



PROSPECTIVE CANDIDATE PACKAGE

1. Nomination Information
2. Roles and Responsibilities of Municipal Officials
3. Form 29 – Notice of Intent
4. Form 4 – Nomination Paper and Candidate's Acceptance
5. Form 5 – Candidate Information
6. Form 11 – Enumerator, Candidate or Official Agent Proof of Identification for Section 52 Access
7. Form 12 – Campaign Worker Proof of Identification
8. Town Map
9. Council List of Committees
10. Council Code of Conduct Bylaw
11. Procedural Bylaw
12. Code of Ethics Policy
13. Council Remuneration Policy
14. Election Signage Fact Sheet
15. Information for Candidates

Important Dates

September 22, 2025	Nomination Day (papers due by 12 p.m.)
October 9, 2025	Advance Vote Day
October 20, 2025	Election Day
October 25, 2025	Official election result date
TBD – October 27-31	Swearing in of Elected Officials
TBD	Elected Official Orientation
TBD	Municipal Elected Official Emergency Management Course

NOMINATION INFORMATION

ELIGIBILITY (review section 22(1) of the *Local Authorities Election Act* to determine if you are eligible)

Anyone considering running for office should confirm their eligibility as a first step. To be eligible, a prospective candidate must be:

- At least 18 years old on Nomination Day (September 22, 2025)
- A Canadian citizen
- A resident of Bon Accord for the 6 consecutive months immediately before Nomination Day (September 22, 2025).
- A resident of Bon Accord on Election Day (October 20, 2025)

It is the candidate's responsibility to confirm eligibility before engaging in the nomination process.

FORMS

The forms required to be nominated as a candidate are as follows:

- Form 29 – Notice of Intent
- Form 4 – Nomination Paper and Candidate's Acceptance
- Form 5 – Candidate Information
- Form 26 – Campaign Disclosure Statement and Financial Statement
 - You will need to submit this form by March 1, 2026 (after the election) to the Town office – otherwise there is a **legislated** penalty imposed and administration may be required to publicly report the delay to Council. For more information, please consult the Returning Officer or the Local Authorities Election Act.

Additional Forms for Scrutineer, Official Agent Or Campaign Workers:

- Form 16 – Statement of Scrutineer or Official Agent
- Form 12 – Campaign Worker Proof of Identification

NOTICE OF INTENT (NEW FOR 2025)

When can I submit my Notice of Intent, and why is it required?

From October 31, 2024 until Nomination Day September 22, 2025 at noon. The Notice of Intent is a new requirement under the *Local Authorities Election Act*. In submitting a Notice of Intent, the prospective candidate may collect campaign contributions. The Notice of Intent is required whether you collect campaign contributions or not.

How do I submit my Notice of Intent?

Complete the prescribed form (Form 29) and remit to the Town's Returning Officer at 5025 50th Avenue or email to LScoordinator@bonaccord.ca. You do NOT need to use this exact form as long as all criteria are submitted. For details see *Local Authorities Election Act* section 147.22, below

A written notice under subsection (2) must include, in respect of the individual's candidacy,

- (a) the full name, address and contact information of the individual,*
- (b) the address of the place or places where records of the individual are maintained and of the place to which communications may be addressed,*
- (c) the names and addresses of the financial institutions to be used by or on behalf of the individual as depositories for campaign contributions made to that individual, and*
- (d) the names of the signing authorities for each depository referred to in clause (c).*

What happens after I submit my Notice of Intent?

Your name will be added to the public list on Bon Accord's 2025 Municipal Election webpage. After the Notice of Intent is filed, you may collect campaign contributions. Please review the *Local Authorities Election Act* for more details on campaign contributions and your legal responsibilities.

NOMINATIONS

When can I submit my Nomination papers?

During the Nomination Period from January 1, 2025 until Nomination Day, September 22, 2025 at 12:00 p.m.

How do I submit my Nomination papers?

Complete the prescribed forms and remit to the Town office 5025 50th Avenue or email to the Returning Officer at lscoordinator@bonaccord.ca by noon on Nomination Day (September 22, 2025). The 3 forms required are:

- FORM 4 Nomination Paper and Candidate's Acceptance
- FORM 5 Candidate Financial Information
- FORM 29 Notice of Intent

Other forms may be required. Candidates are encouraged to review the *Local Authorities Election Act* and its *Local Authorities Election Act Forms Regulation* for full details.

What happens after I submit my Nomination papers?

Your name will be added to the public list of candidates posted on Bon Accord's 2025 Municipal Election webpage. If you wish to withdraw your nomination, you may do so up until noon on Nomination Day (September 22, 2025).

Additional obligations/responsibilities are applicable once you have submitted your Nomination papers – regardless of whether there is an election or whether you are selected as an incumbent from the election.

Roles and Responsibilities of Municipal Officials

Learn about the duties that each municipal official has to fulfill.

From the Government of Alberta website: <https://www.alberta.ca/roles-and-responsibilities-of-municipal-officials.aspx#jumplinks-0>

Council roles and responsibilities

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative.

The *Municipal Government Act* (MGA) provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

Councillors

Under the MGA, councillors have the duty to:

- consider the welfare and interests of the municipality as a whole and, to bring to council's attention anything that would promote the welfare or interests of the municipality
- participate generally in developing and evaluating the policies and programs of the municipality
- participate in council meetings and council committee meetings and meetings of other bodies they are appointed to by the council
- obtain information about the operation or administration of the municipality from the chief administrative officer
- keep in confidence matters discussed in private at a council meeting until discussed at a meeting held in public
- perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Chief Elected Official (CEO)

The CEO can be a mayor, reeve or I.D. chairperson.

The CEO, in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise.

