

Town of Bon Accord
AGENDA
Council Briefing Committee Meeting
August 24, 2022 5:00 p.m.
Live streamed on Bon Accord YouTube Channel

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **UNFINISHED BUSINESS**
 - 3.1. Veteran's Memorial Park Committee (enclosure)
 - 3.2. First Nation and Metis Flags (town office) (enclosure)
4. **BYLAWS | POLICIES | AGREEMENTS**
 - BYLAWS**
 - 4.1. Procedural Bylaw: Legislation Updates (enclosure)
 - POLICIES**
 - 4.2. Council Long Term Service Awards (enclosure)
5. **CLOSED SESSION**
 - 5.1. Personnel – *FOIP Act 17(1) Disclosure harmful to personal privacy*
6. **ADJOURNMENT**

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

| | |
|------------------------|------------------------------------|
| Meeting: | Council Briefing Committee Meeting |
| Meeting Date: | August 24 th , 2022 |
| Presented by: | Jodi Brown Town Manager/CAO |
| Title: | Veteran's Park Memorial Committee |
| Agenda Item No. | |

During the May 10th Regular Council Meeting:

Councillor May moved that Council accepts this report as information and further directs administration to proceed with negotiating an amendment to the existing agreement (rather than proceeding with a new MOU) with the Bon Accord and District Memorial Society to be presented to Council for final approval.

Carried Resolution #22-232

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town contacted the Veteran's Memorial Society volunteer contact person as directed regarding the completion of the amendment to the existing MOU.

The Town was advised that the Veteran's Memorial Society elected against continuing to maintain their formal status as a non-profit society. Therefore, if the group no longer formally exists, it is not possible to enter into an amended agreement.

Staff discussed the possibility of creating a Veteran's Park Memorial Committee with the volunteer contact person for this group. The proposed committee would meet a few times per year to discuss community use (Remembrance Day), upgrades or maintenance, and/or military protocols.

Section 145 and 146 of the Municipal Government Act (MGA) addresses Council Committees:

145(1) A council may, by bylaw, establish the procedures to be followed by the council.

(2) A council may, by bylaw, establish council committees and other bodies.

(3) Where a council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

(146) Composition of council committees

A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

Discussion:

As per the sections of the MGA referenced above, a bylaw would need to be established to create this proposed committee.

The Veteran's Memorial Park is permanent infrastructure with important history and significant meaning and value for the community.

Hence, establishing this committee would ensure that it continues to be maintained and utilized within military appropriate protocols and with input from veterans.

Administration will, therefore, bring forward a draft bylaw for Council consideration to establish this new committee.

Considerations:*Membership:*

- Administrative representatives (Recreation and Community Services Manager)
- Council representatives may be appointed to the Committee by Council
- Committee members (volunteers) may be appointed by either Council or the Committee membership. There are currently 7 community volunteers that may be potential members of this Committee.

Terms of Reference:

- A Terms of Reference governing the Committee could form part of the bylaw as Schedule (A). Administration is currently working on a draft.

STRATEGIC ALIGNMENT**Priority 3: Infrastructure**

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

**TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT**

| | |
|------------------------|--|
| Meeting: | Council Briefing Committee Meeting |
| Meeting Date: | August 24 th , 2022 |
| Presented by: | Jodi Brown Town Manager/CAO |
| Title: | First Nation and Metis Flags (Outside Town Office) |
| Agenda Item No. | |

Council directed administration to investigate the costs of the addition of First Nation and Metis flags to the flag display in front of the Town Office.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

One of the challenges that staff has encountered is the space available both to accommodate two more flags and within the concrete base planter that are currently housing the flags.

See attached photos.

The best option would be to have a new, expanded concrete base (with planter) added to accommodate the additional flags.

Alternatively, the new flags could be placed in the open space on either side of the office entrance but may not be the appropriate protocol for placement order.

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.

