

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**June 6, 2023, 7:00 p.m. in Council Chambers**  
Live Streamed on Bon Accord YouTube Channel

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

**2. ADOPTION OF AGENDA**

**3. PROCLAMATIONS**

- 3.1. World Oceans Day
- 3.2. Pride Month
- 3.3. Alberta Seniors' Week
- 3.4. National Indigenous Peoples' Day

**4. ADOPTION OF MINUTES**

- 4.1. Regular Meeting of Council; May 16, 2023 (enclosure)
- 4.2. Council Briefing Meeting; May 29, 2023 (enclosure)

**5. DELEGATION**

- 5.1. 7:05 p.m. Sgt. Lew Simms – Morinville RMCP – Quarterly Report (enclosure)

**6. UNFINISHED BUSINESS**

- 6.1. Laying Hens and Urban Beekeeping Survey Results (enclosure)
- 6.2. 2023 Requested Operating and Capital Expenditures

**7. NEW BUSINESS**

- 7.1. 2023 Road Rehabilitation Project (enclosure)

**8. BYLAWS/POLICIES/AGREEMENTS**  
**BYLAWS**

- 8.1. Procedural Bylaw 2023-05 Second and Third Readings (enclosure)

**9. WORKSHOPS/MEETINGS/CONFERENCES**

- 9.1. Alberta Municipalities Municipal Summer Leaders' Caucus (enclosure)

**10. CORRESPONDENCE**  
**ACTION REQUIRED**

- 10.1. Sturgeon County Emergency Services Long-Term Service Awards Invitation (enclosure)

**11. NOTICE OF MOTION**

**12. CLOSED SESSION**

- 12.1. Personnel – FOIP Act 17(1) Disclosure harmful to personal privacy
- 12.2. Sturgeon Regional Partnership (SRP)– FOIP Act 24(1)(c) Advice from officials

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**June 6, 2023, 7:00 p.m. in Council Chambers**  
Live Streamed on Bon Accord YouTube Channel

**12.3.** Municipal Realities Approval – FOIP Act 21(1)(b) Disclosure harmful to intergovernmental relations; FOIP Act 24(1)(c) Advice from officials.

**13. ADJOURNMENT**

## PROCLAMATION

### WORLD OCEANS DAY

June 8, 2023

WHEREAS, Thursday, June 8, 2023, is the 31<sup>st</sup> annual World Ocean's Day. World Oceans Day is the United Nations Day for celebrating the role of the ocean in everyday life and inspiring action to protect it; and

WHEREAS, countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life; and

WHEREAS, the ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change; and

WHEREAS, the ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore, protecting the ocean is in the interest of all life on earth, and communities both coastal and inland, as it is essential to our shared future; and

WHEREAS, it is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean and have been stewards of the ocean since time immemorial; and

WHEREAS, it is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance; and

WHEREAS, in celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim June 8, 2023 as World Oceans Day in the Town of Bon Accord and encourage all citizens to recognize this day and support national and international efforts to protect 30% of the ocean by 2030.



\_\_\_\_\_  
Mayor Brian Holden

JUNE 2, 2023  
Date

## PROCLAMATION

### PRIDE MONTH June 2023

WHEREAS, June is recognized as Pride Month in Canada and around the world as an opportunity to celebrate diversity, promote equal rights, and build awareness of the challenges faced by the LGBTQ2S+ community; and

WHEREAS, Pride Month is an opportunity to prevent discrimination and promote acceptance and inclusion of all, and to support the development of harmonious and respectful relationships amongst all members of our community; and

WHEREAS, Bon Accord celebrates the diversity of our gender and sexual minority communities including Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Two-Spirit, and more (LGBTQ2S+), and expresses a commitment to diversity, equity and inclusion in our organization and our community; and

WHEREAS, during Pride Month we can all reflect on the progress made to recognize and protect the rights of LGBTQ2S+ communities, and the work that still needs to be done;

NOW THEREFORE on behalf of Council, I, Mayor Brian Holden of the Town of Bon Accord, do hereby proclaim the month of June 2023 as "Pride Month" and encourage all citizens to observe this month.



\_\_\_\_\_  
Mayor Brian Holden

June 2, 2023  
Date

## PROCLAMATION

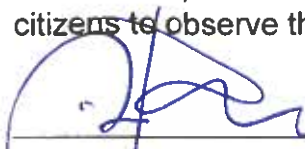
**SENIORS' WEEK**  
**June 5 – 11, 2023**

WHEREAS, seniors make a difference in our community, from supporting family and friends to volunteering; and

WHEREAS, the value seniors bring to a community is priceless as they hold our history, have valuable memories and stories of where we come from, and experiences that help us as we look to the future; and

WHEREAS, this year marks the 38<sup>th</sup> anniversary of Seniors' Week in Alberta to honour the enormous contributions in the Town of Bon Accord and across the province;

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim June 5 – 11, 2023 as "Seniors' Week" in the Town of Bon Accord and encourage all citizens to observe this week.

  
\_\_\_\_\_  
Mayor Brian Holden

JUNE 2, 2023  
Date

## PROCLAMATION

### NATIONAL INDIGENOUS PEOPLES DAY June 21, 2023

WHEREAS, the Town of Bon Accord respectfully acknowledges that we are located on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route for diverse Indigenous peoples including the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux whose histories, languages, and cultures continue to influence our vibrant community; and

WHEREAS, the Governor General of Canada declared June 21<sup>st</sup> as National Aboriginal Day in 1996 as an opportunity to honour, learn and reflect on the rich, diverse cultures of Indigenous Peoples and the unique heritage, traditions, and knowledge of First Nations, Métis and Inuit Peoples; and

WHEREAS, the Prime Minister renamed June 21<sup>st</sup> as National Indigenous Peoples Day in 2017; and

WHEREAS, First Nations, Inuit, and Métis Peoples make vital contributions to advancing arts, culture, equity, safety, and community wellbeing; and

WHEREAS, the Town of Bon Accord strives to create long-term, systemic change and new relations based on mutual understanding and respect;

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim June 21, 2023 as "National Indigenous Peoples Day" in the Town of Bon Accord and encourage all citizens to observe this week.



\_\_\_\_\_  
Mayor Brian Holden



\_\_\_\_\_  
Date

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

**COUNCIL  
PRESENT**

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

**REGRETS**

Deputy Mayor Lynn Bidney

**ADMINISTRATION**

Jodi Brown – Town Manager  
Jenny Larson – Economic Development and Planning Officer  
Lila Quinn – Community Services Manager  
Terry Doerkson – Operations Supervisor  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 9:00 a.m.

