

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**February 24, 2026 4:15 p.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
  - 3.1. School Bus Safety Concerns Update (enclosure)
  - 3.2. Anti-Bullying Bylaw Discussion (enclosure)
  - 3.3. STARS Support Request Letter Discussion (enclosure)
- 4. NEW BUSINESS**
  - 4.1. 2026 Call for Resolutions (enclosure)
- 5. BYLAWS | POLICIES | AGREEMENTS**
  - 5.1. Procedural Bylaw Review (enclosure)
  - 5.2. Town-Issued Electronic Device Policy (enclosure)
- 6. ADJOURNMENT**

**TOWN OF BON ACCORD  
REPORT TO COUNCIL**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 24, 2026
<b>Presented by:</b>	Jessica Spaidal, Legislative Services & Communications Supervisor
<b>Title:</b>	<b>School Bus Safety Concerns Update</b>
<b>Agenda Item No.</b>	3.1

**BACKGROUND/PROPOSAL**

**Resolution History:**

**April 1, 2025 RMC:**

COUNCILLOR LAING MOVED THAT Council directs administration to bring this topic back to the next Committee of the Whole meeting for discussion. ***Carried resolution #25-141***

**May 20, 2025 RMC:**

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to forward the school bus concern letter to S.Sgt. Darcy McGunigal and that Mayor Holden arrange a meeting with Dale Nally. ***Carried resolution #25-236***

**June 3, 2025 RMC:**

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to bring this topic back to the June 17, 2025 meeting. MOTION TO AMEND: Councillor May MOVED TO AMEND THE MOTION ON THE FLOOR to have Mayor Holden bring back information from his meeting with Minister Nally at the June 17 2025 meeting. ***Carried resolution #25-247***

COUNCILLOR LAING MOVED THAT Council postpones this notice of motion until the next meeting after the update with Minister Nally. ***Carried resolution #25-257***

**June 17, 2025 RMC:**

COUNCILLOR MAY MOVED THAT Council addresses the School Bus Safety Concerns as information. ***Carried resolution #25-266***

COUNCILLOR LAING MOVED THAT Council directs administration to draft a letter to local contractors in the area encouraging them to give feedback on the town bus stops.  
**2 opposed Carried resolution #25-267**

Administration reached out to the Sturgeon Public School Division to pass a letter along to their contractors on our behalf, requesting the contractors' feedback. The response to that letter is attached.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration inquired further as to the number of reported incidents in the letter, noting the number seemed to be low. The Sturgeon Public School Division staff agree that although they ask bus operators to report the incidents, the reported incidents are low. A potential reason is that "the bus operators are focused on keeping their students safe during pickup and drop off and sometimes may not report the incident. We [School Division] continue to reiterate the importance of reporting, especially for advocacy! When the bus operator is able to obtain the required information for reporting incidents to the RCMP, such as the license plate information, they are asked to report it directly to the RCMP. We are unable to assist them with this, as it has to be reported directly from the bus operator who was involved in the incident. We do not have any stats on how often these are reported, or result in any prosecution."

### **STRATEGIC ALIGNMENT**

*Priority #2: Community*

- The residents of Bon Accord live in a safe, connected, and attractive community.

### **COSTS/SOURCES OF FUNDING**

N/A



## Re: Feedback on School Bus Safety Concerns

Dear Chief Administrative Officer (CAO) of the Town of Bon Accord,

We appreciate the opportunity to share feedback and observations from our transportation department and school bus operators regarding student transportation safety within the Town of Bon Accord.

One ongoing challenge identified by our drivers is public understanding of school bus stopping requirements, particularly the difference between urban and rural settings. While red lights are not used in most urban areas, motorists must still stop for school bus red lights in rural areas, including within the Town of Bon Accord. Our drivers continue to observe inconsistent compliance from motorists who may assume the same rules apply everywhere, creating safety concerns for students during loading and unloading.

To help address these concerns, we ask bus operators to report any fly-by incidents to our office. These reports are then shared with the Student Transportation Association of Alberta (STAA), which compiles the information and provides updates to the provincial government. This data supports advocacy efforts for funding related to safety equipment on school buses, helping to ensure students remain safe while boarding and exiting the bus.

For your information, below is a summary of reported fly-by incidents within the Town of Bon Accord:

School Year	Incidents Reported
2024-2025	4 Reports
2025-2026	7 Reports





In addition, bus operators have expressed ongoing concerns regarding traffic conditions on 54 Avenue. At Lilian Schick School, operators rely on cooperative traffic behaviour to safely maneuver the narrow roadway when entering and exiting the bus lane. During winter conditions, snow accumulation further restricts the roadway, making two-way traffic particularly challenging. Buses are often required to stop and wait for oncoming vehicles due to limited clearance, and navigating the road edge while accommodating other large vehicles increases safety risks for both students and drivers.

We believe that increased public education, along with consistent enforcement of school bus safety regulations, would be beneficial in improving compliance and enhancing safety for all road users. We appreciate your consideration of these concerns and welcome any opportunity to collaborate on initiatives that support student transportation safety within the community.

Sincerely,

A handwritten signature in blue ink that reads "Sean Nicholson".