The CEO must also perform any other duty imposed under the MGA or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The CEO of a city or town is elected by a vote of a municipality's electors, unless the council passes a bylaw requiring council to appoint the CEO from among the councillors.

In a village, summer village, or municipal district, council appoints the CEO from among the councillors unless it passes a bylaw providing that the official is to be elected by a vote of the municipality's electors.

The CEO role, unless a bylaw says otherwise, includes:

- chairperson of council
- consensus seeker amongst members of council
- liaison with senior elected officials
- ex officio member on various boards and committees
- key representative with regard to ceremonial responsibilities
- liaison with other levels of government
- advice with regard to policy development

A deputy CEO will assume this role if the CEO is not available.

To learn more about elected officials visit these websites:

- [Alberta Urban Municipalities Association \(AUMA\)](#)
 - deals with issues and services for urban municipalities

- [Rural Municipalities of Alberta \(RMA\)](#)
 - deals with issues and services for rural municipalities

Interests of the municipality

A councillor is elected to look after the interests of the entire municipality.

A councillor who is in a municipality that has wards must be careful not to place the interest of the ward or electoral district above the interest of the whole municipality.

Council's effectiveness depends on councillors providing input on their areas while thinking and voting for the whole municipality.

Councillors also have to make certain that they do not put themselves in a conflict of interest situation.

Chief Administrative Officer (CAO)

Every council must establish, by bylaw, a position of CAO. The council may give the position an appropriate title, such as Town Manager or Administrator.

The CAO is the administrative head of the municipality.

The CAO's responsibilities include:

- ensuring that the municipality's policies and programs are implemented
- advising and informing the council on the operation of the municipality
- performing other duties assigned by the council
- ensuring appropriate staffing is in place

Councillors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO.

Designated officers

A CAO may delegate any of his or her powers, duties, or functions to a designated officer or to another employee.

Designated officer positions are established by bylaw and are subject to the CAO's supervision, unless otherwise provided by bylaw.

A designated officer may also further delegate to an employee of the municipality any of those powers, duties or functions.

To learn more about municipal administrators in Alberta, visit these websites:

- [Society for Local Government Managers of Alberta](#)
 - The professional regulatory body that grants the Certified Local Government Manager designation in Alberta.
- [Alberta Rural Municipal Administrator's Association](#)
 - Represents rural municipal administrators in Alberta.
- [Local Government Administrators Association](#)
 - Represents municipal administrators in Alberta.

Notice of Intent

Local Authorities Election Act (Section 147.22)

LOCAL JURISDICTION: Town of Bon Accord, PROVINCE OF ALBERTA

Election Date: October 20, 2025
date

I, _____, of _____

complete address and postal code

intend to be nominated, or have been nominated, to run for election as a candidate in the

Town of Bon Accord

name of local jurisdiction and ward, if applicable

I understand that by completing this form, I am declaring my intent to become a candidate as defined in the *Local Authorities Election Act*, which carries with it certain obligations and responsibilities.

Candidate Information

Title	Candidate Last Name	Candidate First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Telephone Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of place(s) where candidate records are maintained:

Name(s) and address(es) of financial institutions where campaign contributions will be deposited (if applicable):

Name(s) of signing authorities for each depository listed above (if applicable):

SWORN (AFFIRMED) before me at the _____
of _____, in the Province of Alberta, this _____
day of _____, 20 ____

Signature of Returning Officer or Commissioner for Oaths or Notary Public in
and for Alberta

Commissioner for Oaths Stamp

Signature of Candidate

RETURNING OFFICER'S ACCEPTANCE

Returning office signals acceptance by signing this form

Signature of Returning Officer

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT CONTAINS A FALSE STATEMENT

The personal information collected through this form is for administering the election. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact your local municipal office.

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Nomination Paper and Candidate's Acceptance

Local Authorities Election Act
(Sections 12, 21, 22, 23, 27, 28, 47,
68.1, 151, Part 5.1)
Education Act (Sections 4(4), 74)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under sections 21 and 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Returning Officer _____ 780-921-3550
Title of the Responsible Official _____ Business Phone Number

LOCAL JURISDICTION: _____ Town of Bon Accord _____, PROVINCE OF ALBERTA

We, the undersigned electors of _____, nominate
Name of Local Jurisdiction and Ward (if applicable)

_____ of
Candidate Surname _____ Given Names

_____ as a candidate at the election
Complete Address and postal code

about to be held for the office of _____
Office Nominated for

of _____ Town of Bon Accord _____
Name of Local Jurisdiction

Signatures of at least **5 ELECTORS ELIGIBLE TO VOTE** in this election in accordance with sections 27 and 47 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable). If a city or a board of trustees under the *Education Act* passes a bylaw under section 27(2) of the *Local Authorities Election Act*, then the signatures of up to 100 electors eligible to vote may be required.

Printed Name of Elector	Complete Address and Postal Code of Elector	Signature of Elector

Candidate's Acceptance

I, the above named candidate, solemnly swear (affirm)

- THAT I am eligible under sections 21 and 47 (and section 12, in the case of summer villages) of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) to be elected to the office;
- THAT I am not otherwise disqualified under section 22 or 23 of the *Local Authorities Election Act*;
- THAT I will accept the office if elected;
- THAT I have read sections 12, 21, 22, 23, 27, 28, 47, 68.1, and 151 and Part 5.1 of the *Local Authorities Election Act* and sections 4(4) and 74 of the *Education Act* (if applicable) and understand their contents;
- THAT I am appointing

Name, Contact Information or Complete Address and Postal Code and Telephone Number of Official Agent (if applicable)

as my official agent.

- THAT I will read and abide by the municipality's code of conduct if elected (if applicable); and
- THAT the electors who have signed this nomination paper are eligible to vote in accordance with the *Local Authorities Election Act* and the *Education Act* and resident in the local jurisdiction on the date of signing the nomination.

