the summer break.

**CARRIED UNANIMOUSLY RESOLUTION 23-203**

***Special Meeting – Taxation Bylaw***

COUNCILLOR MAY MOVED THAT Council directs administration to plan and advertise a Special Council Meeting on May 8 from 5-7 p.m. for the purpose of enacting the 2023 Tax Bylaw.

**CARRIED UNANIMOUSLY RESOLUTION 23-204**

**NEW BUSINESS**

***Community Survey Results***

COUNCILLOR MAY MOVED THAT Council accept this report as information and direct administration to come back with a plan.

**CARRIED UNANIMOUSLY RESOLUTION 23-205**

***Library Board Trustees Appointments***

DEPUTY MAYOR BIDNEY MOVED THAT Council approve Shannon Loehr for an additional term on the Bon Accord Public Library Board effective September 1, 2023.

**CARRIED UNANIMOUSLY RESOLUTION 23-206**

COUNCILLOR MAY MOVED THAT Council approve Melanie Philbrick to serve as a Library Board Trustee on the Bon Accord Public Library Board for a third term.

**CARRIED UNANIMOUSLY RESOLUTION 23-207**

COUNCILLOR LAING MOVED THAT Council approve Vicki Foster to serve as a Library Board Trustee on the Bon Accord Public Library Board for the first time.

**CARRIED UNANIMOUSLY RESOLUTION 23-208**

***Electric Vehicle Chargers – Hardware Upgrade***

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to proceed with Trinus' recommendations and purchase new hardware in the amount of \$862.26, with the monthly subscription of \$141.00 for the electric vehicle charging stations.

In favour: Mayor Holden, Deputy Mayor Bidney, Councillor Laing, Councillor Larson

Opposed: Councillor May

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 2, 2023 7:00 p.m.  
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**CARRIED RESOLUTION 23-209**

**BYLAWS|POLICIES|AGREEMENTS**

***Procedural Bylaw 2023-05***

COUNCILLOR MAY MOVED THAT Council to postpone Procedural Bylaw 2023-05 until the May 16, 2023 Regular Council Meeting.

**CARRIED UNANIMOUSLY RESOLUTION 23-210**

***Repeal of Bylaw 294 2023-08***

COUNCILLOR LARSON MOVED THAT Bylaw 2023-08 – Repeal of Bylaw 294 be given first reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-211**

COUNCILLOR MAY MOVED THAT Bylaw 2023-08 – Repeal of Bylaw 294 be given second reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-212**

COUNCILLOR LAING MOVED THAT Council gives unanimous consent to hear three readings of Bylaw 2023-08 – Repeal of Bylaw 294 in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 23-213**

DEPUTY MAYOR BIDNEY MOVED THAT Bylaw 2023-08 – Repeal of Bylaw 294 be given third and final reading, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-214**

***Town Vehicle Usage Policy***

COUNCILLOR LARSON MOVED THAT Council approves the Town Vehicle Usage Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-215**

**CORRESPONDENCE**

***Minister Schultz – 2023 Minister's Awards for Municipal and Public Library Excellence***

COUNCILLOR MAY MOVED THAT Council direct administration reach out to the Library Board Chair in regards to writing the Board a letter for the Minister's Awards for Municipal and Public Library Excellence to ensure the Town's support for the Board to apply for this award this year.

**CARRIED UNANIMOUSLY RESOLUTION 23-216**

***Town of Morinville – Festival Days Pancake Breakfast***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 2, 2023 7:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council direct administration register Councillor Larson and Councillor May for the annual pancake breakfast on Saturday, June 17, 2023 in Morinville.

**CARRIED UNANIMOUSLY RESOLUTION 23-217**

***Town of Redwater – Annual Golf Tournament***

COUNCILLOR MAY MOVED THAT Council direct administration to register Mayor Holden and Deputy Mayor Bidney for the Redwater Annual Golf Tournament on Friday, August 11.

**CARRIED UNANIMOUSLY RESOLUTION 23-218**

**NOTICE OF MOTION**

***Evening Meeting Times***

There were no objections to discussing the Notice of Motion as urgent business.

COUNCILLOR MAY MOVED THAT Council change the time of the evening Council meetings to 6:00 p.m. instead of 7:00 p.m. and direct administration to advertise accordingly.

COUNCILLOR MAY withdrew her motion.

**CLOSED SESSION**

- ***Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy***
- ***Judy Haber – Performance Sponsorship Group – FOIP Act 16(1) Disclosure harmful to business interests of a third party***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy and Judy Haber – Performance Sponsorship Group – FOIP Act 16(1) Disclosure harmful to business interests of a third party at 8:05 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-219**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 8:53 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-220**

***Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy***

COUNCILLOR LAING MOVED THAT Council directs administration to proceed as discussed.

**CARRIED UNANIMOUSLY RESOLUTION 23-221**

***Judy Haber – Performance Sponsorship Group – FOIP Act 16(1) Disclosure harmful to business interests of a third party***

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 2, 2023 7:00 p.m.  
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COUNCILLOR MAY MOVED THAT Council declines to move forward with the naming and sponsorship agreement with Judy Haber of Performance Sponsorship Group Ltd.  
**CARRIED UNANIMOUSLY RESOLUTION 23-222**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the May 2, 2023 Regular Meeting of Council adjourn at 8:55 p.m.  
**CARRIED UNANIMOUSLY RESOLUTION 23-223**

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Mayor Brian Holden

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Jodi Brown, CAO

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**Town of Bon Accord  
Special Meeting of Council Minutes  
May 3, 2023 5:00 p.m. in Council Chambers  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lynn Bidney  
Councillor Lacey Laing  
Councillor Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Town Manager  
Falon Fayant – Corporate Services Manager  
Kaitie Blackwell – Corporate Services Assistant

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 5:00 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR LARSON MOVED THAT Council adopt the May 3, 2023 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-224**

**UNFINISHED BUSINESS**

***Operational and Capital Needs, and Funding Strategies***

COUNCILLOR MAY MOVED THAT Council directs administration to bring back the 2023 Rates of Taxation Bylaw reflecting Option 2.

**CARRIED UNANIMOUSLY RESOLUTION 23-225**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the May 3, 2023 Special Meeting of Council adjourn at 6:40 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-226**

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Mayor Brian Holden

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Jodi Brown, CAO

**Town of Bon Accord  
Special Meeting of Council Minutes  
May 8, 2023 5:00 p.m. in Council Chambers  
Live streamed on Bon Accord YouTube Channel**

**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Lynn Bidney  
Councillor Lacey Laing  
Councillor Timothy J. Larson  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Town Manager  
Falon Fayant – Corporate Services Manager  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 5:00 p.m.

**ADOPTION OF AGENDA**

COUNCILLOR LARSON MOVED THAT Council adopt the May 8, 2023 agenda, as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-227**

**BYLAWS|POLICIES**

***2023 Rates of Taxation Bylaw 2023-07***

COUNCILLOR MAY MOVED THAT Council gives 1<sup>st</sup> reading to Bylaw 2023-07 Rates of Taxation as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-228**

COUNCILLOR LAING MOVED THAT Council gives 2<sup>nd</sup> reading to Bylaw 2023-07 Rates of Taxation as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-229**

COUNCILLOR LARSON MOVED THAT Council gives unanimous consent to hear all three readings of Bylaw 2023-07 Rates of Taxation in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 23-230**

DEPUTY MAYOR BIDNEY MOVED THAT Council gives 3<sup>rd</sup> and final reading to Bylaw 2023-07 Rates of Taxation as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-231**

**ADJOURNMENT**



**Town of Bon Accord  
Special Meeting of Council Minutes  
May 8, 2023 5:00 p.m. in Council Chambers  
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT the May 8, 2023 Special Meeting of Council adjourn at 5:13 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-232**

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Mayor Brian Holden

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Jodi Brown, CAO

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## News | Projects | Events

### News

- The Town is grateful to the Edmonton Community Foundation for the grant funding in the amount of \$12,800 to replace old chairs and purchase dollies for the Bon Accord Arena.
- Thank you to the Bon Accord Agricultural Society for their generous donation of \$500 toward the Seniors' Week event.
- The Town is pleased to welcome the new Seasonal Recreation Program Coordinator, Madison Selinger, who will join our team on May 9.

### Projects

- Town staff have been working on updating the evacuation plans and procedures for the Town Office. New evacuation plans were posted throughout the building.
- Town staff have begun working with our engineering firm and contractor for completion of the 2023 road projects.
- The Town is seeking sponsors for the purchase and installation of new playground equipment in Centennial Park and Springbrook Park.

