

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
April 28, 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. DELEGATION**
 - 3.1. Karim Zariffa - West Coast Oil Pipeline County and Town Pre-Engagement (enclosure)**
- 4. BYLAWS | POLICIES | AGREEMENTS**
 - 4.1. Procedural Bylaw Review(enclosure)**
- 5. CLOSED SESSION**
 - 5.1. Regional Waste Collection – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 30 Disclosure harmful to economic and other interests of a public body**
- 6. ADJOURNMENT**

West Coast Oil Pipeline Engagement



Who We Are

- We represent Alberta's government.
 - Alberta's government plans to submit a proposal - not an application - to the Major Projects Office for a West Coast Oil Pipeline (WCOP) project by July 1, 2026.
 - The Major Projects Office (MPO) was established by the federal government in 2025 to streamline the approval and development of major infrastructure projects considered to be in the national interest.
- We have **structured a team** to work on pre-engagement for the WCOP project. Our team includes Indigenous and non-Indigenous engagement professionals, communications staff, and a full technical team.
- The **Memorandum of Understanding (MOU)** between Alberta's government and the federal government commits both governments to explore and advance the feasibility of a new crude oil pipeline to Canada's West, working collaboratively to assess regulatory pathways, Indigenous partnership opportunities, and financing options to increase Canadian energy export capacity to global markets.
- WCOP is in **Canada's national interest** because it will strengthen energy security, expand access to global markets, generate economic growth and public revenues, and can create long-term economic opportunities for Indigenous Nations across the project corridor.

Commitments & Values



Community First

We are committed to high-quality engagement standards, grounded in transparency, respect, and consistency.



Stronger Together

We are committed to partnership, guided by a principle of shared benefit and co-ownership.



Sustainability

We are committed to the integration of traditional knowledge, recognizing its importance in informing responsible project development.



Your Voice Matters

Inclusive engagement, ensuring all voices and perspectives have an opportunity to be heard.



Grounded Understanding

Active listening, with a focus on understanding community priorities and concerns.



Building Trust

Proactive risk management, identifying and addressing issues early through open dialogue.

What Are We Engaging About?

- To introduce the project concept and begin building a respectful dialogue.
- To understand preferred communication protocols, including who the appropriate representatives are and how each community prefers to receive information and engage in discussions.
- To gather initial perspectives on the project, including how communities feel about the concept of a potential pipeline and any early questions, priorities, or concerns they may wish to raise.

Project Description

- Alberta's government is preparing a submission for a world-class Indigenous co-owned pipeline to the west coast of British Columbia to strengthen Canada's energy independence, increase global competitiveness and drive prosperity.

Project Timeline

Fall 2025 - ongoing

Engagement and pre-work

Relationship-building conversations began with Indigenous communities in Alberta and British Columbia and continue as part of the Alberta's government's commitment to meaningful and respectful engagement.

October 2025

Project announcement

Alberta's government announced the plan to advance a submission to the Major Projects Office for a west coast oil pipeline.

November 2025

MOU signed

The governments of Canada and Alberta signed an MOU that included a declaration that an Indigenous co-owned Alberta oil pipeline to Asian markets is a project of national interest.

We are here

Submission development

The technical advisory group reviewed the criteria for a project of national interest and assembled a team of technical experts that started preliminary assessment work.

July 2026

Submission

Alberta's government will submit the west coast oil pipeline project to the Major Projects Office for designation as a project of national interest.

Environment & Safety

- We are committed to understanding and managing environmental risks comprehensively.
- Environmental protection is not an afterthought, but part of the earliest planning decisions and regulatory review processes.
- We recognize communities have raised important concerns about potential risks, including spills, impacts to waterways, caribou habitat, salmon habitat, traditional land use, and sensitive coastal and ecosystems. We understand these concerns are serious and deeply rooted in stewardship responsibilities and lived experience. That is why comprehensive environmental review, rigorous study, and meaningful Indigenous engagement would be essential components of any project advancement.
- Early planning will include identifying sensitive landscapes, watercourses, habitats, and ecosystems, and integrating robust protection and mitigation measures into project design. Studies and planning will inform how potential impacts are prevented or minimized.