Sean Nicholson

Associate Superintendent, Corporate Services

**TOWN OF BON ACCORD**  
**REPORT TO COUNCIL**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 24, 2026
<b>Presented by:</b>	Jessica Spaidal, Legislative Services & Communications Supervisor
<b>Title:</b>	<b>Anti-Bullying Bylaw Discussion</b>
<b>Agenda Item No.</b>	3.2

**BACKGROUND/PROPOSAL**

At the November 4, 2025 regular meeting, the following resolution was passed:

*DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to look into the anti-bullying discussion and bring back an information report. **Carried resolution #25-439***

Administration has researched the history of Bon Accord's 2013-08 Anti-Bullying Bylaw, relevant legislation, and consulted with the Sturgeon Public School Division as well as the Town's bylaw enforcement and local RCMP for their feedback.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**Town Bylaw History:**

- **July 2, 2013** - 1<sup>st</sup> reading of bylaw 2013-08 Anti-Bullying Bylaw Resolution 13.179 – Council directed administration to investigate and report back to Council regarding federal and/or provincial legislation regarding anti-bullying.
- **August 20, 2013** – 2<sup>nd</sup> reading of bylaw 2013-08 Anti-Bullying Bylaw Resolution 13.196 – Report from former CAO Zinyk noted that the bylaw “reinforces the Town’s position on prevention of bullying in addition to levying fines associate with those who commit the offence.” No further anti-bullying report noted.
- **September 3, 2013** – 3<sup>rd</sup> and final reading of bylaw 2013-08 Anti-Bullying Bylaw. Resolution #13.216 No further anti-bullying report.

**Legislation**

A few provinces introduced provincial anti-bullying legislation in the early 2010s.

<https://prowsebarrette.com/anti-bullying-laws-in-canada/>

The federal *Criminal Code of Canada* - <https://laws-lois.justice.gc.ca/eng/acts/C-46/page-35.html#h-120223> has provisions concerning uttering threats, assault, and

harassment.

The *Education Act* – <https://kings-printer.alberta.ca/documents/Acts/E00P3.pdf> supports anti-bullying in the following ways:

- Section 31 outlines student responsibilities, including refraining from bullying
- Section 33(2) requires school boards to establish a code of conduct that addresses bullying (see the next section for details)
- Division 2 is a dedicated section for “Bullying Awareness and Non-discrimination”, which supports anti-bullying week and student-led volunteer organizations such as anti-bullying clubs

### **School Board Codes of Conduct (COC) Required**

- 2025-2026 Lilian Schick School COC directly addresses bullying <https://www.lilianschickschool.ca/download/516276>. It appears that Levels 2 and 3 both state consequences for bullying behaviors, including calling RCMP if applicable
- The Bon Accord Community School (BACS) COC consequences appear to be along the same lines with mention of police involvement if applicable <https://www.bonaccordschool.ca/download/351183>

Administration reached out to the Sturgeon Public School Division for feedback on the Anti-Bullying Bylaw and were advised that “the staff at the school feel they have a good handle on things and already have the policies/regulations in place that allow them to support these issues” in the absence of an Anti-Bullying Bylaw. Further, we were advised that the school COCs would also apply to bullying off school grounds, like cyber bullying, “if it pertains to students in the school and especially if it involves the safety of students.”

### **Questions & Answers with Bylaw**

Q: How many tickets have been issued for violations in accordance with this bylaw?

A: None for Town bylaw enforcement, internal complaints, or RCMP since the bylaw’s inception in 2013.

Q: Is the bylaw useful to have?

A: Town bylaw believes yes, it is useful for the RCMP. “The RCMP could absolutely use this bylaw to issue a ticket or address a bullying issue within town vs using the Criminal Code which is a much more serious offence. The RCMP are listed within the bylaw definitions as being able to conduct enforcement of the bylaw...it could be an effective tool for them to use especially if they feel that maybe a criminal charge is not warranted or is too ‘heavy handed’ based on the circumstances.”

Q: What course of action is available right now for residents to take if they or their child are being bullied?

A: Adults can call the RCMP; Children and/or parents may speak to a schoolteacher or principal.

**RCMP Feedback:**

- The bylaw is very well written and they did not see any procedural or constitutional issues with it.
- One of the biggest reasons RCMP believe that the bylaw has not been used is because “the Youth Criminal Justice Act of 2003 actually requires police to consider extra-judicial measures prior to laying criminal charges against any youth. That means that more often than not, these types of crimes amongst youths will be dealt with informally. While the YCJA only applies to those under 18, police also have the same option to apply those principals to adult situations where appropriate.”
- Although the bylaw “doesn’t cause any harm...it is hard to see many scenarios where police would apply it.”

**Considerations/Takeaways:**

- Research of other anti-bullying bylaws indicate their primary purpose is to give officers the power to ticket/fine offenders. Is this an effective deterrent for bullying in our community?
- School boards must implement and enforce school COC for students. Feedback suggests that the Anti-Bullying Bylaw is not used by schools for student matters; COC and supporting policies/regulations are used instead.
- The Town has 7 hours allotted each week for bylaw enforcement which covers things like animal control, community standards (sidewalk clearing, grass cutting, noise complaints, etc.), and other bylaw infractions.
- RCMP often use informal methods to address bullying in youth and adults alike.
- The Anti-Bullying Bylaw uses a complaint-based system. It has not been utilized since it was passed in 2013.

**Proactive Town Initiatives:**

- Pink Shirt Day is encouraged and is a Council proclamation to raise awareness for anti-bullying.
- Coffee with a Cop & Pop with a Cop through Economic Development and Safe Communities Coordinator, Jay Nagra, in collaboration with the RCMP at pre-determined intervals throughout the year. Pop with a Cop was introduced in 2025 with no attendance due to the time of the event, however, for 2026, the Town

plans to collaborate with the school and local RCMP to select a new time that has the promise of better attendance.

**Questions for Council Discussion:**

- What is the expected outcome in having the Anti-Bullying bylaw? Is the Anti-Bullying Bylaw effective for this purpose?
- Would the absence of the Anti-Bullying Bylaw be detrimental to the community?