### Events

- The annual Volunteer Appreciation event was held at the Arena on April 19<sup>th</sup> with over 60 volunteers attending the event. Our warmest thanks and appreciation to all the volunteers that support our community in so many ways. We wish to acknowledge our sponsors that helped make this event possible: Volunteer Alberta and LCJ Greenhouses and Gifts.
- The Town Wide Clean-Up was held on May 4. Thank you to the students/staff from Bon Accord Community School and Lilian Schick School. Over 500 students and teachers participated in this event. Also, thank you to our Public Works department who disposed of 9 large bags of garbage that were collected. We appreciate everyone's efforts to help make our community shine this spring!
- Compost pick-up is scheduled for May 13 from 9:00-12:00 p.m. at Public Works Shop. 4H will be set up there as well with their Electronic and Tire Round Up.
- 18 rain barrel orders were received. Drop off is tentatively scheduled for May 18.
- Seniors' Week Event: June 7, 5:00-7:00 p.m. at Centennial Park.
  - Free barbeque for 55+: hamburgers and drink
  - Music by Two Bad Apples
  - Sponsored by: Bon Accord Agricultural Society

## Programs

- Pickleball Tuesdays, May 9 – June 6, 6:30-8:00 p.m. at Lilian Schick School \$5.00 drop-in fee. No pre-registration required. All equipment provided. Please bring clean indoor running shoes. Must be 16+ to play. Those under 18 will require a parent/guardian to complete a waiver form.

## Key Meetings

- April 6 – North Central Emergency Social Services Meeting
- April 14 – Recreation Working Group Meeting (Sturgeon County Recreational Cost Share Agreement)
- April 25 – Ice Plant Renovations-Kick Off Meeting
- April 26 – Admin Safety
- May 3 – Community League/Concession Operations Meeting
- May 15 – Community Garden Meeting

## Conferences and Training

- The Town Manager attended the annual Society of Local Government Managers Workshop from May 09<sup>th</sup> – May 12<sup>th</sup>, 2023.
- The Operations Supervisor completed a Public Works Supervisory Course during the last week of April and in May the Lead Hand will be completing the Excel Worksheet Course for Operators.
- Ongoing online Safety Training is being completed.

## Department Highlights

### Administration | Town Manager

- Review of the 2023 tax and budget amendments presentation with the Corporate Services Manager.
- Assisted with planning, development, and bylaw inquiries from residents.
- Reviewing the proposed or new policies including the Workplace Violence and Harassment Policy, Reserves Policy, and the Arena Operational Policy.
- Attended the kickoff meeting with the contractor and the Town's engineers for the 2023 Road project. The project is anticipated to start soon, and public communications will be issued within the next few weeks.
- Working on hosting the Regional CAO meeting on May 17<sup>th</sup> in Bon Accord.
- Scheduled the mock Council Meeting for Grade 5/6 students at Lilian Schick School for June 06<sup>th</sup> from 1:30 – 2:30 pm.
- Met with the Economic Development Consultant regarding his proposal and forwarded correspondence to the naming rights and sponsorship consultant.
- Brief discussion with the volunteer coordinator of the Harvest Days event.
- Reviewing the proposed library services agreement with the Legislative Services and Communications Coordinator.

### Community Services

- Hired two summer seasonal positions:
  - Recreation Program Coordinator Assistant
- Working with Bon Accord Community School for their evacuation plan/drill on May 19 at the Arena. This will be held with school staff initially and will not yet involve students. Town staff and teachers are working together to develop an evacuation procedure to ensure everyone's safety when visiting the arena.
- Two companies have been contacted regarding potential sponsorship of the new playground equipment.
- Working with the Community League to finalize the 2023-2024 Concession agreement.
- Working with the Community Garden on annual review of their Memorandum of Agreement which is valid until June 16, 2025.
- Working with the Harvest Days Committee to assist with planning for the 2023 Harvest Days events: August 11, 12, 13.

### Corporate Services

- The fire services invoice from Sturgeon County has been paid. It was \$1,119 higher than budgeted due to a higher than expected CPI. The agreement states that it will increase by 2% or CPI, whichever is higher.

- Administration received door knockers from GFL as part of a recycling communication campaign initiated by the Town to help educate residents on what may or may not be recycled. These will be hung on resident doors. Information will also be communicated via the website and social media. Thank you to GFL for supplying the door knockers.
- The Statement of Financial Expenditures (SFEs) has been submitted for the MSI (Municipal Sustainability Initiative) and the CCBF (Canada Community Building Fund) grants. There is no MSI carryforward and the total MSI project expenditures for 2022 were \$182,309 towards the 46<sup>th</sup> Street Road project. There is \$101,424 of CCBF funding deferred to 2023 projects and the total CCBF expenditures for 2022 were \$429,649 towards 46<sup>th</sup> street and holdback/deficiency funds released for 51 Avenue and 47<sup>th</sup> Street.
- We received a letter from ATCO communicating the notification of lowered franchise fee forecasted revenue. The forecast for budget was \$98,037 but is now updated to \$88,738 (decrease of 9.48%), based on decreased usage and a lowered distribution rate approved by the Alberta Utilities Commission.

### Planning | Economic Development | Bylaw

- Business Meet and Greet invitation sent to local businesses in recognition of Economic Development Week.
- Electric Vehicle Charging Station grant funding requirements have been sent to the Municipal Climate Change Action Centre for final review.
- Responded to several inquiries regarding land for sale in Town.
- Connected interested developer with landowners.
- Started the University of Calgary Course; Fundamentals of Economic Development (online course)
- Followed up with 3 complaints:
  - 1 unsightly property
  - 2 dog barking
- Received a garage development inquiry.
- Upcoming Coffee with a Cop dates confirmed (to be held in Council Chambers):
  - June 15 from 2 -4 pm
  - September 14 from 9 – 11 am
  - December 14 from 2 – 4 pm
- The Town is participating in the Economic Development Alberta Mentorship Program; 1<sup>st</sup> 1-on-1 Meeting attended this month.
- Received one subdivision inquiry.
- Investigating a potential long-term Town office basement rental
- Press release of the Electric Vehicle Charging Station ribbon cutting event sent to the Free Press.
- Continued work on fees for services for presentation to Council

## Operations | Public Works

- Continued equipment maintenance and preparations for the summer season.
- Repair to an overhead emergency door at the firehall.
- Lilian Schick School road (54<sup>th</sup> Avenue) is now being graded weekly.
- All alleys have been graded.
- Spring sweeping of Town roads has been completed.
- Tree removal to prevent damage to utility infrastructure completed.
- Numerous First Call responses completed.
- Assisted with the student Town Wide Clean-Up event.
- Sold the John Deere 1145 tractor and snowblower attachment for \$3,000.
- Dug 2 cremation plots.
- Participated in the annual Food Drive event.
- Held the annual Compost Give-Away event for Town residents on May 13<sup>th</sup>, 2023.
- Met with the Town's engineers and contractor for this year's road project start-up.
- 2 Public Works staff completed 2 courses toward their certified water and wastewater certification education requirements.

## Attachments

- Town Manager:
  - Action List
- Corporate Services Manager:
  - Variance Report
- Economic Development and Planning Officer:
  - Citation Report
  - Incident Report

# Town Manager Action List

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**Date:** May 16<sup>th</sup>, 2023  
**Reporting Period:** April 19<sup>th</sup> – May 16<sup>th</sup>, 2023  
**Submitted by:** Jodi Brown (Town Manager)

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## ACTON ITEM LIST: OUTSTANDING OR IN PROGRESS

Action Item	Status
<p><b>Draft Procedural Bylaw Legal Review</b>            Council directs administration to bring forward the Procedural Bylaw draft as presented to the May 2, 2023 Regular Meeting of Council for first reading.</p>	<p>1<sup>st</sup> Reading of the proposed Procedural Bylaw is included in the May 16<sup>th</sup>, 2023 Regular Council Meeting agenda.            (postponed from May 02<sup>nd</sup>, 2023)</p>
<p><b>LED Lighting Upgrade: Library</b>            Council direct administration to proceed with the library LED lighting project and allocate the funding shortfall to the community donations fund in the recreation budget and FURTHER that if 2022 surplus funds are available, that administration bring forward a 2023 budget amendment to address the shortfall rather than using funds from the community donations budget.</p>	<p>Administration is working on 2023 budget amendments for presentation to Council.</p>
<p><b>Council Community Connections – August</b>            Council postpones the decision on the August date for Council Community Connections until after the June Council Community Connections, prior to the summer break.</p>	<p>In progress</p>
<p><b>Community Space Fees</b>            Council amended the Community Space Rental Fees as show in Option #1 and directed administration to bring forward a new policy for non-profits/children’s functions or programming, waiving the funding required.</p>	<p>In-Progress</p>