We Are Committed to Working Together to Protect Land and Water.

SAFE SHIPPING

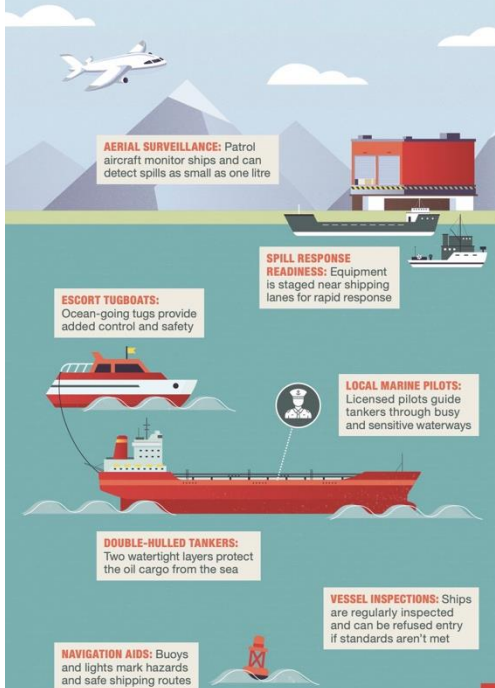
World-Leading Tanker Spill Prevention

Protecting the ocean matters because it sustains communities, cultures and ecosystems. It's also a major transportation route for global trade—moving more than 80 per cent of the world's goods and commodities by volume.

Oil is the most widely traded maritime commodity. And a lot has changed since the Exxon Valdez tanker spill in Alaska in 1989. Since then, Canada has implemented some of the world's toughest safety standards to prevent spills, strengthen oversight and improve preparedness on land and at sea.

Off the coast of British Columbia, there hasn't been an oil tanker spill in more than 50 years. That strong track record has continued even with increased tanker traffic.

MARINE SAFETY



READY TO RESPOND

In the unlikely event of a spill, certified response agencies are ready to act day or night. On British Columbia's coast, this role is carried out by Western Canada Marine Response (WCMRC).

If a spill is reported, the Canadian Coast Guard assesses the situation and determines the response under Transport Canada's regulatory framework. Federal, provincial, municipal and First Nations partners are notified, and vessels and equipment are deployed.

A Unified Command coordinates operations as crews work to contain the spill, protect shorelines and recover oil.

Response efforts rely on proven tools: floating booms to contain oil and protect sensitive areas; skimmers to remove oil from the water's surface; and absorbent materials to recover remaining traces.

Shoreline cleanup follows, supported by long-term monitoring and recovery planning.



WEST COAST OIL PIPELINE

Working Together to Protect Land and Water



Responsible resource development and environmental stewardship go hand in hand. Protecting land, water and ocean ecosystems is central to discussions about any potential pipeline and oil export project.

Working with Indigenous communities, Alberta's government is advancing a world-class oil export project designed to protect the environment while delivering long-term economic benefits for people across Canada.

As we advance planning for the proposed project, safety—for people and the environment—is our top priority.

That's why we want to share, listen and learn, so together we can design a project that protects what matters most.

LEARN MORE

Website: alberta.ca/west-coast-oil-pipeline
Email: IR.Project.Engagement@gov.ab.ca



PIPELINE SAFETY

High Standards, Proven Performance

Pipelines are a **safe, reliable and environmentally conscious** way of transporting oil and gas. Spills, leaks and ruptures are rare: on average each year, **99.999 per cent** of the oil transported on Canada's federally regulated pipelines **moves safely to its destination**.

Prevention is our top priority at every stage of the pipeline life cycle—from planning and design to construction and operations. **Indigenous communities are integral partners** in project design, providing local and traditional knowledge that informs planning and decision-making. Indigenous monitors oversee environmental and cultural compliance from planning through construction and operations.