**STRATEGIC ALIGNMENT**

*Priority #2: Community*

- The residents of Bon Accord live in a safe, connected, and attractive community.

**COSTS/SOURCES OF FUNDING**

The cost of bylaw enforcement is included in the 2026 interim budget.

**TOWN OF BON ACCORD  
2013 ANTI-BULLYING BYLAW  
BYLAW 2013-08**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO CONTROL AND REGULATE HARASSMENT AND BULLYING OF MINORS AND/OR PERSONS IN THE TOWN OF BON ACCORD.**

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**WHEREAS**, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, a Council may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property and respecting people, activities and things in or near public places.

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, ENACTS AS FOLLOWS:

**PART I BYLAW TITLE**

1. This bylaw shall be known as the "Anti-Bullying" bylaw.

**PART II DEFINITIONS**

1. "Bullied" means the harassment of others by the real or threatened infliction of physical violence and attacks, racially or ethnically-based verbal abuse and gender-based put-downs, verbal taunts, name calling and put-downs, written or electronically transmitted, or emotional abuse, extortion or stealing of money and possessions and social out-casting.
2. "Minor" means an individual less than 18 years of age.
3. "Peace Officer" means a member of the Royal Canadian Mounted Police, or a Special Constable appointed pursuant to the provisions of the Police Act, Revised Statutes of Alberta, 2000, Chapter P-17, and all amendments or successors thereto.
4. "Public Place" means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the corporate limits of the Town of Bon Accord, including schools, recreational facilities, and public parks and sports grounds.
5. "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act.

**PART III ENFORCEMENT**

1. No person shall, in any public place:
  - a. Communicate either directly or indirectly, with any person in a way that causes the person, reasonably in all the circumstances, to feel bullied.

**TOWN OF BON ACCORD  
2013 ANTI-BULLYING BYLAW  
BYLAW 2013-08**

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- b. While not taking part in any action described in Part 3, Section 1 (a) encourage or cheer on, any person described in Part 3, Section 1 (a).
2. Any person who contravenes Part 3, Section 1 (a) of this Bylaw is guilty of an offence punishable on summary conviction and is liable
  - a. For a first offence, to a minimum specified penalty of \$250.00; and
  - b. For second, or subsequent offences, to a fine not exceeding \$1,000.00; and in default of payment of the fine and costs, to imprisonment for six months.
3. Any person who contravenes Part 3, Section 1 (b) of this Bylaw is guilty of an offence punishable on summary conviction and is liable
  - a. For a first offence, to a minimum specified penalty of \$100.00; and
  - b. For second, or subsequent offences, to a fine not exceeding \$250.00; and in default of payment of the fine and costs, to imprisonment for six months.
4. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
  - a. Specify the fine amount established by this Bylaw for the offence; or
  - b. Require a person to appear in Court without the alternative of making a voluntary payment.
5. A person who commits an offence may:
  - a. If a Violation Ticket is issued in respect of the offence; and
  - b. If the Violation Ticket specifies the fine amount established by the Bylaw for the offence

Make a voluntary payment equal to the specified fine by delivering the Violation Ticket and the specified fine to the Provincial Court Office specified on the Violation Ticket.

**PART IV ENACTMENT**

1. This Bylaw shall come into effect on the date of final reading.

READ A FIRST TIME THIS 2<sup>nd</sup> DAY OF **July, 2013**.

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor Randolph Boyd

ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer Vicki Zinyk

**TOWN OF BON ACCORD  
2013 ANTI-BULLYING BYLAW  
BYLAW 2013-08**

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READ A SECOND TIME THIS **20<sup>th</sup>** DAY OF **August, 2013.**

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor Randolph Boyd

ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer Vicki Zinyk

READ A THIRD TIME THIS **3<sup>rd</sup>** DAY OF **September, 2013.**

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor Randolph Boyd

ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer Vicki Zinyk

<p>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.</p>
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December 3, 2025

Mayor Brian Holden and Council  
Town of Bon Accord  
Attn: Jodi Brown  
Sent via email: [CAO@bonaccord.ca](mailto:CAO@bonaccord.ca)

Dear Mayor Brian Holden and Council,

Every second counts. The first moments in a time-critical situation can be the difference between life and death, permanent damage or full recovery.

STARS is a registered not-for-profit organization dedicated to saving lives. We celebrate 40 years of serving Albertans, more than 65,000 missions flown and maintain a charitable model with no cost to the patient. Your residents have access to STARS wherever they may travel, work and play across Western Canada. Today, STARS operates six bases located in Calgary, Edmonton, Grande Prairie, Saskatoon, Regina and Winnipeg, and averages 10 missions per day. Last fiscal year, STARS flew a total of 3,694 missions.

In Alberta, it costs \$12.2 million per base, with three bases, totalling \$36.6 million in direct operating costs annually. We are grateful to the Alberta provincial government that provides \$15M of these operational costs annually, while we rely on donations and our Alberta Lottery to cover the remaining 59% of costs through fundraising.

STARS is a respected innovative leader as the first civilian organization in Canada (2003) to fly at night, with 50% of call volumes occurring at night. STARS was the first in North America (2013) to carry life-saving universal blood onboard. Our new Massive Hemorrhage Protocol is another Canadian first, to enhance critical care for patients that are at high-risk of bleeding out. STARS continues to strive for leading-edge advancement in our delivery of providing critical care, anywhere.

We are here today because of the unwavering generosity of longstanding partners. Municipalities are a significant part of STARS history with 95% of Alberta's rural sector providing annual support for STARS through a fixed rate or per capita amount included in annual budgets. These municipalities view STARS as an essential service for rural residents. Over 75% of rural and urban municipalities are **Regional Leaders**, contributing a minimum \$2 per capita per year. Many municipalities, round up to a fixed rate of support annually, to provide ease of process for administration and ensure sustainability for STARS.