<p><b>CORRESPONDENCE</b>  <b>Brenda McBride – Butterflyway Project</b>  Council supports this initiative and that Council direct administration to set up a meeting between Brenda McBride and administration to coordinate this initiative.</p>	In-Progress
<p><b>Community Survey Results</b>  Council accepts this report as information and direct administration to come back with a plan.</p>	In-Progress
<p><b>Town of Redwater – Annual Golf Tournament</b>  Council direct administration to register Mayor Holden and Deputy Mayor Bidney for the Redwater Annual Golf Tournament on Friday, August 11.</p>	In-Progress Registrations will be completed when registration opens.
<p><b>Urban Beekeeping</b>  Council approves the attached Bee Keeping Prerequisites as a starting point for an Urban Bee Keeping procedure and FURTHER directs administration to bring forward an Urban Bee Keeping policy and procedure for Council review at an upcoming Council meeting.</p> <p>Council direct administration to add the topic of Urban Beekeeping to the Laying Hens Open House on April 21, 2023.</p>	In progress
<p><b>Meeting with Director of the Alberta China Offices</b>  Council directs administration to set up a meeting with William Wang, Director of Alberta China Offices.</p>	In-Progress
<p><b>Logo Revitalization Quotes</b>  Council directs administration to bring the logo revitalization plan to the next Council Briefing Meeting for discussion.</p>	In-Progress Administration is working on this presentation for Council.
<p><b>Notice of Motion: Springbrook Park</b>  Administration to create a timeline for playground maintenance and for administration to hold a Special Council Meeting or workshop for spring 2023.</p>	Schedule for April or May 2023



<b>Communities in Bloom Project:</b> Heritage Project at the Cemetery	Location confirmed/installation next spring (install concrete base)
<b>Christmas Tree Locations</b> Direct administration to bring back a plan and costs for repair or replacement of the Christmas tree and for hanging new lights on the east side of Town.	2024 Budget Deliberations

**OTHER PROJECTS:**

- New Fees and Charges Bylaw
- Policy Updates and new policies: Workplace Violence and Harassment Policy, Reserves Policy, Road Maintenance Policy and the Arena Operational Policy
- Municipal Library Board Agreement Update
- Continued policy and bylaw review (rescinding or updating old bylaws and policies)

**ACTION ITEM LIST: COMPLETED**

- Mock Council Meeting at Lilian Schick School (Grades 5/6) on June 06<sup>th</sup> from 1:30 pm to 2:30 pm.
- April 26<sup>th</sup> Council Briefing Committee Meeting was held as directed.
- Administration contacted Judy Haber of the Performance Sponsorship Group to seek additional information and further to decline to move forward at this time.
- Sale of the John Deere 1145 Tractor and snowblower attachment was completed.
- Special Council Meetings were held on May 03<sup>rd</sup> and May 08<sup>th</sup>, 2023 as directed.
- The Library Board Chair has been advised of the library appointments confirmed by Council at the May 02<sup>nd</sup>, 2023 Regular Council Meeting.
- The Golden Gems Society has been advised of the request from Council to consider if use of funds for building maintenance could be added to the dissolution clause in the Board's new bylaws.
- 2022 Annual Report was publicly released as directed.
- Administration has proceeded as directed at the May 02<sup>nd</sup> Regular Meeting of Council relative to the resident complaint.
- Letter in support of the Town of Gibbons sent to Alberta College of Physicians and Surgeons.



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2023  
 Reporting period: up to May 8, 2023

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Budget
General Municipal	130,304	204,764	- 74,460	13,653	12,616	1,037	116,651	192,148	- 75,497	39%
<b>TOTAL MUNICIPAL</b>	<b>\$ 130,304.00</b>	<b>\$ 204,764.08</b>	<b>-\$ 74,460.08</b>	<b>\$ 13,653.00</b>	<b>\$ 12,616.00</b>	<b>\$ 1,037.00</b>	<b>\$ 116,651</b>	<b>\$ 192,148</b>	<b>-\$ 75,497</b>	<b>39%</b>
Election	-	-	-	-	667	- 667	-	(667)	667	100%
Council	-	-	-	39,873	37,701	2,172	(39,873)	(37,701)	(2,172)	6%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,873</b>	<b>\$ 38,368</b>	<b>\$ 1,505</b>	<b>-\$ 39,873</b>	<b>-\$ 38,368</b>	<b>-\$ 1,505</b>	<b>4%</b>
Administration	2,301	1,205	1,096	175,770	187,332	- 11,562	(173,469)	(186,127)	12,658	7%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 2,301</b>	<b>\$ 1,205</b>	<b>\$ 1,096</b>	<b>\$ 175,770</b>	<b>\$ 187,332</b>	<b>-\$ 11,562</b>	<b>-\$ 173,469</b>	<b>-\$ 186,127</b>	<b>\$ 12,658</b>	<b>7%</b>
Fire Services	10,531	9,661	870	34,247	31,235	3,012	(23,716)	(21,574)	(2,142)	10%
Emergency Services	-	-	-	166	3,666	-3,500	(166)	(3,666)	3,500	95%
Bylaw	3,937	2,050	1,887	10,912	10,511	402	(6,975)	(8,461)	1,486	18%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 14,468</b>	<b>\$ 11,711</b>	<b>\$ 2,757</b>	<b>\$ 45,325</b>	<b>\$ 45,411</b>	<b>-\$ 86</b>	<b>-\$ 30,857</b>	<b>-\$ 33,700</b>	<b>\$ 2,843</b>	<b>8%</b>
Municipal Planning	1,873	3,500	- 1,627	23,310	55,843	- 32,533	(21,437)	(52,343)	30,906	59%
Economic Development	-	-	-	29,788	35,564	- 5,776	(29,788)	(35,564)	5,776	16%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 1,873</b>	<b>\$ 3,500</b>	<b>-\$ 1,627</b>	<b>\$ 53,098</b>	<b>\$ 91,407</b>	<b>-\$ 38,309</b>	<b>-\$ 51,225</b>	<b>-\$ 87,907</b>	<b>\$ 36,682</b>	<b>42%</b>
Public Works - Roads	-	-	-	110,585	142,625	- 32,040	(110,585)	(142,625)	32,040	22%
Storm Sewer & Drain	-	-	-	6,315	6,111	204	(6,315)	(6,111)	(204)	3%
Water	160,002	185,681	- 25,679	115,176	192,338	-77,162	44,826	(6,657)	51,483	773%
Sewer	100,187	113,449	- 13,262	64,007	100,760	-36,753	36,180	12,688	23,492	185%
Garbage	29,890	28,107	1,783	27,589	39,781	-12,192	2,301	(11,674)	13,975	120%
Cemetery	3,700	2,000	1,700	2,391	2,833	-442	1,309	(833)	2,142	257%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 293,779</b>	<b>\$ 329,237</b>	<b>-\$ 35,458</b>	<b>\$ 326,063</b>	<b>\$ 484,449</b>	<b>-\$ 158,386</b>	<b>-\$ 32,284</b>	<b>-\$ 155,212</b>	<b>\$ 122,928</b>	<b>79%</b>
FCSS	23,316	10,995	12,321	22,082	28,423	- 6,341	1,234	(17,428)	18,662	107%
<b>TOTAL FCSS</b>	<b>\$ 23,316</b>	<b>\$ 10,995</b>	<b>\$ 12,321</b>	<b>\$ 22,082</b>	<b>\$ 28,423</b>	<b>-\$ 6,341</b>	<b>\$ 1,234</b>	<b>-\$ 17,428</b>	<b>\$ 18,662</b>	<b>107%</b>
Parks	54,963	53,028	1,935	22,612	43,307	- 20,695	32,351	9,721	22,630	233%
Arena	148,114	164,845	- 16,731	109,762	124,334	- 14,572	38,352	40,511	(2,159)	5%
Recreation	181,224	175,239	5,985	29,729	30,392	- 663	151,495	144,847	6,648	5%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 384,301</b>	<b>\$ 393,112</b>	<b>-\$ 8,811</b>	<b>\$ 162,103</b>	<b>\$ 198,033</b>	<b>-\$ 35,930</b>	<b>\$ 222,198</b>	<b>\$ 195,079</b>	<b>\$ 27,119</b>	<b>14%</b>
Library	-	-	-	35,093	33,711	1,382	(35,093)	(33,711)	(1,382)	4%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,093</b>	<b>\$ 33,711</b>	<b>\$ 1,382</b>	<b>-\$ 35,093</b>	<b>-\$ 33,711</b>	<b>-\$ 1,382</b>	<b>4%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 720,038</b>	<b>\$ 749,760</b>	<b>-\$ 29,722</b>	<b>\$ 859,407</b>	<b>\$ 1,107,134</b>	<b>-\$ 247,727</b>	<b>-\$ 139,369</b>	<b>-\$ 357,374</b>	<b>\$ 218,005</b>	<b>61%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 850,342</b>	<b>\$ 954,524</b>	<b>-\$ 104,182</b>	<b>\$ 873,060</b>	<b>\$ 1,119,750</b>	<b>-\$ 246,690</b>	<b>-\$ 22,718</b>	<b>-\$ 165,226</b>	<b>\$ 142,508</b>	