**ADOPTION OF AGENDA**

COUNCILLOR LARSON MOVED THAT Council adopt the May 16, 2023 agenda as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-233**

**ADOPTION OF MINUTES**

***Regular Meeting of Council Minutes – May 2, 2023***

COUNCILLOR MAY MOVED THAT Council adopt the minutes of the May 2, 2023 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-234**

***Special Meeting of Council Minutes – May 3, 2023***

COUNCILLOR LAING MOVED THAT Council adopt the minutes of the May 3, 2023 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-235**

***Special Meeting of Council Minutes – May 8, 2023***

COUNCILLOR LARSON MOVED THAT Council adopt the minutes of the May 8, 2023 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY RESOLUTION 23-236**

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

**DEPARTMENTS REPORT**

COUNCILLOR MAY MOVED THAT Council accept the departments report as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-237**

**BYLAWS/POLICIES/AGREEMENTS**

***Procedural Bylaw 2023-05 First Reading***

COUNCILLOR LARSON MOVED THAT Council gives first reading to Procedural Bylaw 2023-05 as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-238**

**COUNCIL REPORTS**

COUNCILLOR LAING MOVED THAT Council accept the Council reports as information.  
**CARRIED UNANIMOUSLY RESOLUTION 23-239**

**CLOSED SESSION**

- **Municipal Development Plan DRAFT – FOIP Act 23(1)(a) Local public body confidences**
- **Economic Development Assessment – FOIP Act 16(1) Disclosure harmful to business interests of a third party**

COUNCILLOR MAY MOVED THAT Council enter closed session to discuss Municipal Development Plan DRAFT – FOIP Act 23(1)(a) Local public body confidences and Economic Development Assessment – FOIP Act 16(1) Disclosure harmful to business interests of a third party at 9:32 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-240**

COUNCILLOR MAY MOVED THAT Council come out of closed session at 11:48 a.m.  
**CARRIED UNANIMOUSLY RESOLUTION 23-241**

***Municipal Development Plan DRAFT – FOIP Act 23(1)(a) Local public body Confidences***

COUNCILLOR LAING MOVED THAT Council accepts the Draft Municipal Development Plan as information AND THAT Council direct administration to make revisions as directed by Council AND FUTHER THAT administration plan and advertise a public open house and release the revised draft one week before the open house.

**CARRIED UNANIMOUSLY RESOLUTION 23-242**

***Economic Development Assessment – FOIP Act 16(1) Disclosure harmful to business interests of a third party***

COUNCILLOR LARSON MOVED THAT Council directs administration to hire Paul Salvatore of Municipal Experts Inc. to prepare an Economic Development Assessment in the amount of \$5250.00.



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

In favour: Mayor Holden, Councillor Laing, Councillor Larson

Opposed: Councillor May

**CARRIED RESOLUTION 23-243**

**ADJOURNMENT**

COUNCILLOR LAING MOVED THAT the May 16, 2023 Regular Meeting of Council adjourn at 11:52 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-244**

---

Mayor Brian Holden

---

Jodi Brown, CAO

**Town of Bon Accord  
Council Briefing Meeting Minutes  
May 29, 2023 5:00 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 – Chair  
Councillor Tanya May

**ADMINISTRATION**

Jodi Brown – Town Manager  
Jenny Larson – Planning and Economic Development Officer  
Terry Doerkson – Operations Supervisor  
Jessica Caines – Legislative Services and Communications Coordinator

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Councillor Larson called the meeting to order at 5:00 p.m.

**ADOPTION OF AGENDA**

There were no objections to adding item 5.4 Personnel 17(1) Disclosure harmful to personal privacy to the agenda.

COUNCILLOR MAY MOVED THAT Council adopt the agenda for May 29, 2023, as amended.

**CARRIED UNANIMOUSLY RESOLUTION 23-245**

**UNFINISHED BUSINESS**

***Logo Revitalization***

The report was reviewed and discussed.

***Review of Requested Operating and Capital Expenditures***

The report was reviewed and discussed.

**NEW BUSINESS**

***Dust Control Procedures***

The report was reviewed and discussed.

***Municipal Realities Template***

The report was reviewed and discussed.

***Request for Permanent Rental of Town Office Basement***

The report was reviewed and discussed.

**Town of Bon Accord  
Council Briefing Meeting Minutes  
May 29, 2023 5:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

**CLOSED SESSION**

- *Development Updates – FOIP Act 16(1) Disclosure harmful to business interests of a third party, 24(1)(c) Advice from officials, 27(1) Privileged information*
- *School Board Request – FOIP Act 16(1) Disclosure harmful to business interests of a third party*
- *Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy*

DEPUTY MAYOR BIDNEY MOVED THAT Council enter into closed session to discuss Development Updates – FOIP Act 16(1) Disclosure harmful to business interests of a third party, 24(1)(c) Advice from officials, 27(1) Privileged information; School Board Request – FOIP Act 16(1) Disclosure harmful to business interests of a third party; Resident Complaint – FOIP Act 17(1) Disclosure harmful to personal privacy and Personnel 17(1) Disclosure harmful to personal privacy at 6:36 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-246**

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 7:34 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 23-247**

**ADJOURNMENT**

DEPUTY MAYOR BIDNEY MOVED THAT the May 29, 2023 Council Briefing Meeting adjourn at 7:35 p.m.

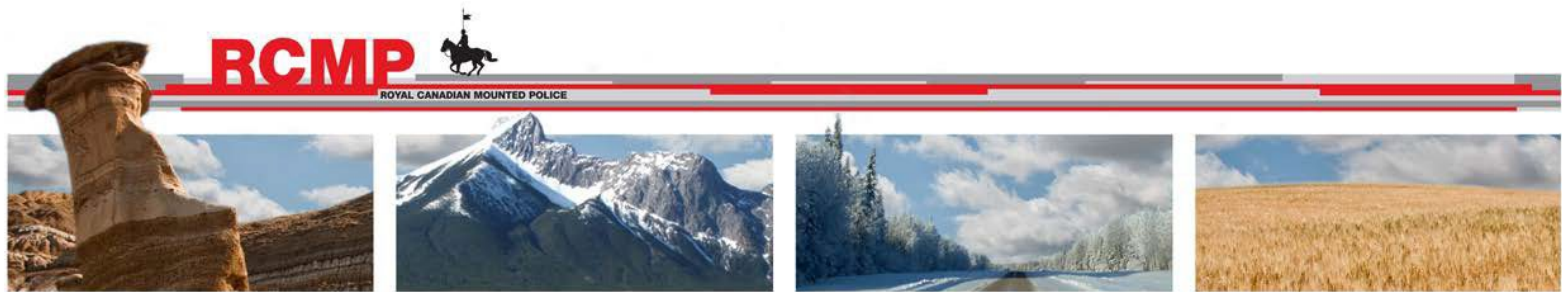
**CARRIED UNANIMOUSLY RESOLUTION 23-248**

---

Mayor Brian Holden

---

Jodi Brown, CAO



May 25, 2023

Ms. Jodi Brown  
CAO  
Bon Accord, Alberta

Dear Ms. Brown,

Please find attached the quarterly Community Policing Report that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2023 reporting period. This information serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Morinville Detachment. The sharing of quarterly reports demonstrates our ongoing commitment to transparency while delivering the high level of policing services that you, and the citizens you represent, have come to expect from the Alberta RCMP.

As we transition towards Spring, the safety and security of all Albertans will continue to be our main focus. In an effort to leverage technology to oversee and amplify our response to emergency incidents around the Province, your Alberta RCMP recently established a Real Time Operations Centre (RTOC). Working hand-in-hand with our Operational Communications Centre (OCC), the RTOC has senior police officers monitoring policing operations in real-time, assessing ongoing incident risk, coordinating specialized and expert resources, and managing the response. The existence of the RTOC provides our members real-time guidance, direction and support from seasoned and experienced police officers. The RTOC also ensures a coordinated response to cross-jurisdictional activities and significant events through enhanced interoperability with other policing agencies within the Province.