COSTS/SOURCES OF FUNDING

Annual Operating Budget

FFICE

TOWN
OF
BON ACCORD





5025-50 AVENUE

LIBRARY

DROP
BOX

RR
B

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

| | |
|------------------------|------------------------------------|
| Meeting: | Council Briefing Committee Meeting |
| Meeting Date: | August 24 th , 2022 |
| Presented by: | Jodi Brown Town Manager/CAO |
| Title: | Procedural Bylaw |
| Agenda Item No. | |

Municipal Affairs visited the Town Office to conduct the new CAO visit on August 03rd, 2022.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During this visit, administration was advised of changes to the Municipal Government Act (MGA) that recently came into effect regarding electronic meetings.

Further recommendations regarding Procedural Bylaws were provided by the Municipal Affairs Advisor were as follows:

1. A process for friendly amendments should be outlined in the bylaw—see enclosed example of meeting minutes.
2. Council members may not be asked to leave Council Chambers due to the requirement to vote.
3. Procedural bylaws must be updated to reflect the new electronic meeting requirements in the MGA.
4. Recorded votes are not recommended by Municipal Affairs, unless for legal or liability reasons.
5. Procedural Bylaws should reference what procedures will be followed if not in the procedural bylaw (i.e. Robert's Rules of Order).

The changes to the MGA (Section 199) in reference to electronic meetings is listed below. Note, many of the points highlighted below are currently being addressed during meetings, however this will now need to be specifically stated in the bylaw.

199(1) *In this section,*

*(a) "electronic means" means an **electronic or telephonic** communication method that enables all persons attending a meeting to hear and communicate with each other during the*

course of the meeting;

(b) “meeting” includes a hearing.

(2) A council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

(3) A bylaw under subsection (2) must

(a) specify the type or types of electronic means by which meetings are authorized to be held,

(b) require the identity of each councillor attending the meeting to be confirmed by a method authorized by the bylaw,

(c) except in the case of a meeting that is closed to the public in accordance with section 197, specify

(i) a method by which members of the public may access the meeting and make submissions,

(ii) if a provision of this Act requires information in respect of the meeting to be made publicly available, a method for making the information publicly available before and during the meeting, and

(iii) a method for giving the public notice of the meeting, of the method by which the public may access the meeting and, where subclause (ii) applies, of the method by which the public may access the information referred to in that subclause,

and

(d) contain any other provisions required by the regulations under subsection (5).

(4) Where a meeting is held by electronic means in compliance with a bylaw under subsection (2) or a regulation under subsection (5),

(a) electronic access to the meeting may be restricted or suspended in order to close all or part of the meeting to the public under section 197, and, for the purposes of section 197(5), any members of the public whose access to the meeting is restricted or suspended are considered to be

present outside the meeting room during the restriction or suspension,

(b) the meeting is deemed to be conducted in public for the purposes of section 198,

(c) the council is deemed to have met its obligations under section 216.4(4),

(d) the reference in section 216.4(5) to representations made at the public hearing is to be interpreted as a reference to the submissions received by the council in accordance with the bylaw or regulation, as the case may be, and

(e) the term “address” in section 606(6)(b) and the expression “place where it will be held” in section 606(6)(d) are to be interpreted as meaning a website address, telephone number or other information identifying where the meeting can be accessed electronically.

(5) *The Minister may make regulations authorizing and respecting the use of electronic, telephonic, or other communication methods to conduct meetings of a council or council committee.*

Administration will review the Procedural Bylaw draft to ensure that each of the above requirements in the legislation are addressed.

Revision re: Point of Order (June 29th CBC Meeting)

It may be more feasible to only reference Robert’s Rules of Order rather than including the process for situations that do not occur regularly.

Council may consider having a workshop on meeting procedures using Robert’s Rules and/or a quick reference guide at each Council desk.

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.

COSTS/SOURCES OF FUNDING

Annual Operating Budget

EXAMPLE

Bylaw C14-18 - Amend Land Use Bylaw C10-13 - Redistrict Lot 15, Block 22, Plan 1220548 from C2 - Vehicle Oriented Retail and Service District to PS - Public Service District - 2nd & 3rd reading

R159-18

MOVED BY Councillor Harris that Council give second reading to Bylaw C14-18 to amend Land Use Bylaw C10-13 by redistricting Lot 15, Block 22, Plan 1220548 from C2 - Vehicle Oriented Retail and Service District to PS – Public Service District.