#### OUR REQUEST

- Voluntary annual contribution (based on \$1-\$2 per capita) OR
- Fixed rate of support (based on minimum \$2 per capita annually) and recognized as a Regional Leader
- 4-Year Pledge of support – 2026, 2027, 2028, 2029 (in conjunction with present council term)

Thank you for your kind consideration to join Alberta's leaders. Together, we safeguard rural healthcare for all.

Sincerely,

A handwritten signature in black ink that reads "Mackenzie Wood".

**Mackenzie Wood**  
Development Coordinator  
(403) 516 4823  
STARS Foundation

A handwritten signature in blue ink that reads "Glenda Farnden".

**Glenda Farnden**  
Sr. Municipal Relations Liaison,  
Alberta and British Columbia



403-295-1811



1441 Aviation Park NE, Box 570  
Calgary, AB T2E 8M7



info@stars.ca | stars.ca

**From:**  
**To:**  
**Subject:** FW: 2026 Call for Resolutions  
**Date:** Tuesday, February 3, 2026 3:47:40 PM

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**From:** Executive Assistant on Behalf of Dana Mackie <[ea\\_dmackie@abmunis.ca](mailto:ea_dmackie@abmunis.ca)>  
**Sent:** Monday, February 2, 2026 1:57 PM  
**To:** Bill Rogers <[cao@bonaccord.ca](mailto:cao@bonaccord.ca)>  
**Subject:** 2026 Call for Resolutions

Dear Mayors, Councillors, and CAOs,

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2026 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members.

Alberta Municipalities members are now invited to submit resolutions for debate at our 2026 Convention in Edmonton, September 23-25. If your municipal council is interested in sponsoring a resolution, please visit our [Resolutions page](#) to access all the details, including our Guide on 2026 Resolutions, Resolution Template, and Resolutions Policy.

### **Deadline for 2026 Resolutions**

This year, the deadline for submitting a resolution is May 31, 2026. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

### **Notify Us!**

Email [resolutions@abmunis.ca](mailto:resolutions@abmunis.ca) as early as possible to notify ABmunis of your interest in submitting a resolution. ABmunis' advocacy staff can save you time by:

- Answering questions you might have about the resolution process.
- Providing input on your draft resolution before you present it to your council for approval.
- Informing you if another municipality is planning a similar resolution.
- Identifying municipalities that may be willing to second your resolution.

We look forward to seeing you all at the 2026 ABmunis Convention!

**Dana Mackie MBA** | Chief Executive Officer

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D: 780.431.4535 | C: [780.271.7251](tel:780.271.7251) | E: [DanaM@abmunis.ca](mailto:DanaM@abmunis.ca)

300-8616 51 Ave Edmonton, AB T6E 6E6  
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***We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.***

**TOWN OF BON ACCORD**  
**REQUEST FOR DIRECTION**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 24, 2026
<b>Presented by:</b>	Jessica Spaidal, Legislative Services & Communications Supervisor
<b>Title:</b>	<b>2026-01 Procedural Bylaw Review</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

At the December 16, 2025 regular meeting of Council, Council directed administration to update the 2026 Council Meeting Schedule, changing the day and time for monthly Committee of the Whole meetings to the fourth Tuesday of every month at 4:15pm with the exception of July, September, and December as well as to update the Procedural Bylaw to reflect this change.

At the January 20, 2026 regular meeting of Council, the updated Procedural Bylaw 2026-01 was presented for first reading and Council directed administration to bring back the 2026-01 Procedural Bylaw to a future Committee of the Whole meeting for review.

The updated Procedural Bylaw is attached for Council's review.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Following the December 15, 2025 RMC, the Procedural Bylaw 2026-01 included the following revisions:

- Committee of the Whole Terms of Reference "Schedule C-1" updated with new day and time per the above resolution, and a new deadline for agenda packages to ensure they are released 2 business days before the meeting.
- Reference to Freedom of Information and Protection of Privacy Act replaced with Access to Information Act to align with new legislation.
- Reference to the Code of Conduct Bylaw removed to align with the provincial repeal of all municipal Codes of Conduct.
- Grammatical updates as required.

Following the January 20, 2026 RMC, additional updates include:

- Town Manager changed to Chief Administrative Officer throughout.

- Addition of provisions concerning electronic participation for public hearings as per new legislated requirements.

At the time of writing, the provincial Code of Conduct regulation remains unavailable. Therefore, the Procedural Bylaw will need to be reviewed again to align with provincial requirements once the regulation is released.

Administration is seeking Council's input on further amendments. The updated bylaw will be brought forward at an upcoming regular meeting for first reading.