The attached reporting along with your valued feedback will help ensure that our service delivery to your community is meeting your needs on an ongoing basis. As the Chief of Police for your community, please do not hesitate to contact me if you have any questions or concerns.

S/Sgt. Christopher Palfy  
Detachment Commander  
Morinville RCMP



## RCMP Provincial Policing Report

Detachment	Morinville
Detachment Commander	S/Sgt. Chris Palfy
Quarter	Q4
Date of Report	2023-05-09

### Community Consultations

Date	2023-01-09
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Contract Policing 101 - Insp. Morland and Christine Wells (Sturgeon)
Notes/Comments	Overview of how contract policing is rolled out, managed, funded, resourced etc.

Delete Last Community Consultation	Add Additional Community Consultation
------------------------------------	---------------------------------------

Date	2023-01-16
Meeting Type	Meeting with Elected Officials
Topics Discussed	RMOC Legal - Quarterly Report
Notes/Comments	

Delete Last Community Consultation	Add Additional Community Consultation
------------------------------------	---------------------------------------

Date	2023-01-26
Meeting Type	Community Connection
Topics Discussed	Coffee With a Cop - Bon Accord
Notes/Comments	

Delete Last Community Consultation	Add Additional Community Consultation
------------------------------------	---------------------------------------



<b>Date</b>	2023-02-28
<b>Meeting Type</b>	Meeting with Elected Officials
<b>Topics Discussed</b>	Committee of the Whole- Sturgeon -Quarterly Report
<b>Notes/Comments</b>	

Delete Last Community Consultation	Add Additional Community Consultation
------------------------------------	---------------------------------------

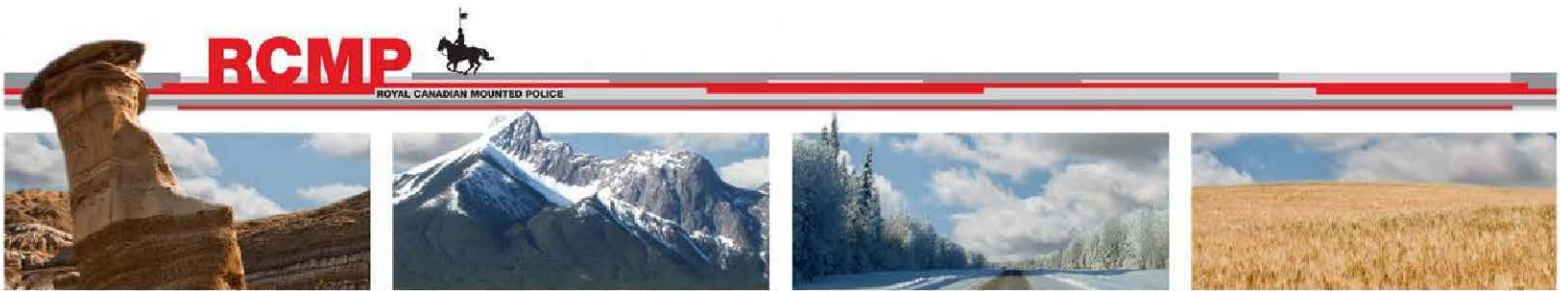
<b>Date</b>	2023-03-24
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Coffee With a Cop - Bon Accord
<b>Notes/Comments</b>	

Delete Last Community Consultation	Add Additional Community Consultation
------------------------------------	---------------------------------------

<b>Date</b>	2023-02-28
<b>Meeting Type</b>	Community Connection
<b>Topics Discussed</b>	Bon Accord Library - Reading with Kids (S/Sgt. Palfy)
<b>Notes/Comments</b>	

Delete Last Community Consultation	Add Additional Community Consultation
------------------------------------	---------------------------------------





## Community Priorities

<b>Priority 1</b>	Community Engagement
<b>Current Status &amp; Results</b>	<p>Coffee with a cop out at Bon Accord to follow up with the last meeting. Bon Accord beyond happy with police engagement with the community. Over the course of the year we exceeded our Town hall meetings with a focus on many of the smaller rural communities.</p> <p>2023-24 plan will be to build and expand on these initiatives</p>
<b>Priority 2</b>	Employee Wellness
<b>Current Status &amp; Results</b>	<p>Detachment meeting has been set for April 27, 2023</p>
<b>Priority 3</b>	Crime Reduction
<b>Current Status &amp; Results</b>	<p>Lock it or lose it focused on the High schools this past quarter with a total of 22 vehicles found unsecured. Total for the year was 176, well over the target goal. Hot spot patrols were well under the target goal but this was due to the target set not being realistic additionally all watches ran short due to several soft vacancies. However members were able to almost double the patrol hours this past quarter.</p> <p>Member have targeted these areas as well as specific business and as a result we have seen occurrences at those business. Prolific offenders were targeted, as a result Members were able to displace the vast majority in the area due to the checks this past year. There were 10 charges laid in the past quarter as a result of the checks.</p>

Delete Last Priority	Add and go to Priority
----------------------	------------------------



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
<b>Total Criminal Code</b>	278	344	24%	1,572	1,457	-7%
<i>Persons Crime</i>	64	89	39%	357	347	-3%
<i>Property Crime</i>	164	203	24%	1,013	877	-13%
<i>Other Criminal Code</i>	50	52	4%	202	233	15%
<b>Traffic Offences</b>						
<i>Criminal Code Traffic</i>	23	14	-39%	155	88	-43%
<i>Provincial Code Traffic</i>	608	599	-1%	3,300	2,429	-26%
<i>Other Traffic</i>	6	3	-50%	15	21	40%
<b>CDSA Offences</b>	7	5	-29%	28	14	-50%
<b>Other Federal Acts</b>	9	5	-44%	40	30	-25%
<b>Other Provincial Acts</b>	105	94	-10%	475	411	-13%
<b>Municipal By-Laws</b>	8	4	-50%	62	36	-42%
<b>Motor Vehicle Collisions</b>	176	109	-38%	489	562	15%

<sup>1</sup> Data extracted from a live database (PROS) and is subject to change over time.

## Trends/Points of Interest







Provincial Police Service Composition<sup>2</sup>

Staffing Category	Established Positions	Working	Soft Vacancies <sup>3</sup>	Hard Vacancies <sup>4</sup>
Police Officers	15	16	2	0
Detachment Support	4	3	0	1

<sup>2</sup>Data extracted on March 31, 2023 and is subject to change over time.  
<sup>3</sup>Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.  
<sup>4</sup>Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 15 established positions, 12 officers are working. T There are two officers on special leave (two Medical leave) and these positions are backfilled.

Detachment Support: Of the five established positions, three resources are working. There is one resource that is a surplus to establishment.