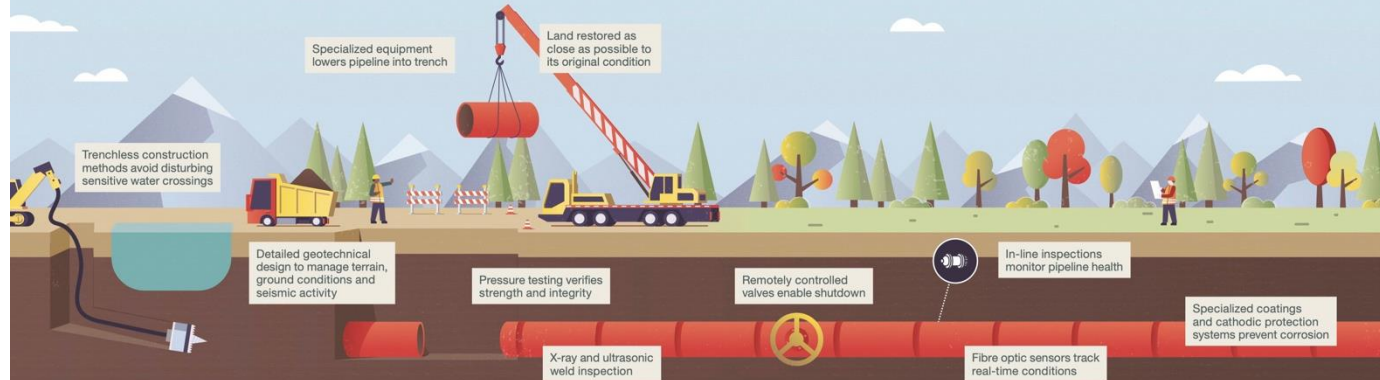
Regular aerial surveys and on-the-ground inspections



24/7 monitoring using satellite data

CONSTRUCTION

OPERATIONS



Pipeline construction follows a rigorously controlled process to ensure safety and minimize environmental impact.

Before work begins, the route is carefully selected in consultation with Indigenous and local communities. The most suitable construction methodologies are selected based on the topography.

The route is surveyed and marked, vegetation is selectively cleared, and topsoil is removed and stored for later reclamation. Pipe sections are then laid out, bent to match the land's contours and welded together.

Each weld is inspected using advanced testing methods such as X-ray or

ultrasonic technology to confirm quality and integrity.

The pipeline is installed by excavating a trench and carefully lowering pipe into place, with trenchless methods like directional drilling used in sensitive areas like water crossings to avoid disturbance.

After backfilling, the pipeline is pressure-tested at levels above normal operating conditions to verify its strength and integrity.

The process concludes with cleanup and reclamation, restoring the land as closely as possible to its original condition.



Pipeline operations rely on multiple overlapping safety systems designed to prevent incidents and detect issues early.

Pipelines are monitored 24/7 from central control centres using real-time data, supported by regular aerial surveys and on-the-ground inspections.

Pipelines are engineered and maintained to strict safety standards, with protective coatings and corrosion-control systems in place. Remotely controlled valves can quickly isolate and shut down sections of a pipeline if abnormal conditions are detected.

A range of advanced technologies helps strengthen pipeline safety.

Flow meters track changes in flow that may indicate a leak, while fibre optic cables monitor temperature, vibration, ground movement and external activity along the pipeline route.

Internal inspection tools, known as smart pigs, regularly scan pipelines from the inside, and if potential issues are identified, targeted integrity digs are carried out to inspect, repair and restore the affected area.

We Are Committed to High Standards - Prevention is Our Top Priority.

Economic Opportunities

- The MOU between Alberta's and Canada's governments regarding a proposed pipeline project affirms Indigenous communities as true partners, with pathways to ownership, economic benefits and long-term prosperity.
- There will be opportunities associated with the proposed project, including employment, training, contracting, and procurement packages.
- The scope and timing of these opportunities will become clearer as the project advances and more detailed planning is completed, but partnership with Indigenous communities will be crafted from the start.