## **STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

## **COSTS/SOURCES OF FUNDING**

N/A

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2026-01**

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**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS**

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**WHEREAS**, the *Municipal Government Act* provides that Council may make rules and regulations for calling meetings, governing its proceedings and the conduct of 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 “Chief Administrative Officer” means the Chief Administrative Officer appointed by Council or designate.
- 1.3 “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*.
- 1.4 “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.
- 1.5 “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.
- 1.6 “Councillor” means a member of Council including the Mayor.
- 1.7 “Committee of the Whole” means a Council Committee comprised of all members of Council to provide a forum for the Chief Administrative Officer to brief Council on upcoming business items.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2026-01**

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- 1.8 “Closed Session” is a session of a Council meeting or Council Committee meeting that is closed to the public in whole or part and held in strict confidence pursuant to the Municipal Government Act and Access to Information Act.
- 1.9 “Delegation” means any person or representative(s) of a body that has permission of Council to appear before Council or a Council Committee.
- 1.10 “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.
- 1.11 “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.
- 1.12 “Electronic Meeting” means a meeting conducted by Electronic Means.
- 1.13 “Electronic Participation” means a person who participates in a Council meeting or Council Committee Meeting using Electronic Means.
- 1.14 “Live Stream” means the simultaneous broadcast of audio and video of a meeting over the internet and which is not a form of Electronic Participation.
- 1.15 “Mayor” means the chief elected official for the Town.
- 1.16 “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.
- 1.17 “Organizational Meeting” is a meeting of Council held in accordance with section 192 of the Municipal Government Act.
- 1.18 “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.
- 1.19 “Quorum” means a majority of Council or Council Committee members.
- 1.20 “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 2026-01**

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- 1.21 “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.
- 1.22 “Resolution” means a motion passed by a majority of Council or Council Committee.
- 1.23 “Special Council Meeting” means a meeting called by the Mayor or the Chief Administrative Officer 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.
- 1.24 “Town” means the municipal corporation of the Town of Bon Accord.
- 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 Chief Administrative Officer and Council.

**2. APPLICATION**

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

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

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

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

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

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

**3. SEVERABILITY**

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

**4. ANNUAL ORGANIZATONAL MEETING**

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

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

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

4.2.2 Election of the Deputy Mayor;

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

4.2.4 Establish the signing authority for all banking matters; and

4.2.5 Any such other business as is required by Council or the Municipal Government Act (i.e.: appointment of auditor, engineer or legal counsel).

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**5. POSITION OF DEPUTY MAYOR**

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

**6. REGULAR COUNCIL MEETINGS**

- 6.1. Regular Council Meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month in the Council Chambers at the Town Office, unless Council resolves to change the date, time or location of a Regular Council Meeting in accordance with section 6.5 or the 1<sup>st</sup> or 3<sup>rd</sup> Tuesday of a month is not a day on which the Town Office is open to the public.
- 6.2. The 1<sup>st</sup> Regular Council Meeting of the month shall commence at 6 PM and stand to adjourn no later than 9 PM unless Council passes a motion to extend the meeting by unanimous vote. Such a motion must be passed no later than 8:30 PM.
- 6.3. The 2<sup>nd</sup> Regular Council Meeting of the month shall commence at 9 AM and stand to adjourn no later than 12 PM unless Council passes a motion to extend the meeting by unanimous vote. Such a motion must be passed no later than 11:30 AM.
- 6.4. Public notice of Regular Council Meetings shall be posted on the Town website and posted at the Town Office.
- 6.5. Council may change the time, date, or location of a Regular Council Meeting by Resolution and provided that at least twenty-four (24) hours notice of the change is given to the public and any Councillor not present at the meeting where Council resolved to make the change. Where Electronic Participation has been permitted under this Bylaw, Council may change the particulars of the Electronic Means in accordance with this section.
- 6.6. Public notice of any change to the time, date or location of a Regular Council Meeting under section 6.5 will be given by posting a notice of the change at the entrance of the Town Office and on the Town's website. Additional notice may be given on any other Town managed media source and in any other manner so directed by Resolution of Council.

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- 6.7. Council may cancel any Regular Council Meeting and a Council Committee may cancel any of its regular meetings if notice of the cancellation is given as set out in section 6.6.
- 6.8. Prior to each Regular Council Meeting, the Chief Administrative Officer 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 Chief Administrative Officer no later than 4:00 PM on Wednesday the week prior to the Regular Council Meeting.
- 6.10. The Chief Administrative Officer 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 Chief Administrative Officer 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 Chief Administrative Officer prior to finalization and distribution of the agenda to Council.
- 6.14. The Chief Administrative Officer shall provide Council with the agenda and any material pertinent to the forthcoming Regular Council Meeting no later than 4 PM on the Friday before the meeting.

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- 6.15. The Chief Administrative Officer 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 Chief Administrative Officer is delegated the authority to call a Special Council Meeting if a Resolution directs the Chief Administrative Officer to call such a Special Council Meeting to deal with specific items that cannot wait until the next Regular Council Meeting.
- 7.4. The Mayor may call a Special Council Meeting with less than twenty-four (24) hours' notice and without providing notice to the public, provided all Councillors are notified of the meeting and two-thirds of Council give written consent to the Mayor.
- 7.5. The order of business for a Special Council Meeting will follow the appropriate order of business set out in Schedule "B" Special Council Meeting Agenda.
- 7.6. No business other than that stated in the Special Council Meeting public notice shall be considered unless all members of Council are present and by Resolution agree to consider any other business.
- 7.7. The Special Council Meeting Agenda will be provided to Council and posted to the Town website within twenty-four (24) hours of the start of the Special Meeting unless the Special Council Meeting has been called as per section 7.4 with less than twenty-four (24) hours' notice.

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**8. COMMITTEE OF THE WHOLE MEETINGS**

- 8.1. The Terms of Reference for Committee of the Whole Meetings and the order of business for Committee of the Whole Meetings are prescribed in Schedule "C-1" Committee of the Whole Terms of Reference and Schedule "C-2" Committee of the Whole Agenda.