Budget approved October 18, 2022 Regular Meeting of Council, Resolution 22-443

## **Variance Report Notes**

*Reporting Period: up to May 8, 2023*

### General Comments:

Departments are expected to remain within budget, any surplus or deficits currently due to timing.

### Municipal:

ATCO Franchise fees expected to be approximately \$10,000 lower than budgeted.

### Council:

Expenses slightly over budget due to timing - payment of memberships and registrations as well as mileage and subsistence.

### Fire:

Invoice from Sturgeon for first quarter fire services is slightly over budget due to CPI.

### Water:

Bulk water sales are currently over budget by \$8,260.

Water sales are under budget. Budgeted consumption to date was 29,378 m3 and actual to date is 22,985 m3.

### Sewer:

Sewer sales are under budget, due to the water consumption being lower.

**Sturgeon County**

BON ACCORD CITATION REPORT APRIL 2023 Statistics from: 4/1/2023 12:00:00AM to 4/30/2023 11:59:00PM

**Citation Printout Report by Violation**

Total Citations of (BAC P3 S2.1 FAIL TO OBTAIN A DOG OR CAT LICENSE): 2  
Total Mandatory Appearances: 0

Total Citations of (BAC P4 S5.1 PERMIT ANIMAL TO BARK OR MEOW EXCESSIVELY): 1  
Total Mandatory Appearances: 0

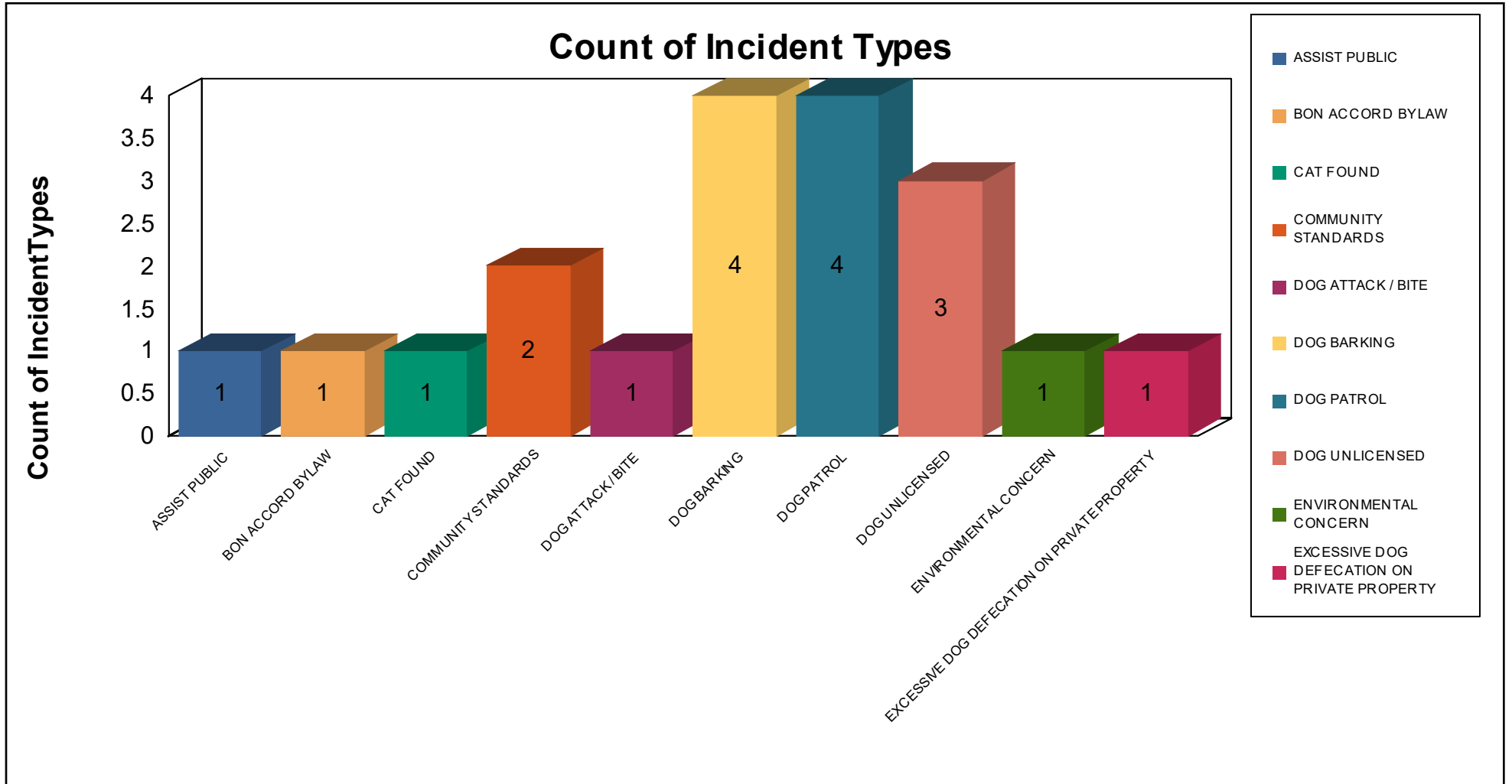
Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 7  
Total Mandatory Appearances: 0

Total Citations of (TSA S.51(B) OPERATE M.V. WRONG CLASS LICENCE): 1  
Total Mandatory Appearances: 0

**Grand Total**

Total Number of Citations Reported: **11**  
Total Fine Amounts Reported: **\$1637.00**  
Total Money Collected:  
Total Money Still Due: **\$1637.00**  
Total Mandatory Appearances: **0**

