

Town of Bon Accord
AGENDA
Council Briefing Committee Meeting
May 19, 2022 5:30 p.m.
Live streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **NEW BUSINESS**
 - 3.1. Council Remuneration Procedure (enclosure)
 - 3.2. Candy Supplier (enclosure)
4. **BYLAWS | POLICIES | AGREEMENTS**
BYLAWS
 - 4.1. Procedural Bylaw Draft (enclosure)
5. **CLOSED SESSION**
6. **ADJOURNMENT**

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

Meeting:	Regular Meeting of Council
Meeting Date:	May 19, 2022
Presented by:	Jodi Brown, Town Manager
Title:	Council Remuneration Procedure
Agenda Item No.	3.1

BACKGROUND/PROPOSAL

Administration is updating the Council Remuneration Procedure (supporting Policy #05-315) for the following:

- Updated layout.
- Under #3, an update to allow for Council expense claims (ie. Travel and mileage, subsistence, etc.) to be remitted by payroll deposit on the next pay period from the date of submission. The system is capable of paying these expenses without being subject to payroll deductions. Councillors who wish to receive a payment through cheque may still request this option.
- This does not affect the honorarium and per diem payments, as they are already paid through payroll deposit.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The benefits of this update include:

- Faster payment of council expense claims – ie. Not having to wait for a cheque to be printed, signed, and picked up.
- Decrease in the cost of the printed cheque.
- Administration time – processing via payroll is slightly less time consuming than the process of entering and printing a cheque.

STRATEGIC ALIGNMENT

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.

Stewardship – administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

Annual budget.

COUNCIL REMUNERATION PROCEDURES

SECTION: Council

DEPARTMENT: Council

SUPPORTING POLICY: Council Remuneration Policy 05-315

POLICY APPROVAL DATE: December 6, 2005

Process for Council Remuneration

1. Elected official monthly honorarium is paid through the Town of Bon Accord payroll process. Honorariums are paid bi-weekly.
 - a. Per Section 8 Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
 - b. If the AMSC Wage and Compensation Survey is not available for the year of the review, other available options for review include:
 - i. Survey surrounding municipalities
 - ii. Retain a consultant (per Council approval)
2. Per diems are subject to applicable taxes and must be submitted with the bi-weekly payroll on a separate Council Per Diem Expense Form. *Schedule A*.
3. All other Council expenses (ie. Mileage, meals, and accommodation, etc.) to be reimbursed to the elected official ~~can be submitted monthly for payment on the Council Expense Form and are paid through an Accounts Payable cheque. *Schedule B* must be submitted on the Council Expense Form, *Schedule B*, and will be remitted through payroll deposit on the next pay period from date of submission. Alternatively, the Council member can request an accounts payable cheque, to be process during the next cheque run from date of submission.~~
4. Chief Elected Official per diem and monthly expense forms will be signed for approval by the Chief Administrative Officer. Councillor per diem and monthly expense forms will be signed for approval by the Chief Elected Official.

**TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT**

Meeting:	Regular Meeting of Council
Meeting Date:	May 19 th , 2022
Presented by:	Jodi Brown, Town Manager
Title:	Candy Supplier
Agenda Item No.	3.2

BACKGROUND/PROPOSAL

Each year, Town of Bon Accord Council and administration attends or hosts events that may include the provision of candy. These events include:

- Parades such as Pioneer Days in Gibbons, Discovery Days in Redwater, etc.
- Events hosted through our Recreation and Community Services department such as the Harvest Days parade, giveaways, goody bags, etc.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This parade season, administration is seeking out ways to find efficiencies in planning for annual participation in parades.

One way to achieve this is to consider ordering parade candy from an online supplier. This will reduce staff and time and travel costs and further purchasing in bulk will also reduce overall costs.

Secondly, the best type of candy to order is wrapped, peanut free candy that does not perish before the end of the summer months or melt easily.

Administration is considering ordering candy from Amazon.ca as shipping on orders over \$35 is free and they offer a variety of cost-effective options.

Before ordering, administration is seeking feedback from Council on the candy choices for the 2022 parade season.

STRATEGIC ALIGNMENT

Vision Mission and Values:

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

COSTS/SOURCES OF FUNDING

The cost of candy is a budgeted item up to \$400.

AMAZON PRICING

Ogusto Mini Goodies Fruit Flavored Candies

Brand: Ogusto

★★★★☆ 154 ratings

\$14⁹⁹ (\$2.00 /100 g)

New (3) from \$14.99 **FREE Delivery** on your first order.

Brand	Ogusto
Flavour	Fruit, Chocolate
Units	750 gram
Package information	Bag
Package weight	0.72 Kilograms

About this item

- Assorted Candy
- Fruit Flavored Candy
- Imported from Poland
- mini candies
- chocolate

› See more product details



Save 5%



JOLLY RANCHER Misfit Gummies Sours Bulk Candy, Assorted Candy Gummies to Share...