Print name as it should appear on the ballot

Candidate's Surname

Given Names (may include nicknames, but not titles, i.e., Mr., Ms., Dr.)

SWORN (AFFIRMED) before me

at the _____ of _____,

in the Province of Alberta,

this _____ day of _____, 20____.

Candidate's Signature

Signature of Returning Officer or Commissioner for Oaths
or Notary Public in and for Alberta
(Also include printed or stamped name and expiry date)

Commissioner for Oaths Stamp

RETURNING OFFICER'S ACCEPTANCE

Returning Officer signals acceptance by signing this form:

Signature of Returning Officer

**IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT OR A FORM THAT
CONTAINS A FALSE STATEMENT**

Candidate Financial Information

Local Authorities Election Act
(Section 27)

Note: The personal information on this form is being collected to support the administrative requirements of the local authorities election process and is authorized under section 27 of the *Local Authorities Election Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information will be managed in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions concerning the collection of this personal information, please contact

Returning Officer

780-921-3550

Title of the Responsible Official_____
Business Phone Number

Candidate's Full Name _____

Candidate's Address and Postal Code _____
_____Address(es) of Place(s) where Candidate Records are Maintained _____
_____Name(s) and Address(es) of Financial Institutions where Campaign Contributions will be Deposited (if applicable)

_____Name(s) of Signing Authorities for each Depository Listed Above (if applicable)

Where there is any change in the above mentioned information, the candidate shall notify the local jurisdiction in writing within 48 hours of such changes by submitting a completed information form.

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**Enumerator, Candidate or Official Agent Proof
of Identification for Section 52 Access***Local Authorities Election Act*
(Section 52)LOCAL JURISDICTION: Town of Bon Accord, PROVINCE OF ALBERTAELECTION DATE: October 20 2025

VOTING SUBDIVISION OR WARD (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this
constitutes as identification for _____

Name

of _____

Complete Address and Postal Code

serving in the capacity of _____

Office

This appointment is in effect for the 20 25 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a
candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in
the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a
campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a
building containing 2 or more residences or to each residence in a mobile home park.

Signature of Returning Officer or Deputy Returning Officer

Signature of Enumerator, Candidate, or Official Agent Named Above

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Campaign Worker Proof of Identification

Local Authorities Election Act
(Section 52)

LOCAL JURISDICTION: Town of Bon Accord, PROVINCE OF ALBERTA

ELECTION DATE: October 20 2025

VOTING SUBDIVISION OR WARD (If Applicable): _____

For the purposes of access authorized under section 52 of the *Local Authorities Election Act*, this
constitutes identification for _____

Name

of _____

Complete Address and Postal Code

serving in the capacity of _____

Office

This appointment is in effect for the 20 25 campaign period.

Section 52 of the *Local Authorities Election Act* states that a person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification in the prescribed form, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with

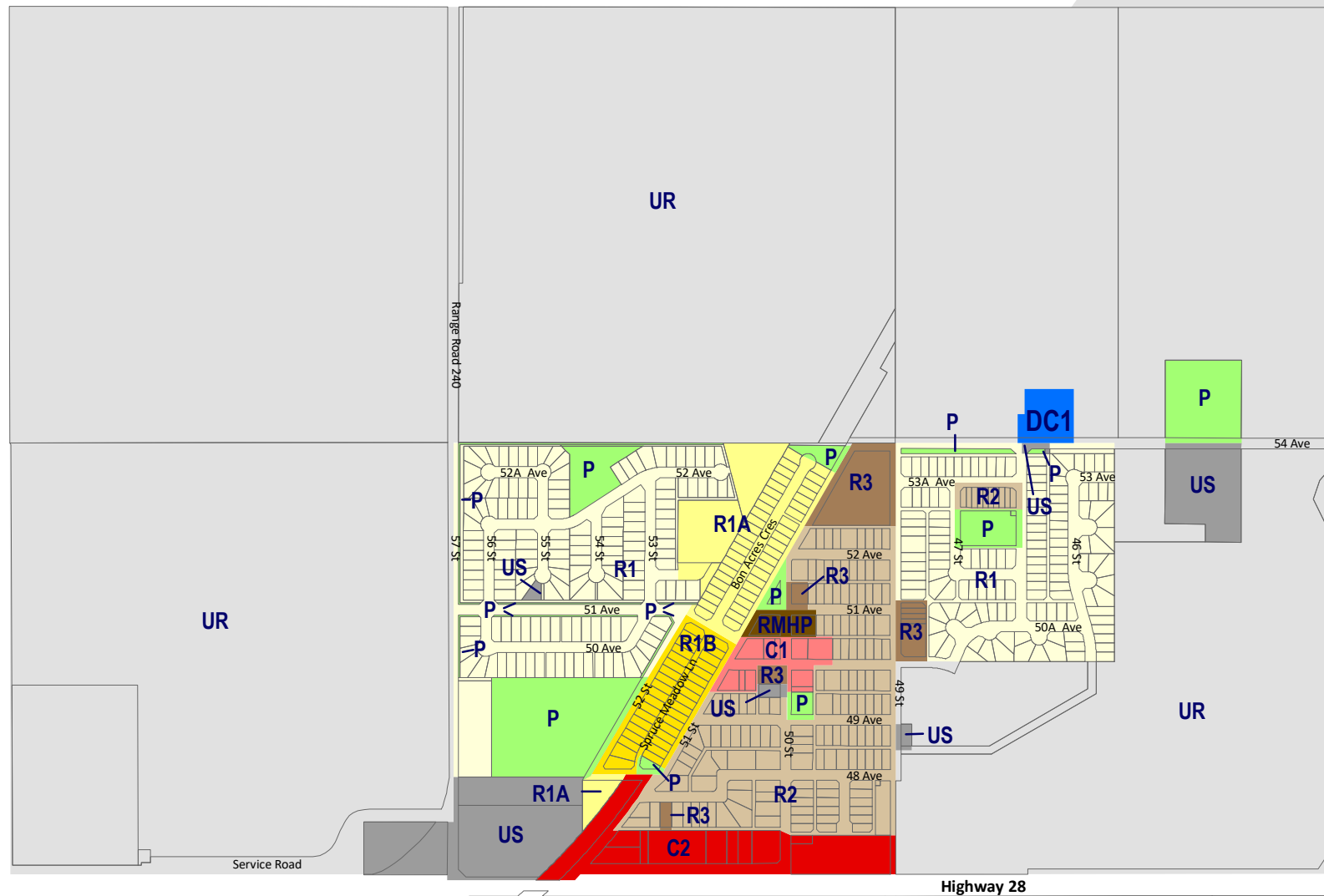
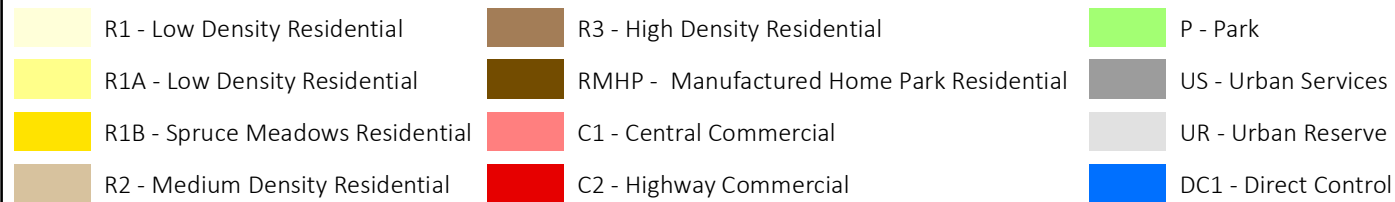
the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