Incident Report



ASSIST PUBLIC: 1 2%

**Incident Report**

**BON ACCORD BYLAW: 1 2%**

**CAT FOUND: 1 2%**

**COMMUNITY STANDARDS: 2 4%**

**DOG ATTACK / BITE: 1 2%**

**DOG BARKING: 4 9%**

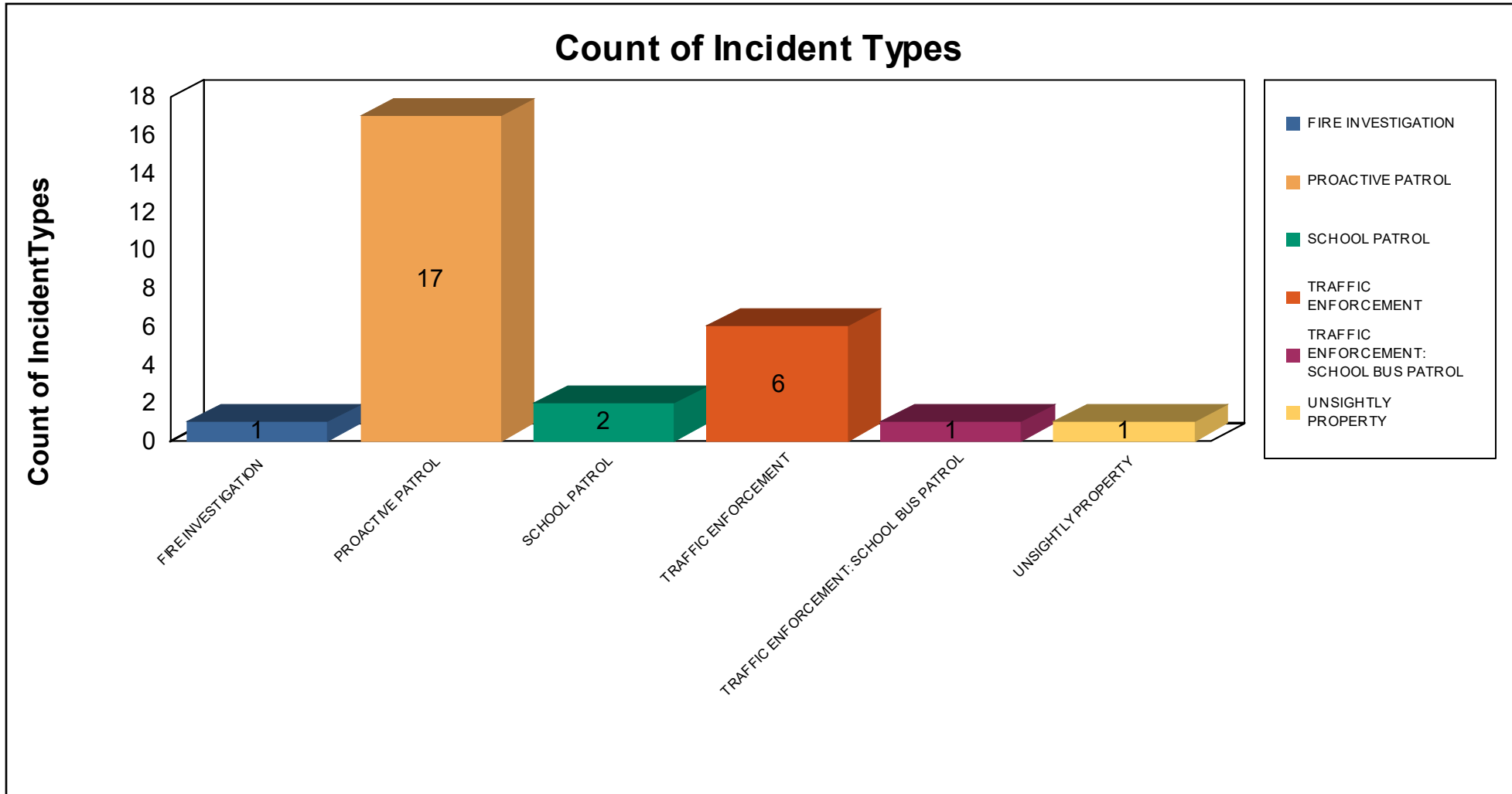
**DOG PATROL: 4 9%**

**DOG UNLICENSED: 3 6%**

**ENVIRONMENTAL CONCERN: 1 2%**

**EXCESSIVE DOG DEFECATION ON PRIVATE PROPERTY: 1 2%**

Incident Report



**FIRE INVESTIGATION: 1 2%**

**PROACTIVE PATROL: 17 36%**

**SCHOOL PATROL: 2 4%**

**TRAFFIC ENFORCEMENT: 6 13%**

**Incident Report**

**TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 1 2%**

**UNSIGHTLY PROPERTY: 1 2%**

**Grand Total: 100.00% Total # of Incident Types Reported: 47**



**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 16, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Procedural Bylaw 2023-05</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

Council and administration conducted a review of the current Procedural Bylaw 2021-01 to ensure that the procedures aligned with recent updates to the Municipal Government Act as well as best practices for meeting procedures as recommended by Municipal Affairs and legal counsel.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Following this extensive review, the final draft of the new Procedural Bylaw 2023-05 is enclosed for 1<sup>st</sup> reading by Council.

Please note the small change to section 2.5.2. in red. The original clause was difficult to understand and, after legal consultation, the clause was separated and a connecting sentence was added for clarification.

**STRATEGIC ALIGNMENT**

*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: Transparency*

- Open and accountable to our residents and encourage open communication.

**COSTS/SOURCES OF FUNDING**

2023 Operating budget (for legal review)

**RECOMMENDED ACTION (by originator)**

THAT Council gives 1<sup>st</sup> reading to Procedural Bylaw 2023-05 as presented.

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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, 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 enacted by Council 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 the Deputy Mayor of the Town 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*, but does not include an assessment review board or a subdivision and development appeal board.
- 1.4 “Council Agenda Committee” means the Mayor and the Deputy Mayor, or in the absence of the Mayor or the Deputy Mayor, the Mayor or the Deputy Mayor and a Councillor appointed by Resolution.
- 1.5 “Councillor” means a member of Council including the Mayor.
- 1.6 “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.
- 1.7 “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

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Municipal Government Act and Freedom of Information and Protection of Privacy Act.

- 1.8 “Delegation” means any person or representative(s) of a body that has permission of Council to appear before Council or a Council Committee.
- 1.9 “Deputy Mayor” means the Councillor who is designated pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor and to act as the chief elected official in the circumstances set out in section 152 of the Municipal Government Act.
- 1.10 “Electronic Means” means the use of technology to enable people located in different locations to hear and communicate with each other in real time using any type of telecommunications facility that is capable of receiving and transmitting any combination of written, audio or video signals.
- 1.11 “Electronic Meeting” means a meeting conducted by Electronic Means.
- 1.12 “Electronic Participation” means a person who participates in a Council meeting or Council Committee Meeting using Electronic Means.
- 1.13 “Live Stream” means the simultaneously broadcast of audio and video of a meeting over the internet and which is not a form of Electronic Participation.
- 1.14 “Mayor” means the chief elected official for the Town.
- 1.15 “Notice of Motion” means a written notice, given by a Councillor advising Council that the motion described will be brought forward at a subsequent meeting of Council in accordance with the requirements of this Bylaw.
- 1.16 “Organizational Meeting” is a meeting of Council held in accordance with section 192 of the Municipal Government Act.
- 1.17 “Presiding Officer” means the Mayor or, in the absence of the Mayor, the Deputy Mayor, or in the absence of both the Mayor and the Deputy Mayor, a Councillor appointed by Resolution to chair the Council Meeting.
- 1.18 “Quorum” means a majority of Councillor or Council Committee members.
- 1.19 “Recording Secretary” means the individual who is responsible for recording the proceedings of the Council or Council Committee meeting.

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- 1.20 “Regular Council Meeting” means a Council meeting, other than a Special Council Meeting or Organizational Meeting, that is scheduled pursuant to a Resolution setting the Council calendar on an annual basis.
- 1.21 “Resolution” means a motion passed by a majority of Council or Council Committee.
- 1.22 “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 items that cannot wait until the next Regular Council Meeting and includes public hearings not scheduled on a Regular Council Meeting date.
- 1.23 “Town” means the municipal corporation of the Town of Bon Accord.
- 1.24 “Town Manager” means the Chief Administrative Officer appointed by Council or designate.
- 1.25 “Town Office” means the address which is listed on the Town’s website and other communications as the location at which the public can contact the Town Manager and Council.

**2. APPLICATION**

- 2.1. This Bylaw shall govern the proceedings of Council and Council Committees.
- 2.2. If a question relating to the procedures of Council or Council Committees is not answered by the Municipal Government Act or this Bylaw, the Presiding Member may determine the proper procedure with reference to the most recent edition of Robert’s Rules of Order, Newly Revised, with any adjustments the Presiding Member considers appropriate.
- 2.3. In the absence of any statutory obligation, Council may waive any provision of this Bylaw by Resolution at any time during a Council or Council Committee meeting.
- 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. In this Bylaw:
- 2.5.1. Unless expressly prohibited, the Deputy Mayor may perform any of the functions of Mayor when the Mayor is unable to perform these functions;

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2.5.2. Unless the context or the Bylaw provides otherwise, the rules of procedure set out in this Bylaw apply to a Council Committee, **and when applied to a Council Committee;**

**2.5.2.a. A reference to Council means a reference to a Council Committee; and**

**2.5.2.b. A reference to a Councillor means a reference to a Council Committee member.**

2.5.3. Unless expressly stated otherwise, a reference to a “section” is a reference to a section in this Bylaw; and

2.5.4. Unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of the Legislative Assembly of Alberta, as of the date of adoption of this Bylaw and which enactment may be amended, revised, consolidated or replaced from time to time.

### **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 ORGANIZATONAL MEETING**

4.1. Council shall hold its annual Organizational Meeting in accordance with the Municipal Government Act.

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

4.2.1 In the case the Organization Meeting is the first meeting following a general municipal election, after adoption of the agenda, the first order of business shall be the administration of the oath of office for each Councillor ;

4.2.2 Election of the Deputy Mayor;

4.2.3 Appointment of Councillors to Council Committees, boards and commissions;

4.2.4 Establish the signing authority for all banking matters; and

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).