Quarterly Financial Drivers



## Morinville Provincial Detachment Crime Statistics (Actual) January to March: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		0	3	4	0	0	N/A	N/A	-0.3
Sexual Assaults		2	5	12	10	9	350%	-10%	1.9
Other Sexual Offences		2	4	7	5	5	150%	0%	0.7
Assault		47	41	42	31	36	-23%	16%	-3.2
Kidnapping/Hostage/Abduction		2	0	2	0	1	-50%	N/A	-0.2
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		9	10	12	7	17	89%	143%	1.3
Uttering Threats		10	10	13	9	20	100%	122%	1.9
<b>TOTAL PERSONS</b>		<b>72</b>	<b>73</b>	<b>92</b>	<b>64</b>	<b>89</b>	<b>24%</b>	<b>39%</b>	<b>2.5</b>
Break & Enter		33	41	25	17	32	-3%	88%	-2.6
Theft of Motor Vehicle		18	18	14	17	19	6%	12%	0.1
Theft Over \$5,000		6	5	2	3	3	-50%	0%	-0.8
Theft Under \$5,000		63	58	43	32	36	-43%	13%	-8.0
Possn Stn Goods		23	35	28	11	23	0%	109%	-2.4
Fraud		15	19	32	29	24	60%	-17%	2.8
Arson		1	0	0	2	3	200%	50%	0.6
Mischief - Damage To Property		1	39	30	33	45	4400%	36%	8.2
Mischief - Other		61	12	37	20	18	-70%	-10%	-7.8
<b>TOTAL PROPERTY</b>		<b>221</b>	<b>227</b>	<b>211</b>	<b>164</b>	<b>203</b>	<b>-8%</b>	<b>24%</b>	<b>-9.9</b>
Offensive Weapons		5	6	4	6	4	-20%	-33%	-0.2
Disturbing the peace		4	12	5	11	3	-25%	-73%	-0.3
Fail to Comply & Breaches		13	16	17	22	31	138%	41%	4.2
<b>OTHER CRIMINAL CODE</b>		<b>9</b>	<b>8</b>	<b>14</b>	<b>11</b>	<b>14</b>	<b>56%</b>	<b>27%</b>	<b>1.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>31</b>	<b>42</b>	<b>40</b>	<b>50</b>	<b>52</b>	<b>68%</b>	<b>4%</b>	<b>5.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>324</b>	<b>342</b>	<b>343</b>	<b>278</b>	<b>344</b>	<b>6%</b>	<b>24%</b>	<b>-2.4</b>



## Morinville Provincial Detachment

### Crime Statistics (Actual)

January to March: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

April 5, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	2	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	2	1	5	3	0%	-40%	0.3
Drug Enforcement - Trafficking		5	1	4	2	2	-60%	0%	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>8</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>-38%</b>	<b>-29%</b>	<b>-0.2</b>
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		6	0	5	2	0	-100%	-100%	-1.0
<b>TOTAL FEDERAL</b>		<b>15</b>	<b>3</b>	<b>12</b>	<b>9</b>	<b>5</b>	<b>-67%</b>	<b>-44%</b>	<b>-1.4</b>
Liquor Act		9	8	5	5	4	-56%	-20%	-1.3
Cannabis Act		2	1	1	0	2	0%	N/A	-0.1
Mental Health Act		23	36	42	47	43	87%	-9%	5.1
Other Provincial Stats		32	52	52	53	45	41%	-15%	2.7
<b>Total Provincial Stats</b>		<b>66</b>	<b>97</b>	<b>100</b>	<b>105</b>	<b>94</b>	<b>42%</b>	<b>-10%</b>	<b>6.4</b>
Municipal By-laws Traffic		0	1	2	4	0	N/A	-100%	0.3
Municipal By-laws		5	5	7	4	4	-20%	0%	-0.3
<b>Total Municipal</b>		<b>5</b>	<b>6</b>	<b>9</b>	<b>8</b>	<b>4</b>	<b>-20%</b>	<b>-50%</b>	<b>0.0</b>
Fatals		0	1	2	1	0	N/A	-100%	0.0
Injury MVC		19	20	14	28	13	-32%	-54%	-0.4
Property Damage MVC (Reportable)		100	107	73	114	81	-19%	-29%	-3.1
Property Damage MVC (Non Reportable)		28	35	21	33	15	-46%	-55%	-2.8
<b>TOTAL MVC</b>		<b>147</b>	<b>163</b>	<b>110</b>	<b>176</b>	<b>109</b>	<b>-26%</b>	<b>-38%</b>	<b>-6.3</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	9	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>993</b>	<b>684</b>	<b>844</b>	<b>608</b>	<b>599</b>	<b>-40%</b>	<b>-1%</b>	<b>-86.4</b>
<b>Other Traffic</b>		<b>9</b>	<b>9</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>-67%</b>	<b>-50%</b>	<b>-1.5</b>
<b>Criminal Code Traffic</b>		<b>30</b>	<b>34</b>	<b>33</b>	<b>23</b>	<b>14</b>	<b>-53%</b>	<b>-39%</b>	<b>-4.3</b>
<b>Common Police Activities</b>									
False Alarms		39	31	18	23	14	-64%	-39%	-5.8
False/Abandoned 911 Call and 911 Act		21	23	25	0	2	-90%	N/A	-6.1
Suspicious Person/Vehicle/Property		97	137	154	96	108	11%	13%	-1.9
Persons Reported Missing		10	13	4	11	8	-20%	-27%	-0.6
Search Warrants		0	0	1	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		54	49	48	56	53	-2%	-5%	0.5
Form 10 (MHA) (Reported)		0	3	8	1	2	N/A	100%	0.2

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	June 6, 2023
<b>Presented by:</b>	Jenny Larson – Officer, Economic Development & Planning
<b>Title:</b>	<b>Laying Hens and Urban Beekeeping Results</b>
<b>Agenda Item No.</b>	<b>6.1</b>

**BACKGROUND/PROPOSAL**

At the March 7, 2023, Regular Meeting of Council, Council heard from a delegate asking that Council permit laying hens in all districts except R3 and Commercial districts. Councillor Laing moved that Council direct administration to research this topic and accept the delegation as presented. This motion was carried unanimously; resolution # 23-101.

At the March 21, 2023, Regular Meeting of Council, administration presented information and a recommendation from Municipal Planning Services. Councillor Laing moved that Council direct administration to plan a Public Open House event about laying hens to provide background information for residents and to gather resident input on the proposed Land Use Bylaw amendment and further that Council directs administration to advise the delegate of the decision to seek public input on this matter. This motion was carried unanimously; resolution # 23-125.

At the April 4, 2023, Regular Meeting of Council, Councillor Larson moved that Council direct administration to add the topic of Urban Beekeeping to the Laying Hens Open House on April 21, 2023. This motion was carried unanimously; resolution # 23-155.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

As per Resolution 23-125 and resolution 23-155, a Public Open House event was held on April 21<sup>st</sup>, 2023, with information regarding both laying hens and urban beekeeping. During this event, a few residents participated and filled out questionnaires. These same questionnaires were added to the Town's website for other residents' input. The questionnaire closed on May 12th, and the results are enclosed.

The recommendations on this matter from Municipal Planning Services are also enclosed.

**STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

***Priority #4: Identity***

- The Town of Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

## **COSTS/SOURCES OF FUNDING**

- Potential advertising of Land Use Bylaw amendment, approx. \$280.00. This would be applied to the Economic Development Advertising budget line.

## **RECOMMENDED ACTION (by originator)**

**Choose one of the following actions:**

### **Resolution Option #1: Allows both Laying Hens and Beekeeping**

THAT Council directs administration to start the process of amending the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER that Council directs administration to amend the Animal Control Bylaw 2019-10 and prepare an Urban Beekeeping Program that aligns with the Town's bylaws.

### **Resolution Option #2: Declines both Laying Hens and Beekeeping**

THAT Council declines to amend the Land Use Bylaw 2016-03 to allow Laying Hens in all districts and FURTHER directs administration to amend the Animal Control Bylaw 2019-10 to remove beekeeping from Part 6, Section 1.2.