Candidate's Signature

Campaign Worker's Signature

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Land Use Districts

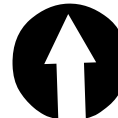


Consolidated to
include Bylaws:
No. 2018-11
No. 2020-12
No. 2024-07

TOWN OF BON ACCORD

LAND USE DISTRICT MAP

Digital Information:
Geogratix and Altalis
Projection:
UTM NAD 83 12N



Bon Accord
building for tomorrow



COMMITTEE	REP	FREQUENCY	STAFF	ALTERNATE
Arrow Utilities	Lynn Bidney	6 times per year; 3rd Friday (Day)		
B.A.C.S. & Lilian Schick Joint-Use*	Timothy J. Larson	Quarterly (Day)	Community Services Representative & Town Manager	Lacey Laing
Bon Accord Public Library*	Tanya May	Once per month; 2nd Tuesday (Evening)		N/A
Capital Region Assessment Services Commission	Tanya May		Town Manager	All of Council
Capital Region Northeast Water Services Commission	Timothy J. Larson	Quarterly (Day)		Brian Holden
Community Services Advisory Board*	Brian Holden	Quarterly (Evening)	Community Services Coordinator	Lacey Laing
Edmonton Salutes Committee	Lacey Laing	Once per month		Tanya May
Homeland Housing Board	Lynn Bidney	Once per month; Last Thursday (Day)		N/A
Infrastructure and Transportation	Lynn Bidney	Twice per year		
Intermunicipal Collaboration Framework (ICF) Committee (and IDP – Intermunicipal Development Plan)	Lacey Laing Lynn Bidney Brian Holden	Quarterly (Day)	Town Manager	
Intermunicipal Subdivision & Development Appeal Board*	Brian Holden (until next general election)		Town Manager, as required	
Municipal Emergency Advisory Committee	All of Council	Once per year (Day)	DEM & DDEM	
Northern Lights Library System	Tanya May	Quarterly; Saturday in Elk Point (Day)		Lacey Laing
Northern Mayor's Caucus	Mayor	Once per quarter		Deputy Mayor
Parks and Trails Committee	Lacey Laing Tanya May		Town Manager	N/A
Regional Emergency Advisory Committee	Timothy J. Larson	Once per quarter (Day)		All of Council
Rosieridge Waste Management Services	Mayor	Once per month; 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor		Town Manager	Deputy Mayor

Veterans' Memorial Park Committee*	Timothy J. Larson Tanya May		Town Manager & Infrastructure Manager	
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*Indicates Public Members at large also appointed or approved by Council

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE CODE OF CONDUCT OF COUNCIL.

WHEREAS, the Council of the Town of Bon Accord pursuant to section 145 of the Municipal Government Act, a council may pass bylaws for municipal purposes regarding the conduct of council and the conduct of councilors;

AND WHEREAS, the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government

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

CITATION

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

DEFINITIONS

1. In this bylaw, words have the meanings as set out in the Act, except that:
 - a) “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
 - b) “Administration” means the administrative and operational arm of the Town, comprised of the various departments including all Town staff who operate under the leadership and supervision of the Town Manager;
 - c) “Town Manager” means the Chief Administrative Officer of the Town or their designate;
 - d) “Town” means the municipal corporation of the Town of Bon Accord;
 - e) “Council Member” means a member of Town Council, including a Councilor and the Mayor;
 - f) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any regulations thereunder, and any amendments or successor legislation thereto;
 - g) “Mayor” means the chief elected official of the Town.
 - h) “Social Media” refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, videos and audio to inform, share, promote, collaborate or network.