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**5. POSITION OF DEPUTY MAYOR**

5.1. A Councillor other than the Mayor may be elected to the position of Deputy Mayor for a term of no more than twelve (12) months, or some shorter period of time as may be directed by Resolution from time to time, and no Councillor may hold the position of Deputy Mayor more than once in the period of time between general municipal elections.

**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 in the Council Chambers at the Town Office, unless Council resolves to change the date, time or location of a Regular Council Meeting in accordance with section 6.5 or the 1<sup>st</sup> or 3<sup>rd</sup> Tuesday of a month is not a day on which the Town Office is open to the public.

6.2. The 1<sup>st</sup> Regular Council Meeting of the month shall commence at 6 PM and stand to adjourn no later than 9 PM unless Council passes a motion to extend the meeting by unanimous vote. Such a motion must be passed no later than 8:30 PM.

6.3. The 2<sup>nd</sup> Regular Council Meeting of the month shall commence at 9 AM and stand to adjourn no later than 12 PM unless Council passes a motion to extend the meeting by unanimous vote. Such a motion must be passed no later than 11:30 AM.

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 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 and any Councillor not present at the meeting where Council resolved to make the change. Where Electronic Participation has been permitted under this Bylaw, Council may change the particulars of the Electronic Means in accordance with this section.

6.6. Public notice of any change to the time, date or location of a Regular Council Meeting under section 6.5 will be given by posting a notice of the change at the entrance of the Town Office and on the Town's website. Additional notice may be given on any other Town managed media source and in any other manner so directed by Resolution of Council.

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- 6.7. Council may cancel any Regular Council Meeting and a Council Committee may cancel any of its regular meetings if notice of the cancellation is given as set out in section 6.6.
- 6.8. Prior to each Regular Council Meeting, the Town Manager shall prepare for review by the Council Agenda Committee a preliminary agenda of all business to be brought before Council at the next Regular Council Meeting.
- 6.9. In order to be included on the agenda of all business to be brought before Council, 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. The Town Manager will only include correspondence on the agenda for a Regular Council Meeting that :
  - 6.10.1. is legible and coherent;
  - 6.10.2. is in writing, either on paper with a signature or electronically via email;
  - 6.10.3. is not anonymous; and
  - 6.10.4. does not contain libelous content, irrelevant information, or content otherwise inappropriate content to be included at a meeting open to the public.
- 6.11. If the requirements of section 6.10 are not met, the Town Manager may include a summary of the communication on the agenda for the Regular Council Meeting and the reason for excluding the correspondence from the agenda.
- 6.12. The order of business for a Regular Council Meeting will follow the order of business set out in Schedule "A" Regular Council Meeting Agendas.
- 6.13. The Council Agenda Committee shall review the preliminary agenda with the Town Manager prior to finalization and distribution of the agenda to Council.
- 6.14. The Town Manager shall provide Council with the agenda and any material pertinent to the forthcoming Regular Council Meeting no later than 4 PM on the Friday before the meeting.

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6.15. The Town Manager shall release the agenda and pertinent materials (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 of the purpose of the Special Council Meeting, the date, time and location of the Special Council Meeting to each Councillor and the public.
- 7.2. The Mayor must call a Special Council Meeting within fourteen (14) days of receiving a written request to hold a Special Council Meeting from or consented to by the majority of Council. The written request must include the purpose for the Special Council Meeting.
- 7.3. The Town Manager is delegated the authority to call a Special Council Meeting if a Resolution directs the Town Manager to call such a Special Council Meeting 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 Councillors are notified of the meeting and two-thirds of Council give written consent to the Mayor.
- 7.5. The order of business for a Special 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 by Resolution agree to consider any other business.
- 7.7. The Special Council Meeting Agenda will be provided to Council and posted to the Town website within twenty-four (24) hours of the start of the Special Meeting unless the Special Council Meeting has been called as per section 7.4 with less than twenty-four (24) hours' notice.



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**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-1" Committee of the Whole Terms of Reference and Schedule "C-2" Committee of the Whole 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 or the next 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 Councillors or Council Committee members present at the expiration of the thirty (30) minute period in section 9.1.
- 9.3. If Quorum is lost after the meeting is called to order, the meeting shall automatically recess until the earlier of Quorum is obtained or thirty (30) minutes have elapsed from the time at which Quorum was lost. If Quorum is not obtained within thirty (30) minutes after the time at which it was lost, the meeting shall stand automatically adjourned.
- 9.4. For the purpose of determining whether a meeting has Quorum, a Councillor or Council Committee member attending by Electronic Means is considered present when the Recording Secretary is able to confirm that the Councillor or Council Committee member has connected to the meeting in accordance with section 23.

**10. APPROVAL OF MEETING AGENDAS**

- 10.1. Council or a Council Committee must vote to adopt the agenda prior to transacting other business and may:
- 10.1.1. Add new items to the agenda;
- 10.1.2. Delete any matter from the agenda for each deleted item;

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10.1.3. Change the order of business; or

10.1.4. 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.

**11. APPROVAL OF MEETING MINUTES**

11.1. The minutes of each meeting must be circulated to each Councillor or each Council Committee member prior to the meeting at which they are to be approved. Debate on the minutes of a previous meeting is limited to verifying the accuracy of the minutes. If there are errors or omissions in the minutes, Council or the Council Committee must:

11.1.1. Pass a Resolution to amend the minutes and adopt the minutes as amended; or

11.1.2. 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 may request to be heard by Council and Council may by Resolution give permission to the Delegation to speak to Council 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; and

12.4.3. a maximum of 15 minutes unless there is a Resolution to extend the allotted time.

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12.5. Despite section 12.4, if consented to by the majority of Council, following a presentation by a Delegation Council may debate the subject matter of the presentation and, despite the agenda, make further motions arising from the information.

**13. REQUESTS FOR INFORMATION**

13.1. Any Councillor 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 request of information at the next Council meeting or, if that information will not be available by the next Council meeting, the Town Manager will provide a progress report indicating when the information requested may be expected.

**14. MEETING PROTOCOLS**

14.1. The Presiding Officer shall be addressed by title (Mayor, Deputy Mayor or Councillor) and last name during Council meetings or Council Committee meetings.

14.2. Any Councillor desiring to speak shall address remarks to the Presiding Officer and confine themselves to the merits of the question.

14.3. Should more than one Councillor desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor.

14.4. Councillors wishing to speak on a matter during a meeting must indicate their intention by raising their hand.

14.5. Any Councillor or Council Committee member present via Electronic Means, 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 Councillor shall not speak more than once until every Councillor 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.

14.7. No person shall speak unless recognized by the Presiding Officer.

**15. MOTIONS**

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- 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 or Council Committee.
- 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.
- 15.3. Any Councillor or a Council Committee member may require the motion under discussion to be read at any time during the debate, except when a Councillor or a Council Committee member is speaking.
- 15.4. Each Councillor or Council Committee member will be limited to ten (10) minutes to speak on any motion.
- 15.5. The mover of a motion must be present, including via Electronic Means when the vote on the motion is taken.
- 15.6. A motion does not require a seconder.
- 15.7. No motion shall be offered that is substantially the same as one on which Council or Council Committee has voted 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. 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:**

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15.9.1. A motion may be amended as follows:

- 15.9.1.1. Only one motion to amend the main motion may be introduced.
- 15.9.1.2. When the motion on the amendment has been decided, another motion to amend the main motion 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 the motions to amend the main motion.
- 15.9.1.5. If any amendment to the main motion is carried, the vote on the main motion, will be called and recorded as a vote on the main motion, as amended.

**15.10. Motion to Recess**

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

**15.11. Debatable Motions:**

- 15.11.1. Unless otherwise specifically provided in this Bylaw, the following motions are debatable by the Council or a Council Committee:
  - 15.11.1.1. A motion arising out of any matter or thing included in the agenda for the meeting, including a motion to postpone or refer the matter;

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- 15.11.1.2. A motion for the first, second, and third reading of a Bylaw;
- 15.11.1.3. A motion for the appointment or dismissal of a Council Committee member;
- 15.11.1.4. A motion to amend any Bylaw or Resolution properly before the Council; and
- 15.11.1.5. Unless this Bylaw provides otherwise, any motions as may be necessary for conducting the business of Council or Council Committees or that are related to the observance of their procedures.

**16. NOTICE OF MOTION**

- 16.1. A Notice of Motion must be used by a Councillor 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 Councillor 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 used at a Special Council meeting.
- 16.9. A Notice of Motion is not debatable until a Councillor moves the motion.