### **Resolution Option #3: Allows Laying Hens but declines Beekeeping**

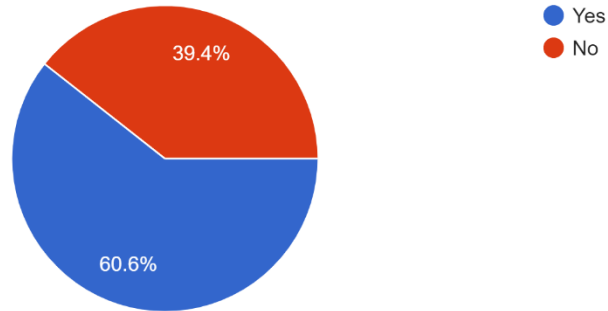
THAT Council directs administration to start the process to amend the Land Use Bylaw 2016-03 to allow laying hens in all districts except R3 and Commercial districts and FURTHER directs administration to amend the Animal Control Bylaw 2019-10 by removing the beekeeping section Part 6, section 1.2.

### **Resolution Option #4: Declines Laying Hens but allows Beekeeping**

THAT Council declines the amendment of the Land Use Bylaw 2016-03 to allow Laying Hens in all districts but FURTHERS directs administration to amend the Animal Control 2019-10 and to prepare an Urban Beekeeping Program that aligns with the Town's bylaws.

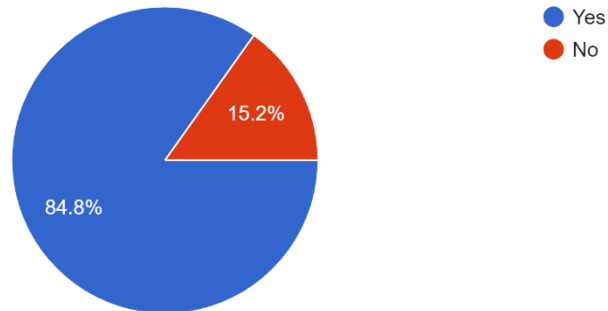
Are you aware that laying hens are permitted in districts R1, R1A and R1B in the Town of Bon Accord?

33 responses



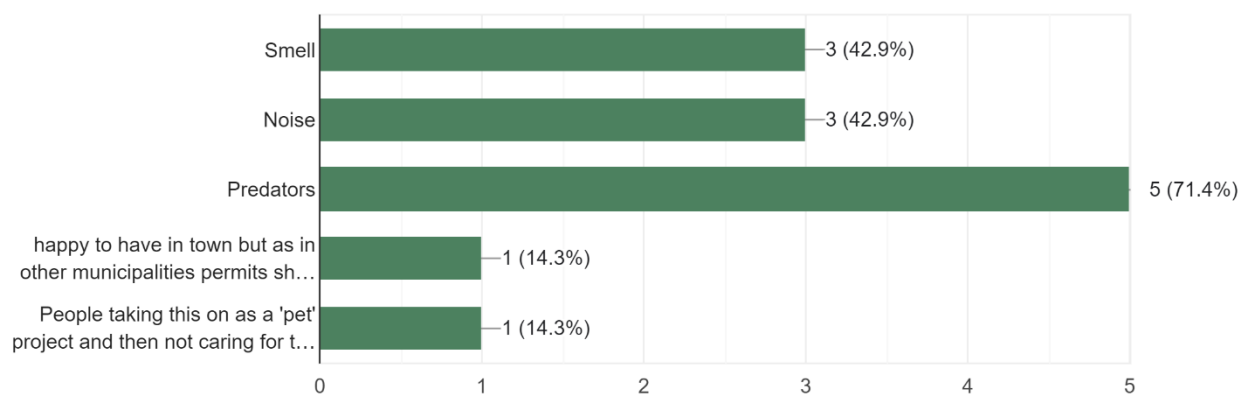
Do you think that laying hens should be permitted in the all districts excluding Commercial and R3?

33 responses



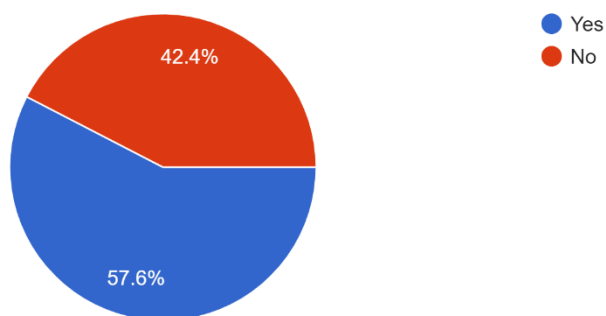
If no, please select your main concerns below

7 responses



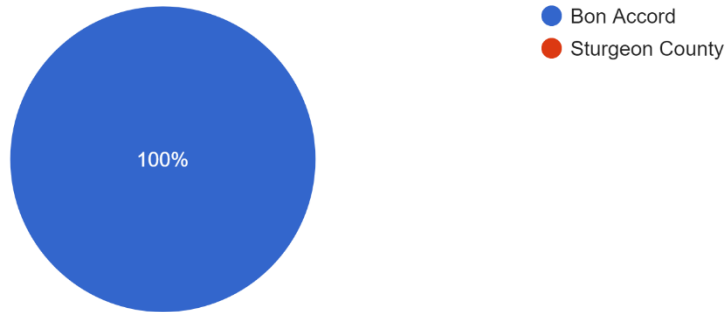
Are you interested in owning laying hens?

33 responses



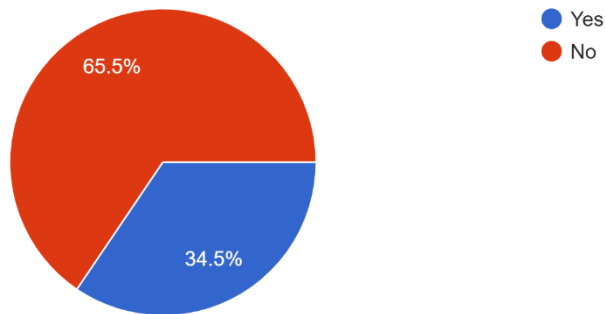
Where do you live?

29 responses



Are you aware that beekeeping is permitted in Bon Accord limits?

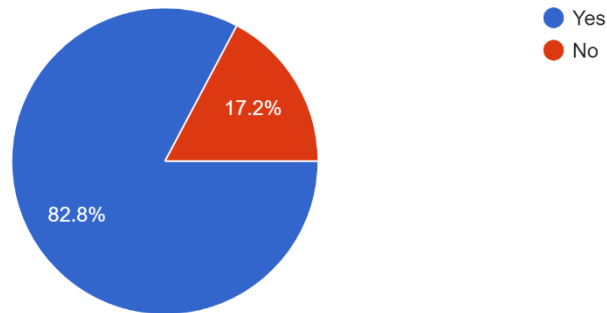
29 responses





Do you think the town should maintain the Urban Beekeeping section in the Animal Control Bylaw 2019-10 and create a policy and procedure to better enforce Urban Beekeeping?

29 responses



If no, please explain your main concern:

4 responses

bees are harmless and are in need of help surviving.