PURPOSE AND APPLICATION

The purpose of this Code of Conduct is to provide standards for the conduct of Council Members relating to their roles and obligations as elected representatives of the Town and a procedure for the enforcement of those standards. The Code of Conduct is one aspect of accountability and transparency both internally, as

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

among Members and as between Council and Administration, as well as externally, with other orders of government, the media and the public at large.

FRAMEWORK AND INTERPRETATION

This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Town and the high standards of professional conduct the public expects of its local government elected representatives. This Code of Conduct is intended to supplement existing legislation governing the conduct of Council Members.

The Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Council Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. Along with the bylaws and policies of Council, the following provincial and federal legislation governs the conduct of Members:

- a. *Municipal Government Act*
- b. *Freedom of Information and Protection of Privacy Act*
- c. *Local Authorities Act*
- d. *Alberta Human Rights Act*
- e. *Occupational Health and Safety Act*
- f. *Criminal Code of Canada*

STATEMENT OF PRINCIPLES AND VALUES

Council members are expected to perform their functions of office with integrity, accountability and transparency and conduct themselves in a professional manner at all times.

Members have a duty to act honestly, in good faith, and in best interests of the Town.

Members shall:

- a. uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council;
- b. carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as an elected official;
- c. observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- d. serve and be seen to serve the welfare and interests of the Town as a whole and the community at large in a conscientious and diligent manner and shall approach decision making with an open mind.

COMMUNICATING ON BEHALF OF THE MUNICIPALITY

A Member must not claim to speak on behalf of Council unless authorized to do so.

Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

No Member shall make a statement when they know that statement is false.

No Member shall make a statement with the intent to mislead Council or members of the public.

RESPECTING THE DECISION MAKING PROCESS

Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in doing so, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

ATTENDANCE

Members have a statutory duty to participate in Council meetings and failure to attend as required may lead to a Member's disqualification under the Act.

CONDUCT AT MEETINGS

Members shall comply with the provisions of the Procedure Bylaw, or any other rules of meeting procedure applicable to the body to which they have been appointed by Council.

Members shall act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

CONFIDENTIAL INFORMATION

Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

Council as a whole must be able to access information that is necessary to fulfill its decision-making duties and oversight responsibilities; however, individual Members must also recognize that the information they receive in their capacity as elected officials is subject to confidentiality and disclosure rules contained in federal and provincial legislation and Town bylaws and policies.

Members may also become privy to confidential information received outside of a closed session. Members must not disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is permitted or required by law or authorized by Council to do so.

No Member shall use confidential information for personal benefit or for the benefit of any other individual or organization.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

CONFLICTS OF INTEREST

Council members are expected to make decisions for municipal purposes for the welfare of interests of the Town as a whole.

Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

Members shall approach decision-making with an open mind that is capable of persuasion.

No Council Member shall use the influence of their office for any purpose other than for the exercise of the Member's official duties.

It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

IMPROPER USE OF INFLUENCE

No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before relating it to the Municipality.

Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

USE OF MUNICIPAL ASSETS AND SERVICES

Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

ORIENTATION AND OTHER TRAINING ATTENDANCE

Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes oath of office.

Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

Once Council has approved registration of any training course or event and the registered member does not attend, the cost for registration will be invoiced back to the registered member for reimbursement, unless Council deems the member has a valid reason for not attending.

GIFTS AND HOSPITALITY

Members may accept hospitality, gifts, or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation in accordance with any policy or bylaw referencing gifts and hospitality.

ELECTION CAMPAIGNS

No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

INFORMAL COMPLAINT PROCESS

Any person or any Member who has identified or witnessed conduct by a Member that the person or member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- a. advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;
- b. requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

FORMAL COMPLAINT PROCESS

Any person or any Member who has identified or witnessed conduct by a Member that the person or Member believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- a. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- b. All complaints shall be addressed to Council;
- c. The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- d. If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to Council;
- e. Upon receipt of a complaint under this Bylaw, Council shall review the complaint and decide whether to proceed to investigate the complaint or not. If Council is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, Council may choose

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

not to investigate, or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant shall be notified of Council's decision.

- f. If Council decides to investigate the complaint, Council shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of Council regarding the investigation shall be confidential;
- g. A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- h. A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

COMPLIANCE AND ENFORCEMENT

Members shall uphold the letter and the spirit and intent of this Bylaw.

Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

No Member shall:

- a. Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- b. Obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

Sanctions that may be imposed on by a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- a. A letter of reprimand addressed to the Member;
- b. Requesting the Member to issue a letter of apology;
- c. Publication of a letter of reprimand or request for apology and the Member's response;
- d. Suspension or removal of the appointment of a Member as the chief elected official under Section 150 (2) of the Act;
- e. Suspension or removals of the appointment of a Member as the deputy chief elected official or acting chief elected official under Section 152 of the Act;
- f. Suspension or removal of the chief elected official's presiding duties under Section 154 of the Act;
- g. Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
- h. Reduction or suspension of remuneration as defined in Section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- i. Any other sanctions Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

**TOWN OF BON ACCORD
CODE OF CONDUCT BYLAW
BYLAW 2022-05**

COMPLIANCE WITH THE CODE OF CONDUCT

Council members are accountable to the public through the four-year election process cycle. Between elections, Members may become disqualified and required to resign if the Member commits a disqualifying action pursuant to section 174 of the Act.

Members are expected to adhere to the provisions of this Code of Conduct. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction can do so. Council does, however have the right to sanction a Member provided that the Member continues to have sufficient access to information and services so as to be able to carry out their duties as a Member.

REVIEW

This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

SEVERABILITY

Should any provision of this Bylaw be invalid, then the invalid provision shall be severed, and the remainder of this Bylaw shall remain in effect.

MISCELLANEOUS

Bylaw #2019-14 is hereby repealed.