★★★★☆ 1,161

\$7.77

Assorted Fruit Filled Hard Candies - 1.3 kg Bag

Brand: Exclusive Candy

★★★★☆ 264 ratings | 5 answered questions

Amazon's Choice for "hard candy"

\$18⁸⁰ (\$1.45 /100 g)

New (7) from \$18.80 **FREE Delivery** on your first order.

Brand	Exclusive Candy
Flavour	Fruit
Units	1300 gram
Package information	Bag
weight	1.3 Kilograms
Package weight	1.42 Kilograms

About this item

- Assorted Fruit Filled Hard Candies - 1.3 kg Bag

› See more product details



Save 5%

DIP 100% Xylitol Chewing Gum Sugarless



Mixups - 42 Assorted Candies - Nerds, Sweet Tarts, Laffy Taffy and Runts - 410 Grams

Brand: Morris National Inc

★★★★☆ 205 ratings

Amazon's Choice for "pinata candy"

-9% \$13⁶² (\$3.32 /100 g)

Was: \$14.93

New (11) from \$13.62 **FREE Delivery** on your first order.

Brand	Morris National Inc
Flavour	Assorted
Units	410 gram
Package information	Bag
weight	0.97 Pounds
Package weight	0.44 Kilograms

About this item

- Mixups - 42 Assorted Candies - Nerds, Sweet Tarts, Laffy Taffy and Runts - 410 grams

[See more product details](#)

Save 5%



JOLLY RANCHER Misfit Gummies Bulk Candy, Assorted Candy Gummies to Share, 2.38lb



TWIZZLERS and JOLLY RANCHER Misfit Gummies, Gummy Candy, Licorice, Assorted Candy, Peanut Free Bulk Candy to Share, Bulk Bag, 1.9kg (160 Count) Snack Sized Assorted Candy - Online Exclusive

Visit the Twizzlers Store

★★★★☆ 3,070 ratings

List Price: \$26.49

Price: \$22.58 (\$0.14 / count)

You Save: \$3.91 (15%)

Size: 1.9 kg (Pack of 1)

1.9 kg (Pack of 1)	2 kg (Pack of 1)
\$22.58 (\$0.14 / count)	--

Brand	Twizzlers
Flavour	Cherry, Licorice
Units	160 count
Package information	Bag
Occasion	Birthday
weight	1900 Grams
Package weight	2.1 Kilograms

About this item

- One 1.9kg bag of Twizzlers and Jolly Rancher Misfit Gummies 160ct assorted Peanut Free
- Snack pieces Twizzlers nibs cherry licorice, Twizzlers pull-n-peel cherry candy and Jolly Rancher Misfit Gummies assorted candies

Lotsa Fizz, Filled with Sour Fizzy Powder, 65 Count

Brand: REGAL

★★★★☆ 51 ratings

Amazon's Choice for "fizz"



\$10³⁹ (\$0.16 / count)

Available at a lower price from other sellers that may not offer free Prime delivery.

New (3) from \$4.99 **FREE Delivery** on your first order.

Brand	REGAL
Flavour	Sour
Form	Bag
Shape	Bag
Number of pieces	65
Units	65 count
Package information	Bag

See more

Tub of Dubble Bubble Gum, 1.44 Kilogram

Brand: Dubble Bubble

★★★★☆ 657 ratings | 8 answered questions

Amazon's Choice for "double bubble gum"



Price: \$13.99 (\$0.97 /100 g)

New (9) from \$13.99 **FREE Delivery** on your first order.

Flavour	Bubble Gum
Brand	DUBBLE BUBBLE
Package information	Tub
Package weight	1.75 Kilograms
Allergen information	Contains: Soy

About this item

- The world's first bubble gum
- 240 individually wrapped pieces of the original bubble gum flavour
- Made in Canada
- Peanut Free
- Gluten free

See more product details

Save 5%



PUR 100% Xylitol Chewing Gum, Sugarless
Variety Pack. Sugar Free + Aspartame Free...

Rockets Candy Super Halloween Assortment, Bulk Candy, 700 Gram

Brand: Rockets Candy
★★★★☆ 178 ratings

Price: \$9.99 (\$1.43 / 100 g)



Brand	Rockets Candy
Flavour	Sour
Diet type	Gluten Free
Form	Bag
Style	Super Halloween Assortment
Shape	Bag
Number of pieces	100

See more

About this item

- A mix of original Rockets, lollipops and candy money
- Perfect for Halloween, birthdays, or any day that Calls for a variety of deliciously sweet (and sometimes sour) treats!
- Gluten free

Airheads Candy Bars, Variety Bulk Box, Chewy Full Size Fruit Taffy, Gifts, Holiday, Parties, Concessions, Pantry, Non Melting, Party, 60 Individually Wrapped Full Size Bars

Brand: Airheads
★★★★☆ 35,779 ratings | 17 answered questions

List Price: \$13.50
Price: \$11.59 (\$1.24 / 100 g)
You Save: \$1.91 (14%)