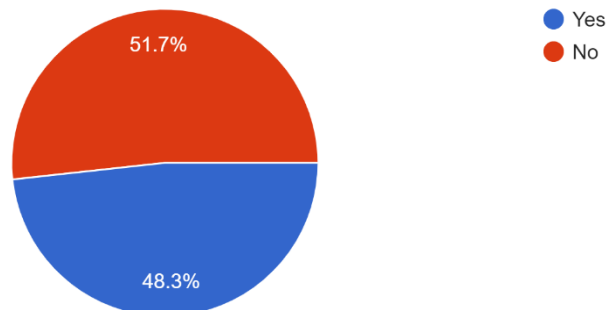
No concern. Allow those who wish to have a hive have one

severe allergy of 2 in family and too close to population

My wife is deathly allergic to bee stings. I don't want them anywhere near our town.

Are you interested in Urban Beekeeping for yourself?

29 responses



14 March 2023

## Town of Bon Accord

### Laying Hens Chickens in the R2 District



#### Background

When the Town of Bon Accord *Land Use Bylaw 2016-03* (the “LUB”) was adopted in September 2016, the decision was made to restrict the keeping of animals on parcels of land within the Town. Part 8.6 of the LUB outlines the regulations for the keeping of animals/birds in Town. These regulations apply to animals which are considered “livestock” rather than “household” or “domestic” pets, and includes animals such as horses, llamas, cows, pigs, etc.

Amongst other things, the LUB generally restricts the keeping of animals/livestock to areas of Town which are more “rural” in nature and identified as “Urban Reserve” on the Land Use District Map in the LUB. The purpose of the Urban Reserve District in the LUB is to “protect significant tracts of predominantly vacant land for future urban development, and to allow a limited range of low intensity uses which are consistent with that intent.”

However, Part 8.6(8) of the LUB states:

*keeping of laying hens may be allowed as an accessory use in R1, R1A and R1B Districts the discretion of the Development Authority. A development permit shall be required and the number of laying hens and form of enclosure shall be regulated in accordance with the Town’s Animal Control Bylaw.*

The result of this regulation allows residents whose land is within the R1, R1A and R1B Districts to make application to the Development Authority for a development permit to keep laying hens on their property. Residents with land in the R2 and R3 Districts are prohibited from keeping animals on their property and if a resident in the R2 or R3 District applied to keep animals, including laying hens, the Development Authority would be unable to approve the application and must refuse an application to keep laying hens (or any animal besides a domestic pet, which do not require a development permit, but are licenced by the Town).

A resident has made a presentation to Council, requesting that Council consider initiating an amendment to the LUB to allow the keeping of laying hens in R2 District.

#### Discussion

The Government of Canada, Province Alberta, and the Alberta Farm Animal Care Association have published a list of items for a municipality to consider when a municipality is considering permitting residents to keep urban chickens:

- 1) Is there a local veterinarian who can provide support, education, and treat laying hens?
  - a. Gibbons Veterinary Clinic – called 9 March 2023; they do not treat laying hens.
  - b. Docbarr Veterinary Service Ltd. – called 9 March 2023 and 13 March 2023, left message; Dr. Barr is a mixed animal mobile practitioner serving Thorhild County

and surrounding areas - including Boyle, Rochester, Redwater, Waskatenau, Gibbons, **Bon Accord**, Morinville, Legal, Vimy, Radway, Lamont, Athabasca and Fort Saskatchewan.

- 2) Are there trained municipal staff who can be responsible for the following:
  - a. processing Development Permit applications?
    - i. Yes, MPS and Town Administration can manage the Development Permit application process.
  - b. inspect properties with a Development Permit for chickens to determine if the animals are being cared for properly?
    - i. MPS does not know if the Town has capacity to inspect premises which have received a development permit to keep chickens.
- 3) Does the Town of Bon Accord have existing problems with coyotes or other predatory animals, such as jays, crows, hawks, owls, or foxes?
  - a. Administration has indicated that predatory animals are seen in Town and the numbers of coyotes in urban areas has been increasing throughout the greater Edmonton area, however they are not believed to be a problem at this time.
- 4) Does the Town of Bon Accord have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
  - a. The Town does not have a designated areas to dispose of chicken waste. Public Works has indicated that chicken waste may be disposed of at the Roseridge Regional Landfill. Roseridge Roseridge Regional Landfill staff confirmed that they will accept “household quantities” of chicken manure in regular garbage pickup or dropoff at the landfill by residents (phone conversation 14 March 2023).
- 5) Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support?
  - a. River City Chickens presents "Chickens 101", which is approved by the City of Edmonton and meets their standards of training required for urban hen licence applications.
  - b. The University of Alberta presents “Small Flock Poultry Course”, which is approved by the City of Edmonton and meets their standards of training required for urban hen licence applications.

Many urban and rural municipalities across Alberta have successfully provided opportunities for their hamlet residents to keep chickens, including large metropolitan areas such as the City of Edmonton, the City of Calgary, and the City of Red Deer. These municipalities have developed guidelines that residents must comply with in order to keep laying hens on their property. Notably, the City of Edmonton does not identify a minimum lot area where a resident can keep chickens, if the minimum yard setbacks for accessory building can be met. Examples of minimum requirements include:

- Obtain a Provincial Premise ID (PID). The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a PID.
- Each hen keeper must complete an introductory urban hen keeping course that is specific to an Alberta context.

- Hen enclosures may only be located in backyards of properties that are completely fenced and secure. Some properties, due to the smaller size of a backyard or other factors, may not be deemed suitable for urban hen keeping through the application process.
- Provide each Hen with at least 0.37m<sup>2</sup> of interior floor area, and at least 0.92m<sup>2</sup> of outdoor enclosure, within the coop.
- Proposed sites should minimize impacts to adjacent neighbours (away from bedroom windows, the furthest point from building).
- An approved site may house only one coop and run, and they must be in compliance with program guidelines. The Town of Bon Accord LUB requires that an accessory structure be:
  - in a rear yard,
  - a minimum of 1.2 m from a side property line,
  - a minimum of 1.2 m from the rear property line, and,
  - a minimum of 2.0 m from the dwelling on the site.
- Approved sites must keep a minimum of three hens and shall not exceed six hens per site.
- Roosters are not permitted.

### Recommendation

If a resident can satisfy the minimum requirements to site a chicken coop on their property, it may be appropriate to allow the keeping of laying hens in the R2 District. Because this amendment has the potential to impact a significant number of residents, MPS recommends that Council undertake public engagement on this matter to discern the opinion of residents in the Town, such as hold a Public Open House or survey included in the monthly utility bills.

If residents are supportive of expanding the keeping of laying hens to the R2 District, MPS is happy to conduct additional research and prepare an amendment to the LUB to enable the keeping of laying hens. MPS recommends that specific regulations be prepared for the keeping of laying hens, which address:

1. requirements to obtain a development permit;
2. requirement to obtain an annual licence;
3. requirements for training;
4. minimum coop dimensions;
5. minimum coop construction requirements (ie. insulation, heating, ventilation, etc.)
6. minimum number of nesting boxes per chicken;
7. maximum number of chickens which can be kept on a property;
8. minimum age of the chickens which can be kept on a property;
9. prohibits on site slaughter of birds;
10. prohibits the sale of eggs, manure, meat, or chicken related products; and
11. other matters which may impact the keeping of laying hens in the Town of Bon Accord.