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**17. VOTING**

- 17.1. A motion shall be carried when a majority of the Councillors or Council Committee members vote in favour of the motion, unless otherwise specified in this Bylaw and subject to any other voting rules in the Municipal Government Act.
- 17.2. A motion is defeated 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 at the next Regular Council Meeting.
- 17.4. If Council is unable to achieve a Quorum at any meeting on a motion due to abstention allowed or required by statute, 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 final and is not subject to an appeal under section 26.1.
- 17.6. Votes on all motions must be taken as follows:
- 17.6.1. Councillors or Council Committee members must be in their designated seat when the motion is put forth.
- 17.6.2. A Councillor or Council Committee member attending a Council meeting by Electronic Means 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. Unless allowed or required to abstain from voting, all Councillors or a Council Committee, including the Presiding Officer, must vote by a show of hands; and Councillors or Council Committee members attending the meeting by Electronic Means must vote for the motion by stating clearly "in favor" or against the motion by stating clearly "opposed".
- 17.6.5. The Presiding Officer must declare the result of the vote as carried or defeated.

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17.6.6. After the Presiding Officer declares the result of a vote, no Councillor or Council Committee member may change their vote for any reason.

**18. RECORDED VOTE**

- 18.1. Before a vote is taken by Council or a Council Committee, a Councillor or Council Committee member may request that the vote be recorded.
- 18.2. When a vote is recorded, the minutes must show the names of the Councillors or Council Committee members present and whether each Councillors or Council Committee member voted for or against the proposal or abstained.

**19. PECUNIARY INTEREST**

- 19.1. Councillors 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, if present at a meeting where the matter is being discussed, shall declare and disclose the general nature of their pecuniary interests 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 meeting room until the matter is concluded unless the Councillor 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 and disclosure of the pecuniary interest, the time at which the Councillor left the room and the time the Councillor returned.

**20. BYLAWS**

- 20.1. Where a Bylaw is presented to a Council meeting for enactment, 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 specifies that the number of the Bylaw be read a first time;



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- 20.2.2. After a motion for first reading of the Bylaw has been introduced, 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;
- 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 Council unanimously agrees that the Bylaw may be presented for third reading at the same meeting at which it received two readings;
- 20.2.7. A Resolution giving third reading to a Bylaw requires a majority of Councillors present at the meeting and entitled to vote on the Bylaw, unless a greater majority is required by any applicable provincial statute.
- 20.2.8. As Bylaw has been passed when it receives three readings and is signed in accordance with the Municipal Government Act Once passed, a Bylaw 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 that are confidential pursuant to the Municipal Government Act, the Freedom of Information and Protection of Privacy Act, or any other provincial statute may be considered at a Closed Session meeting or portion of a meeting.
- 21.2. When making a motion to move into Closed Session, Councillors or Council Committee members must state the title of the business item, the time, and the basis on which the meeting may be closed to the public, including, if applicable, the section of the Freedom of Information and Protection of Privacy Act, which may be identified on the agenda or as advised by the Town Manager or designate.

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21.3. Council may not pass any Resolution or Bylaw in Closed Session other than a Resolution 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 emergency circumstances, Council meetings or Council Committee meetings may be held as Electronic Meetings. If during the scheduled Electronic Meeting the Electronic Means fail or internet service is interrupted without an indication of the timeline on which the service will be restored, the Presiding Officer shall declare the meeting adjourned until the next Regular Council Meeting or the next 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.

22.2. If a meeting is held pursuant to section 22.1, the public meeting notifications shall state that the meeting shall be an Electronic Meeting and include information on how to access the Electronic Meeting for the purpose of Electronic Participation.

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**

23.1. If a Regular Council Meeting or Special Council Meeting is being held in Council Chambers, a Councillor must request permission from the Presiding Officer to participate in the meeting by Electronic Participation. The Presiding Officer may grant permission for Electronic Participation to one or more Councillors in extenuating circumstances including:

23.1.1. Circumstances that make travel to Council Chambers unduly difficult or impractical such as inclement weather, mechanical breakdown or traffic considerations; and

23.1.2. Personal reasons such as a medical condition, family circumstances or personal travel.

23.2. The Councillor must be connected to the meeting by the Electronic Means prior to the meeting being called to order by the Presiding Officer otherwise the Councillor

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will be recorded as entering the meeting at the time of connection to the meeting by the Electronic Means.

23.3. The Recording Secretary will confirm the identity of each Councillor attending the meeting by Electronic Means by:

23.3.1. Prior to the start of the meeting or during a recess by receiving a verbal confirmation from the Councillor that they are present and can hear and see the meeting room;

23.3.2. During the meeting, by verifying that the Councillor is visible using the Electronic Means, or if not visible, by confirming that the Councillor is connected to the meeting using secure access credentials or can be reached using the instant messaging functions of the Electronic Means.

23.4. A Councillor that is attending a meeting by Electronic Means must be clearly heard at all times during the meeting. If the Councillor loses the connection to the meeting, the meeting will recess until the connection is restored. If the connection cannot be restored within 30 minutes, the Councillor will be considered absent, and the meeting will only resume if a Quorum of Council is present.

23.5. If the Councillor must leave prior to the end of the meeting, the Councillor must notify the Presiding Officer and Recording Secretary when leaving/disconnecting from the meeting. The time that the Councillor leaves the meeting will be recorded in the meeting minutes.

23.6. 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 requirement does not apply to Electronic Meetings.

23.7. When attending by Electronic Participation, a Councillor must obtain access to the meeting material prior to the start of the meeting through a secure means.

23.8. Other than a Closed Session, the Live Stream is available as a courtesy. Changes to the Live Stream can be made at any time without Council Resolution.

23.9. Attendees are expected to act and dress as though they are attending in person and ensure no background noise or interruptions interfere with the conduct of the meeting.

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23.10. During Closed Sessions, Councillors attending by Electronic Means must ensure that confidentiality of all discussions is maintained.

23.11. Other than a Closed Session, as a courtesy, the Town provides a Live Stream of Council meetings for public viewing.

**24. PUBLIC HEARING**

24.1. Unless otherwise set by Resolution of Council, public hearings shall be held on the same day and time as the Regular Council Meetings, and the Regular Council Meeting will follow immediately thereafter.

24.2. The conduct of any public hearings shall be governed by the Municipal Government Act and this Bylaw.

24.3. Wherever possible, persons interested in speaking at a public hearings should register with the Recording Secretary prior to the start of the public hearing.

24.4. After calling a public hearing to order, the Presiding Officer shall outline public hearing procedures.

24.5. Where the public hearing is required for the adoption of a Resolution or Bylaw, 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.

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- 24.10. Following public presentations, the Presiding Officer shall close the public hearing.
- 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. Copies of all relevant documentation for a public hearing 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 the Deputy Mayor are absent, Council by Resolution 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 Council Committee member 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, points of privilege, 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 Officer's decision may be appealed to Council as per section 26.

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

**26. APPEAL RULING**

26.1. The decision of the Presiding Officer on any matter over which the Presiding Officer has authority to render a decision pursuant to this Bylaw shall be final, subject only to an immediate appeal by a Councillor or a Council Committee member dissatisfied with the decision of the Presiding Officer. A Councillor or Council Committee member shall appeal the decision of the Presiding Officer by rising, and without waiting to be recognized by the Presiding Officer, state “I appeal the decision of the Presiding Officer”. If the decision is appealed, the Presiding Officer shall give concise reasons for their ruling and call the question of whether the decision of the Presiding Officer stands as the judgment of Council or Council Committee. After debate, if necessary, the members of Council or the Council Committee shall decide the question by majority vote. The ruling of the members of Council or the Council Committee shall be final.