Size : 60 Count (Pack of 1)

2 Pack \$31.00	3 Pack \$56.99	60 Count (Pack of 1) \$11.59 (\$1.24 / 100 g)
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Brand	Airheads
Flavour	Assorted
Units	936 gram
Package information	Box
Occasion	Halloween
Package weight	1.06 Kilograms

About this item

DUBBLE BUBBLE, GHOUL'S GUM 175 count

Brand: Dubble Bubble



\$15⁹⁹ (\$0.09 / count)

Flavour	Bubble gum
Brand	DUBBLE BUBBLE
Special Feature	Gluten Free, Peanut Free
Package information	Bag
Diet type	Gluten Free
Package weight	1.16 Kilograms
Number of pieces	175

[See more](#)

About this item

- Assorted Ghouls gum for Halloween
- Peanut Free
- Gluten Free
- Made in Canada
- 175 individually wrapped pieces of the original bubble gum flavour

[See more product details](#)



Sour Patch Kids Candy (Original, 46 Ounce Box, 240-Count, Individually Wrapped)

Brand: Sour Patch

★★★★★ [10 ratings](#)

\$29⁹⁹ (\$0.12 / count)

New (8) from \$29.99 **FREE Delivery** on your first order.

Brand	Sour Patch
Flavour	Original
Cuisine	North American
Units	240 count
Package information	Box
weight	3.06 Pounds
Package weight	1.62 Kilograms

About this item

- Sour Patch Kids - First they're sour. Then they're sweet.
- Sour Patch Kids are a fun, soft, and chewy candy for children and adults.
- Super convenient size is for those larger than average, candy-crucial gatherings and special occasions.
- They're Individually wrapped for all your sour and sweet purposes, (contains fun-filled Sour Patch Kids ingredients).
- This package contains a 46-ounce box of 240 individually wrapped Original Sour Patch Kids Candy.

[See more product details](#)

AMAZON QUOTE

Item	Count	Price	Qty	Total
Ogusto Candies	750 g	14.99	2	29.98
Assorted Fruit Filled Hard Candies	1.3 kg	18.80	2	37.60
Mix Ups Assortment	42	13.62	2	27.24
Twizzlers and Jolly Rancher Assortment	160	22.58	2	45.16
Lotsa Fizz	65	10.39	3	31.17
Dubble Bubble Tub	240	13.99	2	27.98
Rockets and Lollipop Assortment	100	9.99	3	27.97
Airheads	60	11.59	3	34.77
Dubble Bubble Ghoul's Gum	175	15.99	2	31.98
Sour Patch Kids	240	29.99	2	59.98
			Subtotal	353.83
			GST	17.69
			Total	371.52

**TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT**

Meeting:	Briefing Committee Meeting
Meeting Date:	May 19 th , 2022
Presented by:	Jodi Brown Town Manager/CAO
Title:	Procedural Bylaw Proposed Amendments
Agenda Item No.	4.1

The Procedural Bylaw was last reviewed in January 2021.

Over the past few months, it has become evident that a few areas of the bylaw need to be reviewed or amended.

The recommended revisions include:

- Addition of the agenda items for Organizational Meetings
- Addition of Ad Hoc Committee Meetings and creation of a Council Agenda Committee
- Some re-organization of the content of the bylaw and update to our current bylaw format
- The addition of the clause regarding process for amendment and adoption of the agenda as amended; new clause reflects current practice
- A couple of areas needing better clarity as shown in the attached draft.

The enclosed draft is only preliminary. The final draft will be presented to Council for first reading at a later date.

STRATEGIC ALIGNMENT

Town of Bon Accord Vision, Mission, Values Statement

- **TRANSPARENCY** – open and accountable to our residents and encourage open communications.
- **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.

COSTS/SOURCES OF FUNDING

N/A

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2021-01-2022-16**

**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** ~~and desirable~~ 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.** ~~regulate the procedure and conduct of council, councillors and others attending council and council committee meetings in the Town of Bon Accord.~~

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

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

1. DEFINITIONS

“Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and ~~any amendments or successor legislation thereto.~~

- 1.1 **“Ad Hoc Committee”** means a Committee of Council that may include Members-at-Large appointed by Council, established for a specific period of time and for a specific purpose.
- 1.2 **“Council”** is the members of Council of the Town of Bon Accord elected pursuant to the provisions of the *Local Authorities Election Act*.
- 1.3 **“Council Committee”** means any committee, board or other body established by Council by Bylaw under the authority of the *Municipal Government Act*.
- 1.4 **“Council Agenda Committee”** means the Mayor and Deputy Mayor or Councillor appointed by resolution in the absence of the Mayor or Deputy Mayor.
- 1.5 **“Council Briefing Committee”** means a Council Committee comprised of all members of Council to discuss emerging issues with no provision for resolutions of Council except to move in and out of Closed Session pursuant to the *Municipal Government Act* and *Freedom of Information and Protection of Privacy Act*.
- 1.6 **“Councillor”** means a member of Council including the Mayor and **Deputy Mayor** elected pursuant to the provisions of the *Local Authorities Election Act*.