This Bylaw comes into effect upon third and final reading of this Bylaw.

READ a first time on this 18th day of January 2022.

READ a second time on this 18th day of January 2022.

READ a third and final time on this 18th day of January 2022.

ORIGINAL SIGNED

MAYOR Brian Holden

ORIGINAL SIGNED

CHIEF ADMINISTRATIVE OFFICER
Jodi Brown

**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 1st and 3rd 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 1st or 3rd Tuesday of a month is not a day on which the Town Office is open to the public.
- 6.2. The 1st 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 2nd 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.

**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 16th day of May 2023.

Read a second time this 6th day of June 2023.

Read a third and final time this 6th day of June 2023.

ORIGINAL SIGNED

Mayor Brian Holden

ORIGINAL SIGNED

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**

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 4th 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

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

Applicant Name: _____

Speaker Name: _____

Requested Date: _____

Email: _____

Phone: _____

Topic of discussion: _____

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

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

Please send completed form to cao@bonaccord.ca. Please review and check each box:

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

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

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

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

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

Applicant Signature _____

Date _____

OFFICE USE ONLY

Town Manager Signature _____

Assigned Date and Time _____

CODE OF ETHICS & COUNCIL - TOWN MANAGER COVENANT

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: December 21, 2021

LAST REVIEWED BY COUNCIL: December 21, 2021

POLICY STATEMENT

The Town of Bon Accord maintains certain policies to guide Council, appointed municipal board members and employees with respect to conduct expected in areas where improper activities could damage the reputation of the Town of Bon Accord.

The purpose of the Code of Ethics is to affirm, in a comprehensive statement the required standards of conduct and practices for the Mayor, all Councilors, Council appointed municipal board members and employees.

The purpose of the Council - Town Manager Covenant is to outline the roles and responsibilities of Council and the Town Manager respecting the activities of the Town of Bon Accord. It also forms the basis of the relationship between the Council and the Town Manager. By signing the document, each Councillor and the Town Manager agrees to adhere to the expectations laid out in the Covenant.

PURPOSE

To establish the Town of Bon Accord Code of Ethics and Council - Town Manager Covenant within Policy.

SCOPE

This policy will be enacted on a case-by-case basis.

PROCEDURES

1. The Council -Town Manager Covenant (Schedule “A”) will be executed by the Mayor, each member of Council and the Town Manager. A signed copy will be placed in the Policy Manual, with the minutes of the Council meeting where the Covenant was executed and within each respective personnel file.
2. The Council - Town Manager Covenant will be placed on each Organizational Meeting agenda following a general municipal election and further that it be brought before Council again after any by-election or when any new Town Manager is hired.
3. The Mayor, each Councillor and employee shall execute the Municipal Code of Ethics (Schedule “B”). A signed copy shall be included in the Policy Manual with the minutes of the Council meeting where the Municipal Code of Ethics (Schedule “B”) was executed and within each respective employee personnel file.
4. Appointed members at large on a municipal board will execute the Board Member Code of Ethics (Schedule “C”). A copy will be kept in the general board membership files.

Schedule “A”: Council - Town Manager Covenant

Schedule “B”: Municipal Code of Ethics (Council and Employees)

Schedule “C”: Board Member Code of Ethics (Community Services Advisory Board Members)

ADDITIONAL REFERENCE

Council Code of Conduct Bylaw

Schedule "A"

THE COUNCIL - TOWN MANAGER COVENANT

WE, AS MEMBERS OF COUNCIL, WILL:

- Carry out our responsibilities as set out in the applicable legislation to the best of our abilities.
- Make decisions which we believe to be in the best interest of our citizens, understanding that, once a decision has been made by Council resolution, that decision becomes a decision of Council.
- Review the background information and advice made available to us by the administration prior to rendering a decision.
- Seek further input when we are unsure of the issues or uncertain as to the preferred course of action.
- Refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Town Manager for review, comment, and follow-up (as appropriate).
- Refrain from making any commitments on behalf of Council to individual citizens or groups other than to take the request up with the Council or Town Manager and to respond appropriately.
- Seek to participate actively in the decision-making process.
- Refrain from any public or private criticism of our administration wherein individual employees are identified.
- Act as good stewards of the municipality and as public servants of our citizens through ethical conduct.
- Provide effective leadership through guiding the corporation and the municipality through annual or longer-term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens.
- Ensure that we formally evaluate the performance of the Town Manager at least once annually and involve the Town Manager in this process so as to ensure a full

understanding of the Council's candid assessment.

Signatures:

Mayor _____

Councillor _____

Councillor _____

Councillor _____

Councillor _____

Schedule "A"

THE COUNCIL - TOWN MANAGER COVENANT

I, THE TOWN MANAGER WILL:

- Conduct myself as your chief policy advisor in an honest and ethical manner.
- Ensure that the Chief Elected Official and Councillors are accorded respect in all of my personal and public comments.
- Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council.
- Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
- Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council.
- Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured.
- Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as my recommendation as your Town Manager.
- Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
- Maintain a current understanding of the applicable legislation as well as relevant programs, policies, and initiatives of the Provincial and Federal governments.
- Admit to any mistakes of substance made by myself or my staff and take corrective action.
- Listen carefully to the concerns of Council vis-a-vis my performance and seek to improve any deficiencies on an ongoing basis.
- Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

Town Manager Signature: _____

Schedule "B"

MUNICIPAL CODE OF ETHICS

The Mayor, all Municipal Councillors and Employees shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of office or employment without fear or favor.