Prepared & submitted by:

---

*Jane Dauphinee*, Principal/Senior Planner MPS  
*Kyle Miller*, Planner MPS

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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	June 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	2023 Requested Operating and Capital Expenditures
<b>Agenda Item No.</b>	<b>6.2</b>

**BACKGROUND/PROPOSAL**

Administration presented operational needs and capital projects, and funding strategies for the next five-year fiscal planning term at the May 3<sup>rd</sup> Special Meeting of Council.

At the May 8<sup>th</sup> Special Meeting of Council, Council passed the 2023 Rates of Taxation bylaw, giving an additional \$92,055 of revenue to be allocated.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The attached presentation reviews the list of requested operating and capital expenditures for Council to consider and the funding strategies.

**STRATEGIC ALIGNMENT**

**Priority #3** The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

**Values Statement of Stewardship:** Administration and Council embody the responsible planning and management of our resources.

**COSTS/SOURCES OF FUNDING**

The 2023 operating and capital budget.

**RECOMMENDED ACTION (by originator)**

THAT...Council approves the requested operating and capital expenditures, and necessary allocation of funds and transfer of reserves as presented.

Or

THAT...Council approves the requested operating and capital expenditures with the following amendments [list], and the necessary allocation of funds and transfer of reserves.

or

THAT...Council accepts this presentation as information and directs administration to bring back these items for further consideration at the next Council meeting.

# Operating & Capital Expenditures

A REVIEW



# Agenda



INTRODUCTION

3

---

REVENUE SOURCES

4

---

OPERATING

5

---

CAPITAL

6

---

ACTIONS TO CONSIDER

7



# Introduction

Administration has previously reviewed a list of operating and capital expenditures requested for the remainder of the 2023 fiscal year.

At the April 18<sup>th</sup> Regular Meeting of Council, COUNCILLOR LAING MOVED THAT Council directs administration to plan and advertise a Special Meeting of Council to discuss operational needs and capital projects and the possible funding strategies on May 3, 2023, from 5 p.m. – 7 p.m.

Administration presented operational needs and capital projects, and funding strategies for the next five-year fiscal planning term.

This presentation will give a short review of the requested operating and capital expenditures, and the funding available.



# Sources of Revenue

Municipal Taxes      Additional municipal tax levy of **\$92,055**

---

Grants -  
Operating      Additional MSI Operating funds **unbudgeted \$59,642**  
*\*restricted to eligible expenditures*

---

Grants - Capital      CCBF Funds **(Unallocated) \$109,575**  
*\*restricted to eligible expenditures*

---

Reserves      Balance of \$2,231,619, includes transfer of \$256,946 of surplus from 2022

---

# Operating Expenditures

\$2,500 Desk in chambers and dishwasher upgrades  
\$4,500 Upgraded security system and monitoring \*\*  
\$6,000 Grant Writer  
\$27,000 Zamboni repairs \*\*  
\$9,840 Baseball diamond shale \*\*  
\$1,245 Attachments for Ventrac Cab  
\$1,600 First aid kits for OHS requirements (legislation requirements)  
\$1,000 Council registrations and memberships (ad hoc opportunities throughout the year for networking)  
\$15,000 Asset retirement obligations (legislation requirements)  
\$65,000 Stormwater Engineering Study (Springbrook)\*\*

TOTAL Requested: \$133,685

*\*\* Denotes that this expenditure is eligible for the MSI operating grant*





# Capital Expenditures

\$15,000 Council Chambers Audio-Visual Equipment

\$2,500 Veterans Park Flag Poles

\$6,000 Cables for EV Chargers \*\*

\$7,500 Public Works Yard Security

\$10,062 Picnic Tables (7) \*\*

\$50,000 Centennial Park Equipment \*\*

\$65,000 Springbrook Park Swing \*\*

\$14,000 Arena Ice Sprayer \*\*

\$51,000 Skateboard Park Centre Set \*\*

\$10,000 Town Office Lights \*\*

TOTAL Requested: \$231,062

*\*\* Denotes that this expenditure is eligible for the CCBF grant*





# Recommended Actions to Consider

The recommended action to consider is as follows:

- Allocated the \$59,642 of MSI Operating Funds to the Storm Water Engineering Study.
- Additional tax levy revenue of \$92,055
  - Allocated \$74,043 of the additional tax levy revenue for the remaining operating expenditures listed.
  - Transfer \$18,012 of the remaining tax levy revenue to capital towards the capital expenditures.
- Utilize CCBF Capital funds of \$109,575 towards Centennial Park and Springbrook Park.
- Transfer \$103,475 from reserves for the remaining capital expenditures.

**End Result:** \$133,685 of Operational Needs met and \$231,062 of important Capital infrastructure replaced to maintain levels of service and meet legislated requirements.



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

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	June 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2023 Road Rehabilitation Project</b>
<b>Agenda Item No.</b>	<b>7.1</b>

**BACKGROUND/PROPOSAL**

The 2023 Road Rehabilitation Project for 48<sup>th</sup> street and 51<sup>st</sup> A Avenue, a completion of the tendered project from 2022, was included in the 2023 budget at a cost estimate of \$145,000 based on preliminary information from Associated Engineering at the end of 2022.

The total project budget for 46<sup>th</sup> Street, 48<sup>th</sup> Street and 51<sup>st</sup> A Avenue was \$633,000. The total spending in 2022 for 46<sup>th</sup> Street was \$541,400, leaving a remainder of \$91,600.

The new projected total cost for the 2023 road project is \$159,348.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The remainder of the road rehabilitation project tendered in 2022 will be completed with 48<sup>th</sup> street and 51<sup>st</sup> A Avenue.

It is anticipated that the project will use all the base repair and crack repair allocations in the bid. However, we will not know if further base repairs are required until the project is underway. This is therefore an unknown cost variable.

Two concrete swales will be completed at 48<sup>th</sup> and 54<sup>th</sup>. The condition of the swale at 48<sup>th</sup> is poor but still currently working as intended, however if not completed, a 6 inch saw cut would be required on the new pavement at 48<sup>th</sup> to accommodate the forms if the swale is delayed. The swale at 54<sup>th</sup> street is in critical condition and will continue to deteriorate, with poor drainage making the issue worse. There are no current plans to rehabilitate 54<sup>th</sup>.

The cost to complete the swales is \$23,748. Pricing was prepared assuming completion of both swales; deletion of one may incur additional indirect costs on the other item.

The cost to complete the swales was included in the original budgeted estimate for the road project continuation in 2023, however the contract change cost came in higher than expected. Therefore, the new total cost of the project for 2023 is \$159,348.

The swales will have an expected life cycle of 20+ years.

The best recommendation is to complete both swales during the construction of the project with engineering management with the grant funding available.

Council could consider deferring the swale at 48<sup>th</sup> that is in poor condition but still working as intended, however it will continue to deteriorate overtime, the saw cut would be required on the new pavement, and the cost to complete the other swale could inadvertently increase due to the decreased scope. As well, costs could increase to complete this in the future if inflation increases.

## **STRATEGIC ALIGNMENT**

**Priority #3** The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

**Values Statement of Stewardship:** Administration and Council embody the responsible planning and management of our resources.

## **COSTS/SOURCES OF FUNDING**

There is sufficient MSI funding to complete the 2023 road project at the anticipated new construction total of \$159,348.