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~~1.7 “Delegation” means any person that has permission of Council to appear before Council or committee of council the Council Briefing Committee to provide pertinent information and views about the subject before council or council committee. (move to alphabetical order)~~

~~1.8 “CAO” means the Chief Administrative Officer or his/her delegate, for the Municipality.~~

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

~~and may include any person or persons invited to attend by Council, Committee. Matters discussed in closed session are confidential until discussed in a public session as per the MGA and FOIP Act.~~

1.8 “Delegation” means any person or representative(s) of a body that has permission of Council to appear before Council or committee of council a Council Committee. to provide pertinent information and views about the subject before council or council committee.

~~“Municipality” means the Town of Bon Accord, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality. (Removed, defined as Town below)~~

1.9 Deputy Mayor means the member of Council who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.

1.10 “Mayor” means the Chief Elected Official for the Town of Bon Accord.

1.11 “Member at Large” means any member of the public appointed by Council to a Committee of Council.

1.12 “Notice of Motion” is the means by which a Councillor may bring a topic before Council. means a written notice, given by a Councillor, advising Council that the motion described will be brought forward at a subsequent meeting.

1.13 “Point of Order” means an infraction of the provisions or rules of the Procedural Bylaw. infraction of the rules or improper decorum in speaking.

1.14 “Point of Privilege” means that an interruption may occur only if necessary. means a request for immediate action on a matter affecting the rights and privileges of Council or a Council Committee, or one or more Council or Council Committee members.

1.15 “Presiding Officer” means the Mayor or other Councillor as appointed by the Mayor, or in the absence of the Mayor or the Deputy Mayor, or in the absence of both the Mayor and Deputy Mayor, Council may appoint a Presiding Officer to chair the Council Meeting.

1.16 “Recording Secretary” means the individual recording the proceedings of the meeting.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2021-01-2022-16**

- 1.17 “Special Resolution” is a resolution passed by a two-thirds majority of all Council members or two thirds of all members of a Council Committee.
- 1.18 “Town” means the municipal corporation of the Town of Bon Accord.
- 1.19 “Town Manager” means the Chief Administrative Officer appointed by Council or designate.

2. APPLICATION

- 2.1 This Bylaw shall govern the proceedings of Council and Council Committees established by Council and shall be binding upon all Councillors and Council Committee members Committee members whether Councillors or Members at Large unless otherwise established by Bylaw or statute.
- 2.2 If a question relating to the procedures of Council or Council Committees is not answered by this Bylaw, the answer to the question is to be determined by referring to the most recent revision of Robert’s Rules of Order, Newly Revised.
- 2.3 In the absence of any statutory obligation, any provision of the Procedural Bylaw may be waived by Special Resolution of Council in favor of dealing with the matter under consideration.
- 2.4 A resolution waiving any portion of this Bylaw as provided for in Section 2.3 shall only be effective for the meeting during which it is passed.
- 2.5 When any matters relating to the meeting procedures is not addressed in this Bylaw, the law of the Government of Alberta shall be followed and in such cases the decision of the Mayor or other Presiding Officer shall be final and accepted without debate.

3. SEVERABILITY

- 3.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

4. ORGANIZATIONAL MEETING

- 4.1. The Council of the Town of Bon Accord shall hold its annual Organizational Meeting pursuant to the Municipal Government Act.
- 4.2 The agenda for the Organizational Meeting shall include the following:
- 4.2.1 In the case of the first meeting following a general municipal election the Mayor must take the Oath of Office of Mayor and every Councillor must take the Oath of Office of Councillor;

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW 2021-01-2022-16**

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

5. POSITION OF DEPUTY MAYOR

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

6. REGULAR, SPECIAL AND OTHER COUNCIL MEETINGS

~~The regular meetings of council shall be established by resolution of Council at its annual organizational meeting.~~ Recommend removing—this is established per the procedural bylaw below/any changes would require the bylaw to be changed.

- 6.1. Regular meetings of Council will be held on the 1st and 3rd Tuesday of each month, unless otherwise posted in the Council Chambers at the Town Office or in extenuating circumstances may be held virtually.
- 6.2. The 1st regular meeting of the month shall commence at 7pm and stand to adjourn no later than 10:30pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 10:00pm.
- 6.3. The 2nd regular meeting of the month shall commence at 8:30am and stand to adjourn no later than 12pm unless Council passes a motion to extend the meeting by unanimous consent. Such a motion must be passed no later than 11:30am.
- 6.4. When the date of the regular meeting of Council meeting falls on a statutory holiday, the date of the meeting shall be on the Wednesday following, unless otherwise set by Council resolution.
- 6.5. Notice of regularly scheduled Council meetings need not be given.
- 6.6. As soon as there is a Quorum of Council after the hour fixed for the meeting, the Presiding Officer must take the chair and begin the meeting.