Possible Next Steps

- We are open to discussing whatever form of arrangement a community may wish to consider at this stage, whether that be continued meetings, presentations, communications protocol, letter of intent, memorandum of understanding, or another form of early-stage agreement that supports ongoing dialogue and collaboration.
- Please let us know:
 - ✓ What questions do you have about this phase of the project?
 - ✓ How would you like to receive information/communications protocol for this project for your community?
 - ✓ Who in your community should we be engaging with as discussions continue?
 - ✓ What information you'd like to receive?
 - ✓ Can we follow-up over the next few months?

TOWN OF BON ACCORD
REQUEST FOR DIRECTION

Meeting:	Committee of the Whole
Meeting Date:	April 28, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2026-01 Procedural Bylaw Review
Agenda Item No.	4.1

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.

At the February 24 Committee of the Whole meeting, Council reviewed the updated Procedural Bylaw and advised administration that a more fulsome review should be initiated before bringing the bylaw forward to Council again.

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.

Following the February 24, 2026 COTW, additional updates include:

- Removal of “Council Agenda Committee” definition and removal of the requirement for the agenda to be reviewed by the Committee prior to finalizing.
- Removal of the requirement for Council to pass a motion before a certain time if a meeting is extended. The motion is still required, but not by a certain time.
- Clarification on the deadline for RMC and COTW meeting agenda submissions to be received by the Chief Administrative Officer.
- Updates to time requirements for quorum.
- Streamlined verbiage for the Process to Amend a Motion.
- Updates to the order of clauses in the Notice of Motion section and removal of Notice of Motion as a regular item on Council agendas.
- Introduction of quorum requirements for COTW meetings to enable the Committee to make resolutions by majority vote and addition of types of motions that can be made at a COTW meeting.
- Removal of Code of Conduct clauses that pertain to Council and Council Committees.
- Other procedural updates as required to align with best practices and how meetings are currently conducted.

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

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 ~~2023-05~~2026-01**

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.

~~1.1.2~~ “Town ManagerChief Administrative Officer” means the Chief Administrative Officer appointed by Council or designate.

~~1.2.3~~ “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.

~~1.3.4~~ “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.

~~1.4~~ “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~~Chief Administrative Officer to brief Council on upcoming business items.

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- 1.7 “Closed Session” is a session of a Council meeting or Council Committee meeting that is closed to the public in whole or part and held in strict confidence pursuant to the Municipal Government Act and ~~Freedom of Information and Protection of Privacy Act~~Access to Information 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 simultaneous~~ly~~ 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 Council~~or~~ or Council Committee members.

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- 1.19 "Recording Secretary" means the individual who is responsible for recording the proceedings of the Council or Council Committee meeting.
- 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~~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.
- 1.23 "Town" means the municipal corporation of the Town of Bon Accord.
- 1.24 "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~~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, ~~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

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

5. POSITION OF DEPUTY MAYOR

5.1. 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

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given on any other Town managed media source and in any other manner so directed by Resolution of Council.

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~~ Chief Administrative Officer shall prepare for review by the ~~Council Agenda Committee~~ Mayor a preliminary agenda of all business to be brought before Council at the next Regular Council Meeting.

~~6.9. All Council and Committee of the Whole meeting agenda submissions shall be received by the Chief Administrative Officer no later than 4 PM on the Wednesday prior to meeting. 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 Town Manager no later than 4:00 PM on Wednesday the week prior to the Regular Council Meeting.~~

~~6.10-6.9.~~

~~6.11-6.10.~~ The ~~Town Manager~~ Chief Administrative Officer will only include correspondence on the agenda for a Regular Council Meeting that:

~~6.11.1-6.10.1.~~ is legible and coherent;

~~6.11.2-6.10.2.~~ is in writing, either on paper with a signature or electronically via email;

~~6.11.3-6.10.3.~~ is not anonymous; and

~~6.11.4-6.10.4.~~ does not contain libelous content, irrelevant information, or content otherwise inappropriate content to be included at a meeting open to the public.