The budget used a combination of Canada Community Building Funds and MSI funds. Because there were MSI and CCBF funds remaining as carry-forward in the budget due to limitations in what the funds can be allocated towards, there is enough funding to use towards the completion of this project.

Because there are other projects under Council's consideration that require capital funding as well and given that the Canada Community Building Fund has fewer restrictions for eligible projects, it is recommended that this project use MSI funds for the construction total.

This would leave a carry-forward of funds as follows:

CCFB: \$109,575

MSI: \$7,961 (this amount would be carried forward to 2024)

**RECOMMENDED ACTION (by originator)**

**Choose one of the following options:**

Option One:

THAT...Council approves the additional spend for the 2023 road rehabilitation project for 48<sup>th</sup> street and 51<sup>st</sup> A avenue to a total of \$159,348 using MSI grant funds.

Option Two:

THAT...Council directs administration to...



**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	June 6, 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.

At the May 16, 2023 regular Council meeting, the following additional changes were made:

- 10.1.4. add “by resolution”
- 14.4. add “and be recognized by the presiding officer”
- 15.2. strike out leave and replace with “permission”

**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)**

**Each of the following:**

1. THAT Council give second reading to Procedural Bylaw 2023-05 as presented.
2. THAT Council give third and final reading to Procedural Bylaw 2023-05 as presented.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

**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**

---

**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

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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;

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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 ORGANIZATIONAL 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).

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

**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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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.



**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

**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;

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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 by resolution, 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

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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

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 and be recognized by the presiding officer.

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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

**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 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 permission 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.

Deleted: leave

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

**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 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:

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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;
- 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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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.

**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



**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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.

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:

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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;
- 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

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

may be 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 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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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 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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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.
- 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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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.
- 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.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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.

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;

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

- 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;
- 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;



**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2023-05**

---

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;

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

**SCHEDULE "A"**



**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. **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**
  - 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**

---

**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**

---

- 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



- 
- 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**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	June 6, 2023
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>2023 Summer Municipal Leaders' Caucus</b>
<b>Agenda Item No.</b>	<b>9.1</b>

**BACKGROUND/PROPOSAL**

The Town of Bon Accord is a current member of the Alberta Municipalities Association. Historically, Council has attended the annual Alberta Municipalities' Spring Municipal Leaders' Caucus. For 2023, there will be several dates and locations to choose from. The dates/locations are as follows:

- June 13 - Diamond Valley
- June 14 - Delburne
- June 20 - Wembley
- June 21 - St. Paul
- June 22 - Spruce Grove (this session is also available virtually)

Caucus venues will be available soon. The agenda is attached.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The Summer Municipal Leaders' Caucus will focus on smaller, more engaging conversations based on top-of-mind issues facing our communities. In-person registration will also include a light continental breakfast and lunch. Virtual attendees will have access to watch all agenda items live. The chat function and Q&A function will be enabled to ask questions during the session and have discussion with fellow attendees.

**STRATEGIC ALIGNMENT**

*Priority 5: Collaboration*

- The Town of Bon Accord has strong sustainable relationships to support and enhance municipal programs and recreation.



## **COSTS/SOURCES OF FUNDING**

The 2023 budget includes full registration fees (\$105) for all of Council to attend the Summer Municipal Leaders' Caucus as well as mileage and per diem costs.

Pricing options are provided below:

- Municipal Leaders' Caucus in person: \$105 + tax
- Municipal Leaders' Caucus virtual: \$50 + tax

## **RECOMMENDED ACTION (by originator)**

Choose one of the following:

1. THAT Council direct administration to register [names of attendees] for [virtual or in person attendance] at the 2023 Summer Municipal Leaders' Caucus.
2. THAT Council direct administration to...

## Agenda for Summer 2023 Municipal Leaders' Caucus

**\*Subject to change**

*Exact locations within the municipalities are being finalized and will be updated once all are confirmed.  
Registrants will be notified via email.*

June 13	Diamond Valley
June 14	Delburne
June 20	Wembley
June 21	St. Paul
June 22	Spruce Grove

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:30 a.m.	Session I – Election Debrief
10:45 a.m.	President's Report (LGFF, EPR, MFR)
11:00 a.m.	Session II – The Future of Municipal Government: Recommendations to Enhance Collaboration
12:00 p.m.	Lunch
1:00 p.m.	Session III – The Best Dam Session: Water Management Principles
2:00 p.m.	Session IV (locally led)
2:55 p.m.	Closing Remarks

May 16, 2023

Mayor Brian Holden  
PO Box 779, 5025 – 50<sup>th</sup> Avenue  
Bon Accord, AB T0A 0K0

Dear Mayor Holden,

Subject: Sturgeon County Emergency Services Long-Term Service Awards Ceremony

Each year, we gather to celebrate the commitment and achievements of fire service members in the region. This is an opportunity for us to recognize the time they invest to develop their skills and protect our communities, and to thank them for their outstanding service.

We are pleased to invite you to attend the Emergency Services Long-Term Service Awards Ceremony and reception to follow. The County would like to recognize the contributions and achievements of the firefighters supporting County residents along with the Towns in the County Boundary. With the intention of approaching the annual awards ceremony more collaboratively, we have been working with the Fire Chiefs of both Morinville and Gibbons. The Fire Chiefs will be sharing remarks and group photos will be taken to acknowledge each station. As well, we would like to extend an opportunity for the elected officials from each Town to join us for the evening and for photos with award recipients from the station in their area.

A draft Program has been attached for your information.

**Date:** Thursday, October 12  
**Time:** 7 p.m.  
**Location:** Sturgeon County Protective Services Headquarters (Namao Station)  
54509 Range Road 252, Sturgeon County  
**Dress code:** Business attire

Please RSVP to Glenn Innis, Deputy Fire Chief of Administration and Training, by October 2, at [ginnis@sturgeoncounty.ca](mailto:ginnis@sturgeoncounty.ca) or 780-721-4563.

Yours sincerely,



Alanna Hnatiw  
Mayor, Sturgeon County

C: Council, Sturgeon County  
Reegan McCullough, CAO Sturgeon County

Encl. Sturgeon County Emergency Services Long Term Service Awards Ceremony  
[9613 100 Street, Morinville, AB T8R 1L9 sturgeoncounty.ca](https://www.sturgeoncounty.ca)





**STURGEON COUNTY  
EMERGENCY SERVICES**

*Long-Term Service*  
**AWARDS CEREMONY**

**OCTOBER 12, 2023**

## CEREMONY EVENTS

Opening remarks from the Master of Ceremonies  
Deputy Fire Chief Brad Reid

---

Address by Sturgeon County Manager of Protective Services/  
Fire Chief Pat Mahoney

---

Address by Sturgeon County Mayor Alanna Hnatiw

---

Address by Sturgeon County Chief Administrative Officer  
Reegan McCullough

---

Address by Morinville Fire Services Fire Chief Brad Boddez

---

Address by Gibbons Fire Chief Eric Lowe

---

Presentations to the graduates of the National Fire Protection  
Association 1001 Level I Course

---

Presentations to the graduates of the National Fire Protection  
Association 1010 Level II Course

---

Presentations to the recipients of the Sturgeon County Emergency  
Services Long-Term Service Award

*Group photos with elected officials and award recipients*

---

Closing remarks by Sturgeon County Manager of Protective Services/  
Fire Chief Pat Mahoney

---

Refreshments to follow