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BYLAW 2021-01-2022-16

- 6.7. A quorum is a majority of Council members. Councillors available via teleconference or videoconference shall be considered present and part of the quorum. The Recording Secretary shall record by the name/s of the Councillors present via teleconference that they, in fact are present by telephone or videoconference. However, use of attendance by a Councillor through teleconference will only be allowed a maximum of three times per calendar year unless extenuating circumstances apply.
- 6.8. 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 meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Recording Secretary shall record the names of the Council Members present at the expiration of the 30 minutes time limit.
- 6.9. In the event that a quorum is lost after the meeting is called to order, the meeting shall be suspended until quorum is obtained. If quorum is not obtained within 30 minutes, the meeting shall stand adjourned.
- 6.10. Council may change the time, date, or location of any meeting by Special Resolution and any Council Committees may change the time, date, or location of any of its meetings provided that in both cases at least twenty-four (24) hours notice of the change is given to the public.
- 6.10.1. in writing or via telephone communication, to all Council Members or Council Committee members , and
- 6.10.2. to members of the public by posting a notice of the change at the entrance of the Town Office, on the Town's website, or any other Town managed media source and in any other manner so directed by resolution of Council.
- 6.11. ~~Despite the above 5.7~~ The Mayor may call a Council special meeting whenever the Mayor considers it appropriate to do so and must call a special meeting if the Mayor receives a written request for the meeting, stating its purpose from a majority of the Council members. The Town Manager shall give notice to all members of Council of each special meeting as set out in Section 5.7.
- 6.12. Council may cancel any meeting and a Council Committee may cancel any of its meetings if notice is given as set out in Section 5.7
- 6.13. Despite Section 5.7, the Mayor may call a Council meeting on shorter notice and without providing notice to the public provided all Council members are notified of the meeting and two-thirds of Council give written consent to hold the meeting before the meeting begins. No business other than that stated in the notice shall be considered at any meeting described in this section unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.

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THE PROCEDURAL BYLAW
BYLAW ~~2021-01~~2022-16

- 6.14. ~~The regular meetings of~~ Council meetings and Council Briefing Committee meetings shall be ~~voice~~ recorded for the purpose of minute preparation and to facilitate public viewing of Council meetings.
- 6.15. All meetings of Council will be held in public, and no person may be excluded except for improper conduct or when Council makes a resolution to go in Closed Session.
- 6.16. Council Briefing Committee meetings shall be held on the fourth Wednesday of each month in the Council Chambers of the Town Office or in extenuating circumstances, may be held virtually.
- 6.17. Council Briefing Committee meetings shall start at 6:00 PM and stand to adjourn no later than 9:00 PM.
- 6.18. Council may pass a resolution to form an Ad Hoc Committee for a specific purpose and timeframe which may or may not include all members of Council and may include public representation.
- 6.19. Council members who participate in any Council Committees, Boards, and Commissions are required to report to the Council from time to time, all matters connected with the duties imposed on them respectively, and to recommend such action by Council in relation thereto as may be deemed necessary and expedient.
- ~~5.10 The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.~~
- ~~5.11 The Mayor may appoint another member of Council as Presiding Officer. The appointment must include a specified period of time which shall not exceed eight (8) consecutive weeks if the Mayor is absent.~~

7. AGENDAS

- 7.1. The agenda orders the business for a regular Council meeting and will follow the appropriate order of business set out in Schedule "A".
- 7.2. Notwithstanding the standard order of business, the Presiding Officer may arrange for all items dealing with a particular subject to be grouped together on the agenda of any individual meeting.

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- 7.3. Prior to each regular Council meeting, the Town Manager shall prepare an agenda of all business to be brought before Council at such meeting. To enable the Town Manager to do so, all documents, correspondence and notices of delegations intended to be submitted to the Council shall be submitted to the Town Manager not later than 4:00 PM on Wednesday in the week prior to the regular Council meeting.
- 7.4. Councillors that wish to provide a written report for inclusion in the agenda shall provide the report to the Town Manager not later than 4:00 PM on the Wednesday in the week before the regular meeting.
- 7.5. The Council Agenda Committee shall review the agenda with the Town Manager prior to distribution to all members of Council.
- 7.6. The Town Manager shall make available to each member of Council, a copy of the minutes of the last regular Council meeting and subsequent special meetings, a copy of the agenda and any material pertinent to the forthcoming regular meeting not later than 4 PM on the Friday before the holding of said regular meeting.

~~The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.~~

- ~~9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.~~
- ~~9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.~~
- ~~9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.~~
- ~~9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.~~
- 7.7. Criteria for any written communication intended for Council or a Council Committee which reached the Chief Administrative Officer must:
 - 7.7.1. be legible and coherent
 - 7.7.2. be signed by at least one person who provides a printed name and address
 - 7.7.3. be on paper
 - 7.7.4. not be libelous, impertinent, or improper.