**27. DISCIPLINARY PROCEDURES**

27.1. Councillor or Council Committees members, shall not:

27.1.1. Use rude or offensive language or engage in rude or offensive conduct;

27.1.2. Engage in bullying or harassing behaviour or speak or act aggressively in respect of a Councillor, Council Committee Member, or other representative of the Town;

27.1.3. Disrupt or unnecessarily delay the conduct of business at a meeting;

27.1.4. Disobey the rules of the meeting or decision of the Presiding Officer or of Council or a Council Committee on questions of order or practice, or upon the interpretation of the rules of the meeting;

27.1.5. Speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;

27.1.6. Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;

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- 27.1.7. Interrupt a Councillor or Council Committee member when speaking, except to raise a point of order; or
- 27.1.8. Discuss a vote of Council or Council Committees after the vote has been taken.
- 27.2. When a Councillor or Council Committee member has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and issuing a reprimand. The Recording Secretary must note the reprimand in the minutes.
- 27.3. If a Councillor or Council Committee member who has been named apologizes and withdraws any objectionable statement, then the Presiding Officer may direct that the notation of the reprimand be removed from the minutes.
- 27.4. If the Councillor or Council Committee member fails or refuses to apologize, then the Recording Secretary shall maintain the notation of the reprimand and, as applicable, the matter of conduct may be referred to another body or person for further discipline including a complaint under the Council Code of Conduct or removal of the Council Committee member from the Council Committee.
- 27.5. 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 from the meeting. If the person refuses to leave voluntarily, the Presiding Officer may request assistance in having that person removed.

**28. RECORD OF PROCEEDINGS**

- 28.1. The Recording Secretary must prepare all Council and Committee minutes which will include:
- 28.1.1. All decisions and other proceedings, including decisions by the Presiding Officer and appeals of the decision of the Presiding Officer;
- 28.1.2. The names of the Councillors 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 Councillor and any other abstention permitted by statute;

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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 Brian Holden

\_\_\_\_\_  
Jodi Brown, Town Manager

DRAFT



**SCHEDULE "A"**



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

Live streamed on Bon Accord YouTube Channel

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- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS** [first meeting of the month only]
- 4. ADOPTION OF MINUTES**
- 5. DELEGATION**
- 6. DEPARTMENTS REPORT** [second meeting of the month only]
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
- 9. BYLAWS/POLICIES/AGREEMENTS**
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
- 11. COUNCIL REPORTS** [second meeting of the month only]
- 12. CORRESPONDENCE**
- 13. NOTICE OF MOTION**
- 14. CLOSED SESSION**
- 15. ADJOURNMENT**

**SCHEDULE "B"**



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

Live streamed on Bon Accord YouTube Channel

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

**DRAFT**

**SCHEDULE "C-1"**  
**Committee of the Whole**  
**TERMS OF REFERENCE**

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**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.

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.

**SCHEDULE "C-1"**  
**Committee of the Whole**  
**TERMS OF REFERENCE**

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- 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 Councillors 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. Councillor Conduct
  - 5.9.2. Electronic Participation

**SCHEDULE "C-2"**

**Town of Bon Accord**

**AGENDA**

**Committee of the Whole Meeting**

**[DATE and TIME]**

Live Streamed on Bon Accord YouTube Channel



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**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

**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

<b>OFFICE USE ONLY</b>	
_____ Town Manager Signature	_____ Assigned Date and Time

## **TOWN OF BON ACCORD**

*Mayor Report – for period April 12 – May 10, 2023*

- April 12, 2023      Attended St. Albert Chamber of Commerce Luncheon. Premier Danielle Smith was Keynote Speaker. Her focus was on campaigning for the upcoming Provincial Election.
- April 13, 2023      Attended Monthly Roseridge Meeting. Presentation - Audited Financial Statements: Edward Telford of JDP Wasserman.
- April 18, 2023      Chaired Regular Meeting of Council
- April 19, 2023      Attended Volunteer Appreciation Night. A good turnout. Children and adults alike enjoyed the ice cream. Lots of good conversation with the volunteers.
- April 20, 2023      Attended Alberta Munis Webinar. Climate Risk Assessment and adaptation considerations for Municipal Government. The main focus was on three major risks: Infrastructure, Water, Governance capacity. Asset Management is very important regarding Climate Change. We all need to have a strong and dependable infrastructure. (Prepare for what may be the inevitable).  
[https://www.policyschool.ca/wp-content/uploads/2023/03/AUMA-UP44-ResearchPaper.ClimateRiskAssessment.Tyler\\_.pdf](https://www.policyschool.ca/wp-content/uploads/2023/03/AUMA-UP44-ResearchPaper.ClimateRiskAssessment.Tyler_.pdf)
- April 21, 2023      Participated in EV Chargers Grand Opening. Minister Nally joined us for the ribbon cutting.
- April 21, 2023      Attended Laying Hens and Beehive Open House. There were only a few residents attended the open house. Lots of questions that administration was able to answer.
- April 24, 2023      Attended Extended Producer Responsibilities Webinar. We heard from several British Columbia and Ontario municipalities that are already fully using the EPR program. The launch for Alberta will be on April 1, 2025. I found the webinar very confusing as each municipality had something different to say regarding how they launched and are using the program. I look forward to seeing something on paper for Alberta.

- April 26, 2023      Attended Council Briefing Committee Meeting. Discussed Paul Salvatore's Economic Development Assessment Proposal. We also discussed Playground Equipment for Centennial Park/Springbrook Park. There were also discussions regarding the Town Vehicle Use Policy and the Taxation Bylaw.
- May 2, 2023      Chaired Regular Meeting of Council
- May 3, 2023      Chaired Special Meeting of Council. Council discussed the new draft taxation bylaw in preparation for 3 readings at the May 8<sup>th</sup> Special Meeting.
- May 8, 2023      Chaired Special Meeting of Council. We passed 3 readings of the taxation bylaw.

*Brian Holden*  
Mayor  
Town of Bon Accord



**TOWN OF BON ACCORD**

*Deputy Mayor Report – for April 13 – May 10, 2023*

April 14, 2023	Attended the Agenda Meeting
April 18, 2023	Attended the Regular Meeting of Council
April 19, 2023	Attended the Volunteer Appreciation Night. Thank you to all those that volunteer their time.
April 20, 2023	Participated in The Future of Municipal Government: Climate And Risk Assessment and Adaptation hosted over Zoom by Ab Munis. Message is that we need to plan for continued climate change and make sure our infrastructure is in place to handle same. Climate change is a huge financial impact on municipalities, especially the smaller ones.
April 21, 2023	Attended the official opening of the EV station. Attended the open house regarding urban hens and bees
April 26, 2023	Attended the Council Briefing Committee meeting.
April 27, 2023	Attended the Homeland Housing Board meeting.
April 28, 2023	Attended the Agenda Committee meeting.
May 2, 2023	Attended the Regular Meeting of Council.
May 3, 2023	Attended the Special Meeting of Council.
May 8, 2023	Attended the Agenda Committee Meeting. Attended the Special Meeting of Council (taxation bylaw).

Notes: I will be absent from the Regular Meeting of Council for May 16 to attend the ACRWC workshop.

*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Councillor Report – for period April 13, - May 10, 2023*

April 18      Attended Regular Meeting of Council  
April 21      Attended Laying Hens open house/ engagement session.  
April 22      Attended MFRC Yellow Ribbon Gala, this was a heartwarming opportunity  
to witness so many members of the public, community and businesses  
come to support our military families and donate funds. It was a big  
turnout, tickets sold out, great marketing opportunity and great  
opportunity to see MFRC shine.  
April 26      Attended Council briefing  
April 28      Attended Salutes meeting – The Edmonton Elks attended this meeting,  
looking for ways to support and promote the military and their families.  
May 2        Attended Council meeting  
May 3        Attended Council briefing  
May 8        Attended Special Council meeting

Note:

Councillor  
Lacey Laing  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – April 12 to May10*

April,18, 2023	Attended Regular Meeting of Council
April 21,2023	Attended EV Charging opening
April,21,2023	Attended Open house for Birds and bees' presentation.
April 24,2023	Attended Capital Region northeast water service Commission
April 26,2023	Attended Briefing Meeting
May,02,2023	Attended Regular Meeting of Council
May,03,2023	Attended Special Meeting of Council
May,08,2023	Attended Special Meeting of Council
May,08,2023	Attended Special Meeting of Capital Region northeast water service Commission.

Any additional information for report

*Timothy J LARSON*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report April 12 May 10, 2023*

April 13	Sturgeon Victim Services Board Meeting
April 17	Library Board Meeting
April 18	Regular Meeting of Council
April 19	Attended Volunteer Appreciation Night
April 20	Attended CRASC (Capital Region Assessment Services Commission) Meeting
April 21	Attended EV (Electric Vehicle) Chargers Grand Opening Attended Laying Hens and Urban Bee Keeping Open House
April 26	Attended Council Briefing Meeting
May 2	Attended Regular Meetings of Council
May 3	Attended Special Meetings of Council
Mat 4	Attended Councils Role in Strategic Planning
May 8	Attended Special Meetings of Council Attended Library Board Meeting
Note:	Any additional information for report

*Tanya May*  
Councillor  
Town of Bon Accord