The Mayor, all Municipal Councillors and Employees shall:

- Continually strive to improve their professional ability and to encourage the development of competence of their associates in serving the municipality.
- Recognize that the chief function of a municipal councillor and employee, at all times, is service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective.
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town.
- Avoid any situation which could impair their judgment in the performance of their duties or give that impression to others.
- Resolve any conflict of interest.
- Not disclose to any member of the public, either verbally or in writing, any closed session or confidential information acquired by virtue of their official position.
- Not knowingly engage in any unlawful activity.
- Treat one another fairly to ensure that their work environment is free from discrimination or harassment.
- Not, in the performance of their official duties, seek personal or private gain by granting preferential treatment to any persons or accepting gifts, which are over a minimal amount (\$50.00) and this shall be reported to the employees Manager or reported to Council for the Mayor or a Council Member. Any donation over \$50.00 in value will be considered a donation to the Town and distributed during Town events.

- Not use or permit the use of government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so.
- Not express their personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties.
- Carry out decisions loyally, irrespective of the persons in power and irrespective of their personal opinions.

Name:

Signature:

Schedule "C"

BOARD MEMBER CODE OF ETHICS

All Community Services Advisory Board Members shall maintain the highest ideals of honor and integrity in public relationships and discharge faithfully the duties of the Board without fear or favor.

All Community Services Advisory Board Members shall:

- Carry out the responsibilities as set out in the applicable bylaws to the best of your abilities.
- Recognize that the primary function of a Board Member, at all times, is to provide service to the municipality as an organization and services to the public in a manner which is courteous, equitable, efficient and effective.
- Seek to participate actively in the decision-making process at Board Meetings.
- Not conduct themselves in any way that would detract from the image of integrity or professionalism of the Town.
- Refer any complaints, either written or verbal, about the decisions of the Board or the actions of administration, to the Chair and Recreation and Community Services Manager for review (as appropriate).
- Not disclose to any member of the public, either verbally or in writing, any confidential information acquired by virtue of their official position.
- Refrain from any public or private criticism of administration or Board Members wherein individuals are identified.
- Refrain from making any comments on behalf of the Board to individual citizens or groups other than to take the request up with the Board or Recreation and Community Services Manager to respond appropriately.
- Not express personal views on matters of municipal political controversy or any Town policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties or that of the Board.
- Carry out decisions loyally, respective of the decisions made by the Board and irrespective of their personal opinions.

- Resolve any conflict between their personal or private interests and their official duties in favor of the public interest.
- Act in accordance with the Municipal Government Act as it relates to pecuniary interest. Follow the procedures as it relates to Board proceedings in accordance with the Town's Procedural Bylaw.
- Treat one another fairly to ensure that the work environment is free from discrimination or harassment.

Signatures:

Chair _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

COUNCIL REMUNERATION**SECTION:** Council**DEPARTMENT:** Administration / Finance**COUNCIL APPROVAL DATE:** December 6, 2005**LAST REVIEWED BY COUNCIL:** January 16, 2024**PURPOSE AND INTENT**

The purpose of this policy is to establish the remuneration to be paid to elected officials.

POLICY STATEMENT

Council shall receive remuneration and re-imbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. \$19,740 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. \$9,871 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but not limited to meeting with staff, dealing with and responding to the residents,

Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
 - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid including travel time (excluding travel, accommodations, and/or meals) for the following:
 - a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
 - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
 - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
 - d. Per diem rates are to be as follows:
 - i. \$150.00 for a full day (four hours or more)
 - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
 - a. \$220 per day for a meeting over 4 hours in duration
 - b. \$110 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when attendance at more than one activity occurs on that day.

6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
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.
9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Supper \$25.00
10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
11. Mileage shall be paid at \$0.61/km.
12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.

Schedule “A”

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor’s Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Committee of the Whole Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes
Official meetings with other elected officials in Town	No
Parades (other than Harvest Days)	Yes

Regular or Special Council Meetings (including Public Hearings)	No
Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes

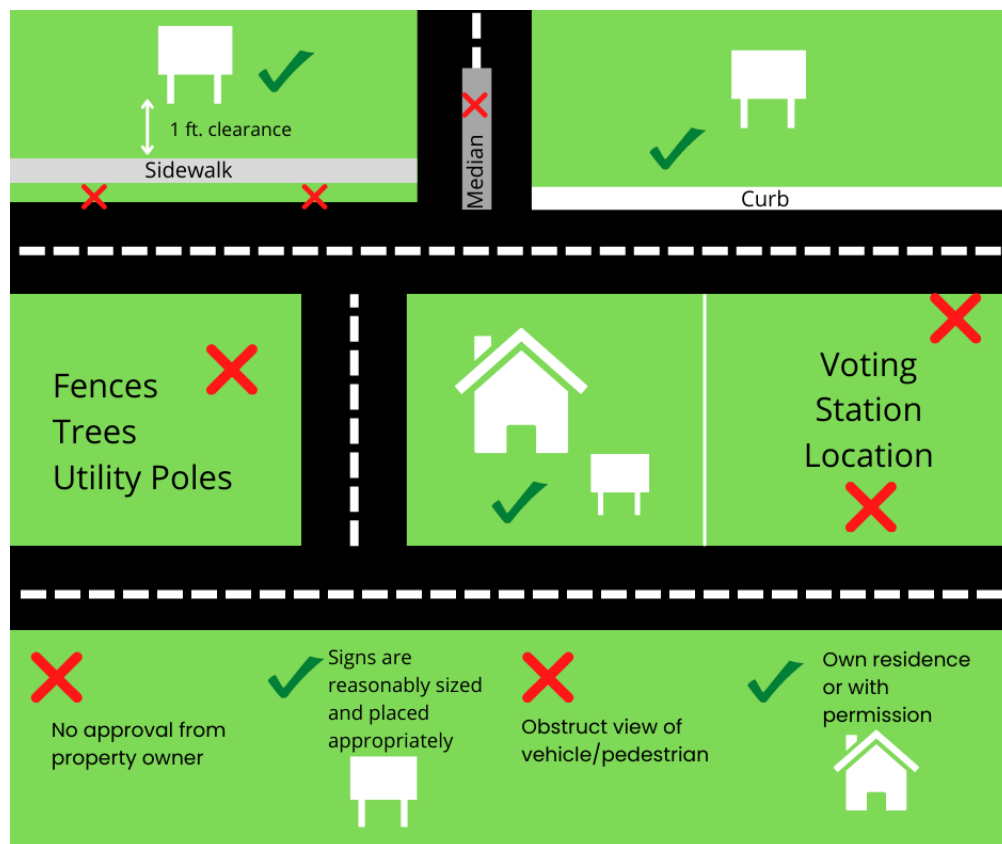
The display and placement of municipal elections signage in the Town of Bon Accord is governed by:

- Town of Bon Accord Land Use Bylaw
- Local Authorities Election Act
- Alberta Transportation (if adjacent to highway)

Election Signs:

- Do not require a permit
- Can occupy private property for no more than thirty (30) days at a time
- Must be removed within one (1) day of election day
- May be posted only with consent from the property owner
- Must not obstruct or impair vision or traffic
- Must not be attached to fences, trees, or utility poles
- Must indicate the name and address of the sponsor (if any) and the person responsible for removal
- May not be placed on voting station property
- Are subject to removal if applicable requirements are not met

Please see below for examples.



INFORMATION FOR CANDIDATES

This information sheet is intended to provide an overview of the Town of Bon Accord and provide information on the time commitment required for those interested in running for Council.

BON ACCORD AT A GLANCE

Municipal Facts

- Population approx. 1475 (2023)
- 26 km of lanes
- 5 km of alleys
- 1 km of walking trails
- Covers approx. 4.02 sq. km
- Solar farm with 1728 panels over 4 acres began operation August 13, 2020
- EV charging stations installed in 2022 at the Town office and arena
- Approx. 1595 municipal cemetery plots

Town of Bon Accord Services

The following services are provided to residents:

- Water
- Wastewater
- Household waste, recycling and organics pick up
- Roads (snow removal & maintenance)
- Arena
- Sportsgrounds (baseball and soccer)
- Facility rentals
- FCSS programs and resources
- Annual community events
- Economic Development
- Support Library services and programs

Sturgeon County Cost-Shared Services

- Bylaw enforcement
- Fire Services
- Regional Emergency Management
- Recreation

Note: This is a general list for information purposes and may not include all meetings and activities of Council each year.

COUNCIL MEETINGS AND OTHER ACTIVITIES OF COUNCIL

Town of Bon Accord Council Meetings

All meetings are held in person in Council Chambers unless extenuating circumstances require virtual delivery.

- There are 2 Regular Council Meetings per month – the 1st Tuesday at 6 p.m. and the 3rd Tuesday at 9 a.m.
- Special meetings are on an “as needed basis”.
- Committee of the Whole meetings are held on the fourth Wednesday each month at 5 p.m. This is a forum for the Town Manager to brief Council on upcoming agenda items. (See Procedural Bylaw Schedule A)
- Council Community Connections: Council holds quarterly public engagement sessions. These are informal meetings that residents may attend to speak to Council in a public forum.

Other Boards, Committees or Commission Meetings

Each election year, at the organizational meeting or following a by-election, Council appoints its members to sit on various boards, commissions, and committees. These require additional time commitments from Council members, and most are governed by their own bylaws and policies. A list of Boards, Committees and Commissions is enclosed.

Other Commitments

Conventions/Conferences: Council members may attend conventions, conferences and other elected officials courses each year (as approved by Council within the annual budget). The time commitment for these activities varies from a few hours to several days and may include travel.

Examples include:

- Annual Fall Alberta Municipalities Association Conference – Edmonton, Red Deer, or Calgary
- Annual Spring Municipal Leadership Caucus – Edmonton or Calgary
- Annual Summer Municipal Leadership Caucus—Edmonton or Calgary
- Annual Federation of Canadian Municipalities Conference – annually, located in a new Canadian city each year
- Elected Officials Education Program Courses (Alberta Municipalities or another provider)
- Munis 101 Course (Alberta Municipalities)

Town and Community Events: Community events that Council members may attend include events in and outside of our region.

Council Orientation and Other Training Requirements

Council members must swear an oath of office after an election (or acclamation). Administration will provide an orientation session to inform and prepare Council members for their responsibilities. This orientation is **mandatory** in accordance with section 201.1(1) of the Municipal Government Act. The 2025 Council Orientation will occur the week *after* the municipal election and *before* the annual Organizational Meeting which must be held prior to November 3, 2025.



Elected Officials in Alberta are also required to complete the Municipal Elected Officials Course (Emergency Management) either virtually or in-person within the first 90 days of office.

MUNICIPAL GOVERNANCE

Code Of Ethics Policy

The Code of Ethics Policy is also set by Council and applies to all council members, municipal employees and the Town Manager (CAO). [READ THE CODE OF ETHICS POLICY HERE.](#)

Code Of Conduct Bylaw

The Code of Conduct Bylaw is set by Council and applies to all council members. [READ THE BYLAW HERE.](#)

Procedural Bylaw

The Procedural Bylaw governs all council meetings and some board/committee meetings as well. [READ THE PROCEDURAL BYLAW HERE.](#)

OTHER ROLES

Commissioner for Oaths

Once sworn into office, each member of council becomes a Commissioner for Oaths. To learn more about what a Commissioner for Oaths is allowed to do, please visit <https://www.alberta.ca/notaries-and-commissioners#jumplinks-4>