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- 7.8. If the requirements of Section 9.6 are not met the Chief Administrative Officer may file the communication unless it is deemed improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.

8. GENERAL PROCEEDINGS OF MEETINGS

- 8.1. Council must vote to adopt the agenda prior to transacting other business and **may prior to the agenda approval:**
- 8.1.1. add new items to the agenda but only by Special Resolution; or
 - 8.1.2. delete any matter from the agenda but only by Special Resolution **for each deleted item.**
- And in the case of additions or deletions to the agenda, after the additions or deletions are approved as required in 6.1.1 and 6.1.2, the agenda must be approved, as amended, prior to transacting other business.**
- 8.2. The minutes of each meeting must be circulated to each member of Council prior to the meeting at which they are to be adopted. Debate on the minutes of a previous meeting is limited, to ensure that the minutes are accurate. If there are errors or omissions, Council must:
- 8.2.1. pass a resolution to amend the minutes; and
 - 8.2.2. adopt the minutes as amended and if there are not errors or omissions, Council must adopt the minutes as circulated.
- 8.3. Delegations appearing before Council may be addressed by any member of Council through the Presiding Officer, by asking the delegation or the ~~Chief Administrative Officer~~ **Town Manager** relevant questions but may not debate the matter or the answers. The presentation by a delegation may only be:
- 8.3.1. received as information without debate;
 - 8.3.2. referred without debate to a Council Committee (?) or the ~~Chief Administrative Officer~~ **Town Manager** for a report,
 - 8.3.3. or debated if a Special Resolution is passed to allow a motion to be made without notice;
 - 8.3.4. limited to 15 minutes unless there is a Special Resolution to extend the allotted time.
- 8.4. **An information report from a committee, agency or Administration that does not request Council action other than receipt as information may only be:**
- 8.4.1. received as information without debate
 - 8.4.2. referred to the Town Manager by majority vote without debate, or
 - 8.4.3. debated if a Special Resolution is passed to allow a motion to be made without notice.

~~Reports from the Chief Administrative Officer or other management personnel which request a decision by Council may be debated and Council may:~~

- ~~— 6.4.1 vote on the request, or~~

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~~6.4.2 refer the request to a Council Committee (?) or the Chief Administrative Officer **Town Manager** for further investigation and report.~~

- 8.5. Any Councillor may make a request for information to be provided to Council on any matter within the municipality's jurisdiction. The ~~Chief Administrative Officer~~ **Town Manager** or other management personnel will provide an answer to the inquiry at the next Council meeting or, if that is not possible will provide a progress report indicating when the answer to the inquiry may be expected.
- 8.6. Every motion or resolution shall be stated clearly by the mover and when duly moved shall be open for consideration. After a **resolution (motion)** has been stated or read, it shall be deemed to be in possession of Council but may be withdrawn by unanimous consent of the Council members present. Discussion on any motion will be limited to ten (10) minutes and at that time the Presiding Officer will call for a vote on that motion by the members of Council present.
- 8.7. Any member of Council desiring to speak shall address the remarks to the Presiding Officer, by way of hand gesture or by saying Mr. Mayor in a manner that does not interrupt conversation already in progress, confine themselves to the question and avoid personality. Should more than one-member desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor. Members of Council wishing to speak on a matter during the meeting must indicate their intention by raising their hand and any member of Council present via telephone, shall address the Presiding Officer, by stating "I wish to speak on the matter at hand" and being recognized by the Presiding Officer. Each Council member should not speak more than once until every member of Council has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

9. CONDUCT OF MEETINGS

- 9.1. Each member or delegation, as the case may be, shall address the Presiding Officer but shall not speak until recognized by the Presiding Officer.
- 9.2. A motion does not require to be seconded.
- 9.3. Unless otherwise specifically provided in this Procedure Bylaw the following motions are debatable by Council:
- 9.3.1. a motion arising out of any matter or thing included in the agenda for the Council meeting;
 - 9.3.2. a motion to postpone or refer;
 - 9.3.3. a motion for adoption of, rejection of, referral back or further consideration of a report to council, or a motion arising out of any matter dealt with in a report to Council;
 - 9.3.4. a motion for the second or a motion for the third reading of a Bylaw;

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9.3.5. a motion for an appointment or dismissal of a committee member, or referral to a committee of any matter before the Council;

9.3.6. a motion for amendment to any Bylaw properly before the Council, or to any matter arising directly out of a Bylaw properly before the Council.

9.4. Any matter of meeting conduct, which is not herein provided for, shall be determined in accordance with "Roberts Rule of Order".

9.5. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Presiding Officer so directs.

9.6. Whenever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.

9.7. In all cases not provided for in the proceedings of the council, a majority of council shall determine to uphold the ruling of the Presiding Officer or not as the case may be.