R160-18

MOVED BY Councillor Kelly that Council refer second reading of Bylaw C14-18 to the June 26, 2018 regular Council meeting.

DEFEATED

Council Resolution #159-18 was voted on; and **CARRIED**

R161-18

MOVED BY Councillor Lennox that Council give third reading to Bylaw C14-18 to amend Land Use Bylaw C10-13 by redistricting Lot 15, Block 22, Plan 1220548 from C2 - Vehicle Oriented Retail and Service District to PS - Public Service District.

R162-13

MOVED BY Councillor Lennox that Council refer third reading of Bylaw C14-18 to the June 12, 2018 regular Council meeting.

R163-18

MOVED BY Councillor Kelly that Council amend Council Resolution #162-18 by changing the referral date for third reading of Bylaw C14-18 to the June 26, 2018 regular Council meeting.

DEFEATED

Council Resolution #162-18 was voted on; and **CARRIED**

R164-18

MOVED BY Councillor Makin that a new sign be purchased for a maximum of \$500.

R165-18

MOVED BY Councillor Harris that Council amend Council Resolution #164-18 by changing the maximum amount of the sign to \$250.

CARRIED

Council Resolution **164-18** was voted on, as amended; and **CARRIED**

TOWN OF BON ACCORD
COUNCIL BRIEFING REPORT

| | |
|------------------------|--|
| Meeting: | Council Briefing Committee Meeting |
| Meeting Date: | August 24 th , 2022 |
| Presented by: | Jodi Brown Town Manager/CAO |
| Title: | Council Long Term Service Award Policy |
| Agenda Item No. | |

During the June 29th, 2022, Council Briefing Committee Meeting, a draft of the Council Long Term Service Award Policy was reviewed (see enclosed).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The enclosed draft has been updated to include potential changes for consideration during the approval process (shown in blue):

- Provision for a single plaque with individual Councillor names and length of service to be displayed at the Town office.
- Provision of a gift certificate at the completion of each term of service or upon leaving service.
- An alternate option of having Council decide on an appropriate gift when a Council member leaves office rather than a specific gift amount.

Note, the proposed Employee Long Term Service Policy is enclosed due to the discussion at the June 29th, 2022 Council Briefing Committee meeting regarding the amount of the gift certificate allotments in each proposed policy.

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

COUNCIL SERVICE AWARDS

SECTION: Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: [date], 2022

PURPOSE AND INTENT: ~~Guideline for Long Service Awards~~

POLICY STATEMENT: ~~The Town of Bon Accord wishes to show their appreciation for the commitment and loyalty of all employees and Councillors and to recognize their contribution to the Town.~~

POLICY STATEMENT

The Town of Bon Accord is committed to recognizing and showing appreciation for Council members for their community service upon leaving office or at the completion of each term.

PURPOSE

The purpose of this policy is to provide the framework and parameters for the recognition of Council members when leaving office or at the completion of each term.

SCOPE

This policy will apply to recognition for Council members serving four (4) or more consecutive years for the Town of Bon Accord, who are leaving their official capacity in good standing or at the completion of each term.

DEFINITIONS

“Council” means the Mayor, Deputy Mayor, or members of Bon Accord Council.

“Service Award” means a recognition award for a Council member for their service to the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord.

RESPONSIBILITIES

The Town Manager or delegate is responsible to ensure that administrative procedures are established for the provision of Service Awards according to this policy.

PROCEDURES ~~COUNCIL SERVICE AWARDS~~

1. Council members will receive a gift card and certificate, ~~or plaque~~ as stipulated in the chart below upon leaving office ~~or upon completing each term~~:

| Length of Service | Gift Card (see alternate option below) | Plaque or Certificate |
|-------------------|--|----------------------------------|
| 4 years | \$75 Gift Card | Certificate |
| 8 years | \$100 Gift Card | Plaque |
| 12 years | \$125 Gift Card | Plaque |
| 16 years | \$175 Gift Card | Plaque |
| 20 years | \$225 Gift Card | Plaque |
| 21 years | Council Review | Council Review |

Upon leaving office, Council members will be permanently recognized on a plaque displayed in the Town office that will include the Council member’s name, position (Mayor or Councillor) and length of service.