**GENERAL PROCEDURES FOR REGULAR OR SPECIAL COUNCIL MEETINGS, AND COUNCIL COMMITTEES:**

**9. QUORUM**

- 9.1. Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 9.2. The Recording Secretary shall record the names of the Councillors or Council Committee members present at the expiration of the thirty (30) minute period in section 9.1.
- 9.3. If Quorum is lost after the meeting is called to order, the meeting shall automatically recess until the earlier of Quorum is obtained or thirty (30) minutes have elapsed from the time at which Quorum was lost. If Quorum is not obtained within thirty (30) minutes after the time at which it was lost, the meeting shall stand automatically adjourned.
- 9.4. For the purpose of determining whether a meeting has Quorum, a Councillor or Council Committee member attending by Electronic Means is considered present when the Recording Secretary is able to confirm that the Councillor or Council Committee member has connected to the meeting in accordance with section 23.

**10. APPROVAL OF MEETING AGENDAS**

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

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10.1.3. Change the order of business; or

10.1.4. In the case of additions or deletions to the agenda, after the additions or deletions are approved as required in 10.1.1 and 10.1.2, the agenda must be approved, as amended 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 Chief Administrative Officer 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 Chief Administrative Officer to provide a report on the matter at a later date; and

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- 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 Chief Administrative Officer or other management personnel will provide an answer to the request for information at the next Council meeting or, if that information will not be available by the next Council meeting, the Chief Administrative Officer 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.

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

**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 not 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

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carefully investigated and put into better condition for Council or the Council Committee to consider.

**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 that includes all carried amendments.

**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:

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- 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 Chief Administrative Officer 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.

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- 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

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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 Councillor 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 Chief Administrative Officer 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:

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- 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. A 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 Access to Information 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 Access to Information Act, which may be identified on the agenda or as advised by the Chief Administrative Officer or designate.

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21.3. Council may not pass any Resolution or Bylaw in Closed Session other than a Resolution to come out of Closed Session.

21.4. The rules of the Council shall be observed at a Closed Session as far as may be applicable.

**22. ELECTRONIC MEETINGS**

22.1. In emergency circumstances, Council meetings or Council Committee meetings may be held as Electronic Meetings. If during the scheduled Electronic Meeting the Electronic Means fail or internet service is interrupted without an indication of the timeline on which the service will be restored, the Presiding Officer shall declare the meeting adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

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

22.3. A copy of the Council Meeting agenda for meetings to be held as Electronic Meetings shall be provided to the public by request if unable to access this information on the Town website.

**23. ELECTRONIC PARTICIPATION**

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

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

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

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

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

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

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

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

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

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

23.6. If a meeting is being held in Council Chambers, the Presiding Officer must be physically present and may not preside over the meeting via Electronic Participation. This requirement does not apply to Electronic Meetings.

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

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

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

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- 23.10. During Closed Sessions, Councillors attending by Electronic Means must ensure that confidentiality of all discussions is maintained.
- 23.11. Other than a Closed Session, as a courtesy, the Town provides a Live Stream of Council meetings for public viewing.

**24. PUBLIC HEARING**

- 24.1. The ability to attend a public hearing using Electronic Means will be made available to members of the public. The specific Electronic Means available to attend the public hearing will be included in the public notification for the public hearing.
- 24.2. Individuals who wish to attend the public hearing via Electronic Means will be required to pre-register by submitting their contact information and any presentation materials in a manner outlined in the public notification related to the public hearing.
- 24.3. Reasonable attempts will be made to re-connect any individuals who lose connection while participating in the public hearing using Electronic Means; however, the Presiding Officer reserves the right to proceed with the public hearing at their discretion.
- 24.4. During the public hearing, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Presiding Officer.
- 24.5. Members of the public who participate in a public hearing may provide a written submission and attend the public hearing to make verbal submissions which do not duplicate the content of a written submission.
- 24.6. 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.
- 24.7. The conduct of any public hearings shall be governed by the Municipal Government Act and this Bylaw.
- 24.8. Wherever possible, persons interested in speaking at a public hearing should register with the Recording Secretary prior to the start of the public hearing.

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- 24.9. After calling a public hearing to order, the Presiding Officer shall outline public hearing procedures.
- 24.10. Where the public hearing is required for the adoption of a Resolution or Bylaw, the Chief Administrative Officer shall introduce the Resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the Bylaw or Resolution.
- 24.11. 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.
- 24.12. 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.
- 24.13. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Recording Secretary and retained for information purposes.
- 24.14. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 24.15. Following public presentations, the Presiding Officer shall close the public hearing.
- 24.16. 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.
- 24.17. 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:
- 24.17.1. Pass the Bylaw or Resolution, or
- 24.17.2. Make any necessary amendments to the Bylaw or Resolution and pass it without further advertisement or hearing.

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THE PROCEDURAL BYLAW  
BYLAW 2026-01**

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24.18. 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.

24.19. Copies of all relevant documentation for a public hearing will be made available in hard copy or digital copy.

**25. DUTIES OF THE PRESIDING OFFICER**

25.1. The Presiding Officer shall be the Mayor and in the Mayor's absence, the Deputy Mayor.

25.2. If both the Mayor and the Deputy Mayor are absent, Council by Resolution may appoint a Councillor to act as the Presiding Officer for that meeting.

25.3. In the case of a Council Committee, the Presiding Officer shall be the Council Committee Chair or Vice Chair or a Council Committee member appointed by the Chair or Vice Chair.

25.4. The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, points of privilege, deciding all questions of order and without argument or comment shall state the rule applicable to any point of practice or order if called upon to do so. The Presiding Officer's decision may be appealed to Council as per section 26.

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

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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. Councilor Council Committees members, shall not:

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

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

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

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

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

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

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.

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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 removal of the Council Committee member from the Council Committee.

27.5. The Presiding Officer may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled from the meeting. If the person refuses to leave voluntarily, the Presiding Officer may request assistance in having that person removed.