9.8. This bylaw shall not be repealed, amended or suspended except so far as the terms thereof themselves permit unless it is repealed, amended or suspended:

9.8.1. by a bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or

9.8.2. by a bylaw passed at a regular meeting of Council pursuant to a notice in writing given and openly announced at the preceding meeting of the council and setting out the terms of the substantial effect of the proposed bylaw.

10. ELECTRONIC MEETING ATTENDANCE

10.1. The Presiding Officer cannot use electronic means to attend a Regular Meeting of Council.

10.2. Electronic means cannot be used for Special Meeting of Council.

10.3. Quorum must be attained through physical presence at the meeting, additional members may attend through electronic means.

10.4. Use of attendance through electronic means is being provided to allow for periodic flexibility, attending in person must be done so at a minimum of every third meeting.

10.5. Electronic attendance will be conducted through the use of video conferencing, secure platforms and telephone.

10.6. An effective method of data transfer must be available, if attending electronically, for review and voting on bylaws, ASP's, and other documents that require council review.

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- 10.7. Should connectivity of electronic means cease to exist at any point during the meeting, the attendee will be deemed absent for that portion of the meeting, just as the case when attending in person.
- 10.8. Closed Session items cannot be discussed through electronic means.
- 10.9. When attending electronically, the attendee must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 10.10. The attendee must be connected prior to the meeting being called to order.
- 10.11. Should the electronically connected member be found to be out of order, per items 10.1 and 10.2 of this bylaw, the member connection will be terminated.
- 10.12. Notwithstanding sections 9.1, 9.2, 9.3, 9.4, and 9.8 in extenuating circumstances, all meetings may be held and attended via electronic means and shared to the public via the internet. If these platforms fail or are interrupted without the ability to restore service, the meeting will be adjourned.
- 10.13. Attendees are expected to act and dress as though they are attending in person and ensure no background noise that will interfere with the meeting.

9.0 AGENDAS (MOVED)

- ~~9.1 The agenda for each regular and special meeting shall be prepared by the CAO and emailed, together with copies of all pertinent correspondence, statements and reports to Council by the end of the day on the Friday prior to each regular or Special meeting. In order to do so, the CAO shall receive all documentation prior to 4:00 pm on the Wednesday preceding the Council meeting.~~
- ~~9.2 The agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.~~
- ~~9.3 The business intended to be dealt with shall be stated in an agenda per the Council Agenda policy.~~
- ~~9.4 The order of business established in the Council Agenda Policy shall apply unless altered by the Presiding Officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.~~
- ~~9.5 Standing Committees of Council shall be established and governed by policy or bylaw approved by council. Where appropriate authority is delegated to a Standing committee, such committee and its mandate shall be established by bylaw.~~
- ~~9.6 Criteria for any written communication intended for Council or a Committee which reached the Chief Administrative Officer must:
 - ~~9.6.1 be legible and coherent~~
 - ~~9.6.2 be signed by at least one person who provides a printed name and address~~
 - ~~9.6.3 be on paper~~
 - ~~9.6.4 not be libelous, impertinent or improper.~~~~

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~~9.7 If the requirements of Section 9.6 are not met the Chief Administrative Officer may file the communication unless it is deemed improper, in which case the Chief Administrative Officer must summarize the communication and inform Council that it is being withheld.~~

11. CLOSED SESSIONS

- 11.1. Matters to be discussed which are within one of the categories of information referred to in Section 217 of the Municipal Government Act (MGA), as amended or replaced from time to time, may be considered at a closed session Meeting or portion of a meeting.
- 11.2. Council or Committee has no power at a closed session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.
- 11.3. It is the responsibility of each member to ensure closed session duties are adhered to when attending virtually to avoid any confidentiality breaches or conflicts.

12. MAINTAINING ORDER IN COUNCIL
Order in Council – Council

~~Members of Council~~ **Councillors** shall not:

- 12.1. use offensive words or un-parliamentary language in the meeting;
- 12.2. disobey the rules of the meeting or decision of the Presiding Officer or of members of Council on questions of order or practice; or upon the interpretation of the rules of the meeting;
- 12.3. leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
- 12.4. interrupt a member of Council while speaking, except to raise a Point of Order or Question of Privilege;
- 12.5. pass between a Member of Council who is speaking and the Presiding Officer;
- 11.6 influence or communicate with any municipal employees except the ~~Chief Administrative Officer~~ **Town Manager** or administrative personnel involved with the committee of which they are members; any other communication or inquiries must be through the Chief Administrative Officer;
- 11.7 Members of Council who persist in a breach of the foregoing section 11, after having been called to order by the Presiding Officer, may, at the discretion of the Presiding Officer, be asked to provide a public apology;

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- 11.8 A member of Council who wishes to leave the meeting prior to adjournment shall so advise the Presiding Officer and the time of departure and return shall be noted in the minutes.