~~6.12-6.11.~~ If the requirements of section 6.10 are not met, the ~~Town Manager~~ 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.

~~6.13-6.12.~~ The order of business for a Regular Council Meeting will follow the order of business set out in Schedule "A" Regular Council Meeting Agendas.

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~~6.14. The Council Agenda Committee shall review the preliminary agenda with the Town Manager prior to finalization and distribution of the agenda to Council.~~

~~6.15-6.13.~~ The ~~Town Manager~~Chief Administrative Officer shall provide Council with the agenda and any pertinent materials ~~(not including Closed Session documents)~~ pertinent to for the each forthcoming Regular Council Meeting no later than 4 PM on the Friday before the meeting.

~~6.16-6.14.~~ The ~~Town Manager~~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 ~~Town Manager~~Chief Administrative Officer is delegated the authority to call a Special Council Meeting if a Resolution directs the ~~Town Manager~~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.

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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.

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)~~15 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~~time 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:

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10.1.1. Add new items to the agenda;

10.1.2. Delete any matter from the agenda ~~for each deleted item;~~

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~~[Chief Administrative Officer](#) prior to 4PM on the Wednesday prior to the Regular or Special Council Meeting.

~~12.3.~~

~~12.4.~~[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.

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~~12.5-12.4.~~ The presentation by a Delegation may only be:

~~12.5.1-12.4.1.~~ Received as information without debate;

~~12.5.2-12.4.2.~~ Referred without debate to the ~~Town—Manager~~Chief
~~Administrative Officer~~ to provide a report on the matter at a later date;
and

~~12.5.3-12.4.3.~~ A maximum of 15 minutes unless there is a Resolution to extend
the allotted time.

~~12.6-12.5.~~ 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~~Chief
~~Administrative Officer~~ or other management personnel will provide an answer to
the request ~~of for~~ information at the next Council meeting or, if that information
will not be available by the next Council meeting, the ~~Town—Manager~~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—Presiding~~
~~officer~~Officer.

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- 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.

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:

Commented [JS1]: REWORD: 17.3 Withdrawing Motions (a) After a motion has been verbally moved by a Councillor, the motion becomes the property of Council or the Committee as a whole and may only be withdrawn by the mover with the unanimous consent of the Councillors present. (b) Withdrawn motions are not recorded in the meeting minutes.

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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.

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 at a time and must be voted on prior to another motion to amend being introduced.

~~7.4.1.1. When the motion on the amendment has been decided, another motion to amend the main motion may be introduced.~~

15.9.1.2. 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.

15.9.1.3. The Presiding Officer shall rule on disputes arising from the motions to amend the main motion.

15.9.1.4. 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, as amended.

Commented [JS2]: Helps to clarify that the original motion, motion(s) to amend, and updated motion will be recorded in the minutes.

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.

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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:

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. The Notice of Motion shall be added as an agenda topic under new business at an upcoming Regular Council Meeting.

16.3. Council may waive this notice requirement by Resolution and add the matter to the agenda as urgent business.

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~~16.4.~~ 16.4. If the Councillor who presented the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward as a business item, the Notice of Motion will be postponed until the next meeting at which the Councillor who submitted the Notice of Motion is in attendance.

~~7.5.~~

~~16.5.~~ 16.5. A written copy of the Notice of Motion shall be provided to the Chief Administrative Officer prior to the meeting's adjournment.

~~16.4-16.6.~~ 16.6. 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.

~~7.6.~~ 7.6. Once the motion is stated, it will be recorded in the meeting minutes.

~~7.7.~~ 7.7. A written copy of the Notice of Motion shall be provided to the Town Manager ~~Chief Administrative Officer~~ prior to the meeting's adjournment.

~~7.8.~~ 7.8. The Notice of Motion shall be added as a new business on the agenda for the subsequent Regular Council Meeting.