**28. RECORD OF PROCEEDINGS**

28.1. The Recording Secretary must prepare all Council and Committee minutes which will include:

28.1.1. All decisions and other proceedings, including decisions by the Presiding Officer and appeals of the decision of the Presiding Officer;

28.1.2. The names of the Councillors present at and absent from the meeting;

28.1.3. The statement of Notice of Motion made at a meeting;

28.1.4. Any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Councillor and any other abstention permitted by statute;

28.1.5. The signatures of the Presiding Officer and the Chief Administrative Officer or their designate.

**29. BYLAW REPEALED**

29.1 Bylaw 2023-05 is hereby repealed.

**30. FORCE AND EFFECT**

30.1 This Bylaw shall come into force and effect on the date of 3<sup>rd</sup> reading, regardless of the date that it is signed in accordance with section 213 of the *Municipal Government Act*.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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

\_\_\_\_\_  
CAO

DRAFT

**SCHEDULE "A"**

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

Live streamed on Bon Accord YouTube Channel

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- 1. CALL TO ORDER**
- 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

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

**DRAFT**

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

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**1. Purpose**

1.1. Subject to the control of the Council of the Town of Bon Accord, the mandate of the Committee of the Whole is to provide a forum for the Chief Administrative Officer:

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 Chief Administrative Officer and any staff members that may be required.

**3. Terms of Office**

3.1. All municipally elected members of Council shall be members of the Committee of the Whole for their full term of office.

**4. Quorum**

4.1. There shall be no Quorum requirements for Committee of the Whole meetings.

**5. Committee of the Whole Procedures**

5.1. Committee of the Whole meetings will be held on the 4<sup>th</sup> Tuesday of each month from 4:15-6:15 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.

- 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 Access to Information 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 Friday prior to the Committee of the Whole meeting or a minimum of 2 business days 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 any Ministerial regulation that relate to:
- 5.9.1. Councillor Conduct
  - 5.9.2. Electronic Participation

DRAFT

**SCHEDULE "C-2"**

**Town of Bon Accord**

**AGENDA**

**Committee of the Whole Meeting**

**[DATE and TIME]**

Live Streamed on Bon Accord YouTube Channel

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**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

**5. BYLAWS/POLICIES/AGREEMENTS**

**6. CLOSED SESSION**

**7. ADJOURNMENT**

DRAFT

**TOWN OF BON ACCORD**  
**REQUEST FOR DIRECTION**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 24, 2026
<b>Presented by:</b>	Jessica Spaidal, Legislative Services and Communications Supervisor
<b>Title:</b>	<b>Town-Issued Electronic Device Policy</b>
<b>Agenda Item No.</b>	5.2

**BACKGROUND/PROPOSAL**

The Town has replaced staff and Council devices and there has been interest from Council in purchasing their old devices.

The Town Issued Electronic Device Policy is silent on whether or not staff or Council can purchase decommissioned devices. Therefore, Council may wish to determine a fair process for allowing these types of purchases.

At the February 17, 2026 Regular Council meeting, Council directed that the Town-Issued Electronic Device Policy be brought back to the next Committee of the Whole Meeting for further discussion.

Based on discussion at the February 17 Regular Council meeting, the Town-Issued Electronic Device policy has been revised and is attached for the Committee's review and consideration.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

At present, the policy updates reflect only Council's decommissioned devices. Additional research is being conducted regarding staff, which may be brought forward to council at a later date.

The updated policy provides for the following:

- Town staff and Trinus will be unable to provide support for the device.
- The Town accepts no warranties or liabilities; the device is sold as is, where is.
- Council will be allowed to purchase their respective decommissioned device (current and outgoing Council members) within 5 years of the device's original purchase by the Town with first right of refusal within 30 calendar days of the date of replacement.
- The process of determining the cost of decommissioned devices will be determined by the Town in alignment with the Tangible Capital Assets Policy.

After decommissioning, the devices remain assets with residual value, therefore, administration recommends setting a cost at the time of replacement as opposed to \$0. The revenue would assist in offsetting any initial device costs and would have a small positive impact on the budget.

For the devices that were decommissioned in December 2025, Council can make a separate resolution to extend the 30-day period once the policy is approved.

## **STRATEGIC ALIGNMENT**

*Value Statement: Stewardship*

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

## **COSTS/SOURCES OF FUNDING**

Please see below depreciated value for the decommissioned devices:

Tablets (each, purchased in 2021):

Original Purchase Value: \$3,181.71

Trade-in value today: \$328.00

## TOWN ISSUED ELECTRONIC DEVICE POLICY

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**SECTION:** Administration / Council

**DEPARTMENT:** Administration / Public Works / Finance / Community Services

**COUNCIL APPROVAL DATE:** October 1, 2024

**LAST REVIEWED BY COUNCIL:** [DATE AMENDED]

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### **POLICY STATEMENT**

Town-issued Electronic Devices are loaned to Employees, Council members and/or the Town Manager in the course of their duties to allow for ease of internal and external communications for Town business purposes.

### **PURPOSE**

To establish guidelines for the issuance, usage, and decommissioning of Town-owned Electronic Devices to Designated Users to enhance safety, limit Town liability, and help manage telecommunications and data costs.

### **SCOPE**

This policy applies to Council members, the Town Manager, and Employees who have or are responsible for any Electronic Device issued by the Town to conduct business on behalf of the Town.

### **DEFINITIONS**

“Electronic Device” means a piece of equipment that can make or receive phone calls, can send and receive text messages, accesses the internet, or allows for the reading of and responding to email. This includes but is not limited to all cellular phones, tablets, and notebooks.

“Decommissioned Device” means an Electronic Device that has been replaced and factory reset.