Order in Council – Public

- 11.9 Only Councilors, the ~~chief administrative officer~~ **Town Manager** and those individuals authorized by the ~~Chief Administrative Officer~~ **Town Manager** may be present to address council.
- 11.10 No person in the gallery or on the floor of council chambers shall cause any disturbance, interrupt any speaker, or interfere with the actions of council. The Presiding Officer may call to order any person who has created a disturbance and may expel that person from council chambers.

13. NOTICE OF MOTION

- 13.1. Council members may bring forward a notice of motion as an item on the agenda of a regular Council meeting. Once the Motion is stated, it will be recorded in the meeting minutes. A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined and should be used to give notice when an extended period of time is advisable prior to considering a subject.
- 13.2. A written copy of the Notice of Motion shall be provided to the ~~CAO~~ **Town Manager** prior to the meeting's adjournment.
- 13.3. The Notice of Motion will be placed on the next regular Council Meeting agenda that the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- 13.4. Once approved by Council, a Notice of Motion given at a regular Council meeting will be addressed in a time frame not beyond the end of the third month from when it was presented, unless Council directs differently.
- 13.5. A Notice of Motion cannot be made at a special Council meeting.
- 13.6. A Notice on Motion is not debatable until a Council member moves the motion.

14. VOTING – PECUNIARY INTEREST

- 14.1. Members of Council who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative or Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or

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voting on any question relating to the matter and shall remove themselves from the room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Member of Council left the room and the time the Member of Council returned.

15. RECORDED VOTE

15.1. All votes will be recorded. The minutes will show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

16. PUBLIC HEARING

16.1. Public Hearings shall be held on the same day and time as the regular Council meetings, unless otherwise set by resolution of Council and the regular meeting of Council will follow immediately thereafter.

16.2. The conduct of any Public Hearing shall be governed by the MGA and this Bylaw.

16.3. Wherever possible, persons interested in speaking at a Public Hearing should register with the Council Recording Secretary prior to the Public Hearing.

16.4. The Presiding Officer shall declare the Public Hearing in session and shall outline Public Hearing Procedures.

16.5. The CAO 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.

16.6. 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.

16.7. The Presiding Officer shall call upon those persons who have registered with the Council 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.

16.8. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Council Recording Secretary and retained for information purposes.

16.9. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.

16.10. Following public presentations, the Presiding Officer shall close the Public Hearing.

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- 16.11. 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.
- 16.12. 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;
- 16.12.1. pass the bylaw or resolution, or
 - 16.12.2. make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.
- 16.13. When a Public hearing on a proposed Bylaw or resolution is held, a member;
- 16.13.1. must abstain from voting on the Bylaw or resolution if the member was absent from all of the Public Hearing, and
 - 16.13.2. may abstain from voting on the Bylaw or resolution if the member was only absent from a part of the Public Hearing.

17. REPEALING BYLAWS

This Bylaw shall repeal Bylaw ~~2020-15~~ 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 ~~19th day of January 2021.~~

Read a second time this ~~2nd day of February 2021.~~

Read a third and final time this ~~16th day of March 2021.~~

Mayor ~~Greg Mesychuk~~

~~Joyce Pierce~~, Chief Administrative Officer

~~SCHEDULE A~~

~~Council Standing Policy Committees~~

~~Council Briefing Committee~~

~~Town of Bon Accord
Council Briefing Committee
Terms of Reference~~

~~1. Terms of Reference~~

~~1.1 Subject to the control of the Council of the Town of Bon Accord, the mandate of the Council Briefing Committee is to provide a forum for the CAO:~~

~~1.1.1 to brief Councillors 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~~

~~1.2 Meetings of Council Briefing Committee are public meetings and shall be held as needed but no more than once per month.~~

~~1.3 To permit the Mayor to participate fully in question and discussion periods, meetings shall be presided by individual Councillors in rotation.~~

~~2. Composition~~

~~2.1 A Council Briefing Committee shall consist of:~~

~~2.2.1 All members of the Town of Bon Accord Council~~

~~2.2.2 The CAO and any staff members that may be required.~~

~~3. Terms of Office~~

~~3.1 All Councillors shall be members of the Committee for their full term of office as a municipally elected Councillor.~~

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~~4. Duties and Responsibilities~~

- ~~4.1 The CAO shall forward materials to be discussed at a meeting of the Committee a minimum of two business days in advance of the meeting.~~
- ~~4.2 Councillors are expected to review the material prior to the meeting and arrive prepared with their questions.~~

~~5. Procedures~~

- ~~5.1 There shall be no Quorum requirements for the Council Briefing Committee~~
- ~~5.2 Unless otherwise contradicted in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedure Bylaw that relate to:~~
 - ~~5.2.1 order, decorum and questions of order~~
 - ~~5.2.2 agendas and minutes~~
 - ~~5.2.3 appointment and organization of committees of council~~
 - ~~5.2.4 regulations for conducting business in committee~~

DRAFT