~~Council may waive the requirement for notice by Resolution and add the matter to the agenda as urgent business.~~

~~16.2-16.7.~~ 16.7. Once the motion is stated, it will be recorded in the meeting minutes.

~~16.3-16.8.~~ 16.8. If ~~the motion a~~ Notice of Motion is defeated by a vote of Council, no further action will be taken.

~~16.4-16.9.~~ 16.9. A Notice of Motion cannot be used at a Special Council meeting.

~~16.5-16.10.~~ 16.10. 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.

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- 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 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.

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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~~s~~ 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/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:

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;

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- 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 ~~Freedom of Information and Protection of Privacy Act~~[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 ~~Freedom of Information and Protection of Privacy Act~~[Access to Information Act](#), which may be identified on the agenda or as advised by the ~~Town Manager~~[Chief Administrative Officer](#) 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

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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 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

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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.
- 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.

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- 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 the Presiding Officer's 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^s should register with the Recording Secretary prior to the start of the public hearing.
- 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 ~~Town Manager~~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

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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.
- 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.

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- 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 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 Committee members, shall not~~ Members of the public who attend a Council or Council Committee meeting 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;

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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;~~

~~27.1.7-27.1.6. 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.~~

~~27.5-27.3.~~ 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. A short recess may be called for this purpose.

28. RECORD OF PROCEEDINGS

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

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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 ~~Town Manager~~[Chief Administrative Officer](#) or their designate.

29. BYLAW REPEALED

29.1 Bylaw ~~2021-01~~[2023-05](#) is hereby repealed.

30. FORCE AND EFFECT

30.1 This Bylaw shall come into force and effect on the date of 3rd 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.

Read a second time this _____ day of _____ 2026.

Read a third and final time this _____ day of _____ 2026.

Mayor Brian Holden

CAO

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**
 - ~~14-13.~~ **CLOSED SESSION**
 - ~~15-14.~~ **ADJOURNMENT**

SCHEDULE "B"



**Town of Bon Accord
AGENDA
Special Council Meeting
[DATE and TIME]**
Live streamed on Bon Accord YouTube Channel

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

DRAFT

SCHEDULE "C-1"

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~~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 ~~Town Manager~~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 Committee M~~m~~embers of the Committee of the Whole for their full term of office.

4. Quorum

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

Commented [JS3]: In order for committee members to make resolutions by majority vote, this is important.

5. Committee of the Whole Procedures

5.1. Committee of the Whole meetings will be held on the 4th ~~Wednesday-Tuesday~~ of each month from ~~5-7~~ 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, m~~Meetings shall be presided over by individual Committee M~~m~~embers ~~of Council~~ in rotation.

SCHEDULE "C-1"

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 Access to Information Act and Protection of Privacy Act.~~

~~5.5. The Committee shall act by majority resolution. No motions except the following to move in or out of Closed Session will be permitted at Committee of the Whole meetings.~~

~~(a) Acceptance or amendment of the agenda;~~

~~(b) Referring an item to the Chief Administrative Officer for additional information;~~

~~(d) Directing the Chief Administrative Officer to have a report, policy, or proposed legislation prepared;~~

~~(e) Referring an item to a Regular Council Meeting for information or action; and~~

~~(f) Motions to move in or out of Closed Session.~~

~~5.5.5.6. Meeting minutes will be recorded and circulated with the Committee of the Whole Meeting Agenda with an upcoming Regular Council Meeting agenda.~~

~~5.6.5.7. Committee of the Whole Meeting Agendas will be circulated to the public and to Councillors-Committee Members by 4 pm on the Monday-Friday prior to the Committee of the Whole meeting or a minimum of 48 hours 2 business days in advance of the meeting.~~

~~5.7.5.8. 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 the Town's Code of Conduct Bylaw that relate to:~~

~~5.7.1-5.8.1. Councillor Conduct~~

~~5.7.2-5.8.2. 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](#)

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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