“Designated User” means an individual who is loaned a Town-owned Electronic Device.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

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

## **I. Electronic Device Set Up**

1. The Town Manager will be responsible for determining the best plan and equipment for Electronic Devices.
2. Phone numbers are pre-assigned to each Electronic Device based on role. Transfers of existing personal phone numbers to Town-issued Electronic Devices are not available.
3. All monthly costs associated with Town-issued Electronic Devices will be allocated to the appropriate department.
4. Monthly itemized bills will be received by the Town and circulated by Corporate Services for approval, as appropriate.
5. Designated Users who take their Town-issued Electronic Device outside of areas that are in regular plan limits for any reason are required to ensure that arrangements are made to amend their plan temporarily to avoid excessive roaming, long distance, or other charges. Designated Users may be asked to reimburse the Town for excessive charges.
6. Changes to the Electronic Device’s security configuration and content may be changed at any time as required by the Town’s third-party IT service provider.

## **II. Device Operation**

1. Town-issued Electronic Devices must be used appropriately, responsibly and ethically. Designated Users must ensure the following are observed:
  - a. All Town-issued Electronic Devices must be locked by requiring a password, fingerprint ID, facial recognition or another similar security mechanism.
  - b. Town-issued Electronic Devices are the property of the Town and must be treated, used, and safeguarded as such. If a Designated User damages or loses a Town-issued Electronic Device, the Town Manager must be informed

immediately to minimize losses or expenses that could occur.

- c. All Town-issued Electronic Devices are to remain solely in the Designated User's possession and control. All other individuals, including but not limited to family members and friends, are prohibited access.
- d. All Town-related content, including but not limited to email, calendars, notes, and messages, are to be considered and treated as confidential.
- e. Designated Users are prohibited from using a Town-issued Electronic Device for the purpose of illegal transactions, criminal conduct, harassment, or obscene behavior.
- f. Designated Users are prohibited from using a Town-issued Electronic Device's camera or microphone to record confidential information without the consent of the person(s) being recorded.
- g. Designated Users will ensure that the technology related to finding a lost Electronic Device is activated and accessible, if available.
- h. A case and screen protector must be installed on Town-issued cellular phones and tablets.
- i. Any issues with the Electronic Device's hardware or software must be brought to the attention of the Town Manager as soon as possible. Any required service will be performed or arranged by the Town.
- j. If Designated Users have any reason to suspect that a Town-issued Electronic Device, account, or password has been compromised, or if any malware or virus is suspected, please immediately notify the Incident Manager as per the **Cyber Security Incident Response and Disaster Recovery Plan Policy**.

### III. Use of Electronic Devices While Operating a Motor Vehicle

1. Use of a Town-issued Electronic Device while driving is prohibited, except for when used with a hands-free device. See the Town **Employment Policy** for details.
2. Designated Users are solely responsible for any fines and/or charges laid by traffic authorities for illegal use of Town-issued Electronic Devices while operating a vehicle. Individuals who violate the policy will face disciplinary measures up to

termination, or face personal legal responsibility if, in the course and scope of their duties, they are involved in a car accident and there is evidence that they were using their Town-issued Electronic Device while driving and the Town is sued.

#### **IV. Travelling Outside Canada**

1. When travelling outside of Canada, it is recommended to leave Town-issued Electronic Devices at the Town office or in a secure location at home prior to leaving the country to ensure all measures are taken to avoid unnecessary charges and the risk of a security breach.
2. All Town-issued Electronic Devices should be placed in 'Airplane Mode' if no cellular access is necessary.

#### **V. Use of Town-Issued Electronic Devices**

1. In accordance with the Town's **Employment Policy**, Town-issued Electronic Devices may be subject to monitoring and searches. To protect individual privacy, the Town does not permit Town-issued Electronic Devices to be used for personal communications. This includes, but is not limited to messages, contacts, calendars, photographs, videos, and music.
2. Town-issued Electronic Devices have a limited amount of data available each month. To help mitigate data-related overcharges, Designated Users should:
  - a. Ensure their Town-issued Electronic Device is properly connected to their home-based and/or other frequented venues' internet Wi-Fi connection.
  - b. Refrain from using their Town-issued Electronic Device as an access point or 'Personal Hotspot', where possible.
3. Employees must have permission from the Town Manager to bring Town-issued laptops to conferences, training, or similar events to ensure the confidentiality of information, security of the Device, and allow for full participation in the event.

#### **VI. Device Decommissioning**

1. Each Employee will promptly return the Town-issued Electronic Device and all

Town-issued accessories to their manager. Council members will return these items to the Town Manager.

2. The Town Manager will initiate a full reset which erases all data and returns the device to its original factory condition and to be repurposed as required.
3. Conditions of Retaining Decommissioned Devices
  - a) This section of the policy applies to Decommissioned Devices up to 5 years old at the date of replacement that are no longer required by the Town for operational purposes.
  - b) Devices are to be sold as is, where is, with no Town liability, warranties, or support.
  - c) Current and outgoing Council members will have first right of refusal for a period of 30 calendar days following the date their respective device was replaced, during which time they must notify the Town Manager if they wish to obtain their respective device and section VI, 2 will apply. If, after 30 calendar days, there is no interest in retaining the Decommissioned Device, other current and outgoing Council members will become eligible to submit their interest to the Town Manager.
  - d) Costs for the sale of Decommissioned Devices will be determined by the Town in alignment with the Tangible Capital Assets Policy, device trade-in value, and depreciated value at the time of replacement.

### REFERENCES

- Cyber Security Incident Response and Disaster Recovery Plan Policy
- Employment Policy