Alternate Option:

When a Council member leaves office, Council will determine an appropriate gift within the capacity of the operating budget at that time.

- ~~8 years: \$ 75~~
- ~~12 years: \$100~~

- ~~16 years: \$150~~
- ~~20 years: \$200~~
- ~~20+ years: Council Review~~
- ~~Councillors upon leaving Council will receive a plaque~~

- ~~2. Council will review other recognition options that will be awarded to Council members who receive a Service Award of 21 years or more on an individual basis.~~
- ~~3. The maximum value of the cost of the plaque for the Council Service Award will be determined by the governing Council at that time.~~

PRESENTATION OF LONG-TERM SERVICE AWARDS

- ~~1. Recognitions~~ **Council Service Awards** will be presented by the **Mayor, Deputy Mayor or designate during a Council meeting**, or as soon as possible upon the Council member leaving service to the Town **or following each term of office**.
2. Awards are not retroactive.

~~Gift to be appropriate to the person. Staff will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for staff members. Council will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for Council members.~~

~~** Awards are not retroactive.~~

EMPLOYEE LONG-TERM SERVICE AWARDS

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Recreation and Community Services

COUNCIL APPROVAL DATE: [date], 2022

PURPOSE AND INTENT: ~~Guideline for Long Service Awards~~

POLICY STATEMENT: ~~The Town of Bon Accord wishes to show their appreciation for the commitment and loyalty of all employees and Councillors and to recognize their contribution to the Town.~~

POLICY STATEMENT

The Town of Bon Accord is committed to recognizing and showing appreciation for the long-term service of Employees that have served the community for five or more years.

PURPOSE

The purpose of this policy is to provide a consistent framework for the recognition of Employees for long-term service.

SCOPE

This policy will apply to permanent Employees who have been employed for five or more consecutive years.

This policy does not apply to retirement celebrations for Town staff.

DEFINITIONS

“Employee” means an individual employed on a permanent basis by the Town.

“Employee Long-Term Service Award” means recognition of an Employee for long-term service to the Town.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord.

RESPONSIBILITIES

The Town Manager or delegate is responsible to ensure that administrative procedures are established for provision of Employee Long-Term Service Awards according to this policy.

PROCEDURES EMPLOYEE LONG-TERM SERVICE AWARDS

~~1. Employees and Councillors will be recognized for having completed the following years of service:~~

~~Staff~~

1. Employees will receive Long-Term Service Awards as shown below.

| Length of Service | Gift Card | Certificate or Plaque |
|--------------------------|------------------|------------------------------|
| 5 years | \$100 Gift Card | Certificate |
| 10 years | \$150 Gift Card | Certificate |
| 15 years | \$225 Gift Card | Certificate |
| 20 years | \$275 Gift Card | Plaque |
| 25 years | \$325 Gift Card | Plaque |
| 30 years | Council Review | Plaque |

2. Employees who receive an Employee Long-Term Service Award of 5 to 15 years shall receive a recognition certificate signed by the Mayor and Town Manager.

3. Employees who receive an Employee Long-Term Service Award of 20 - 30 years will receive a plaque (max. cost limit of \$100) instead of the recognition certificate.

• ~~5 years: \$ 75~~

- ~~10 years: \$125~~
- ~~15 years: \$200~~
- ~~20 years: \$250~~
- ~~25 years: \$300~~
- ~~30 years: up to \$375~~

PRESENTATION OF EMPLOYEE LONG-TERM SERVICE AWARDS

- ~~1. Recognitions~~ **Employee Long-Term Service Awards** will be presented by the **Mayor, Deputy Mayor or designate and CAO** or ~~as soon as possible upon the person leaving service to the Town.~~
- 2. Upon this policy taking effect, current Employees that have worked for the Town for 5 years or more and have not been recognized in the past will be awarded the appropriate Employee Long-Term Service Award. Otherwise, Employee Long-Term Service Awards are not retroactive.**

~~Gift to be appropriate to the person. Staff will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for staff members. Council will be responsible for purchasing the appropriate gift, to the value indicated in item 1 above, for Council members.~~

~~** Awards are not retroactive.~~