

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
August 25, 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. BYLAWS | POLICIES | AGREEMENTS**
 - 3.1.** 2026-05 Fire Services Bylaw Updates (enclosure)
 - 3.2.** 2025-07 Cemetery Bylaw (enclosure)
 - 3.3.** One-Time Emergency Monetary Support Policy (enclosure)
- 4. ADJOURNMENT**

TOWN OF BON ACCORD
COMMITTEE REPORT

Meeting:	Committee of the Whole
Meeting Date:	August 25, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2026-05 Fire Services Bylaw Updates
Agenda Item No.	3.1

BACKGROUND/PROPOSAL

The Fire Services Bylaw was last updated in 2022 and recent review indicated that updates were required.

The updated bylaw was drafted to include feedback from Bon Accord's Fire Chief, Chad Moore. Updates to the bylaw are shown in the attached document and explained further below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Key updates to the Fire Services Bylaw include:

- Replaced reference to "Fire Advisory" to "Fire Restriction". This was a recommended change from Chief Moore, as an Advisory is intended to be used as warning while a Restriction is used when the risk of fire increases. Therefore, the increased restrictions would be more suitable to a "Fire Restriction" than a "Fire Advisory".
- Re-added the definition of "Portable Appliance" which was removed from the bylaw when it was updated in 2022. In the current bylaw, the definition of "Recreational Fire" in section 2(ee) only includes "Approved Fire Pit" and does not include "Portable Appliance". This becomes a concern in section 13(5), as the current bylaw reads that a Recreational Fire in an Approved Fire Pit does not require a Fire Permit, implying that any other type of fire (like one in a Portable Appliance) does require a Fire Permit. Essentially, the current bylaw requires that anything that is not a fire pit (BBQs, smokers, etc.) requires a Fire Permit. The updated version of the bylaw clarifies that a Fire Permit is not required for Portable Appliances.
- Re-added cemetery burial burning to the list of exempted types of burning in section 13(6)(c) that was removed when the bylaw was updated in 2022.
- Grammatical updates as required.

Administration is seeking the committee's feedback on the bylaw with a recommendation to Council to approve the bylaw at an upcoming regular meeting.

STRATEGIC ALIGNMENT

Value Statement of:

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

RECOMMENDED ACTION

THAT the Committee direct administration to bring the updated 2026-05 Fire Services Bylaw to an upcoming Regular Council Meeting for first reading.

TOWN OF BON ACCORD
BYLAW No. 2022-11-2026-05
FIRE SERVICES BYLAW

BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND OPERATING FIRE SERVICES, PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS, AND AUTHORIZING THE RECOVERY OF FEES, EXPENSES AND CHARGES

WHEREAS, the *Municipal Government Act* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) services provided by or on behalf of the Town; and
- c) the enforcement of bylaws;

AND WHEREAS, the *Municipal Government Act* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

AND WHEREAS, the *National Fire Code – 2019 Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of fireworks within their jurisdiction;

AND WHEREAS, the Town of Bon Accord wishes to provide for the prevention and control of fires within its boundaries;

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

PART I – INTERPRETATION AND DEFINITIONS

Bylaw Title

- 1** This Bylaw may be cited as the “**Fire Services Bylaw**”.

Definitions

- 2** In this Bylaw:

- (a) “**Agreement**” means the Fire Services Agreement entered into between the Town and Sturgeon County respecting the provision of Fire Protection within the boundaries of the Town by Sturgeon County;
- (b) “**Apparatus**” means any vehicle provided with machinery, devices, Equipment or materials for firefighting operated by or for Fire Services whether that vehicle operates on land, in the air, or on the water;
- (c) “**Approved Fire Pit**” means an outdoor receptacle that meets the following specifications:

TOWN OF BON ACCORD
BYLAW No. 2022-11-2026-05
FIRE SERVICES BYLAW

- (i) is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
 - (ii) height does not exceed sixty (60) centimeters when measured from the surrounding grade to the top of the pit covering;
 - (iii) opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
 - (iv) is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
 - (v) is not located over any underground utilities;
 - (vi) is a minimum of one (1) meter laterally and five (5) meters vertically from any aboveground wires;
 - (vii) when measured from the nearest edge must be a minimum of four (4) meters from any part of the residence including overhang;
 - (viii) when measured from the nearest edge must be a minimum of three (3) meters from any property line, out buildings, or combustible materials such as fences or trees;
 - (ix) when in operation, shall have a spark arrester screen with maximum openings of ½ inch and
 - (x) as may otherwise be determined by the Fire Chief having regard to health, safety, hazards and risks.
 - (xi) If there is no place on the property where a fire pit may be located using the above specifications, a variance may be applied for, if in the opinion of the Fire Chief or his designate, such safeguards and precautions are in place and that the fire pit will be used safely, a variance may be granted by the Fire Chief or his designate with the person or persons requesting the variance.
- (d) **“Burnable Debris”** has the same meaning given to it in the *Substance Release Regulation*, and includes all combustible waste other than the Prohibited Debris as well as cardboard and paper products;
- (e) **“Burning Barrel Fire”** means a fire confined to an outdoor receptacle that meets the following specifications:
- (i) non-combustible structure or container that has draft holes no larger than five (5) millimeters in diameter;

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

- (ii) equipped with a heavy gauge metal screen to contain sparks over the fire at all times, with a mesh size not greater than sixteen (16) millimeters secured in place with latches or weights;
- (iii) which is lit for the purpose of burning household refuse or other Burnable Debris; and
- (iv) is not located over underground utility services or below aboveground wires;
- (f) **"Burning Hazard"** means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or property or damage property;
- (g) **"Chief Administrative Officer"** means the individual appointed as the chief administrative officer of the Town by resolution of Council in accordance with *Municipal Government Act*, or their delegate;
- (h) **"Council"** means the duly elected council of the Town;
- (i) **"Dangerous Goods"** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, Property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage, or transportation environment and shall include those products, substances, and organisms that are covered by the Transportation of Dangerous Goods Regulations;
- (j) **"Equipment"** means any tools, devices or materials used by Fire Services to combat an Incident or other emergency;
- (k) **"False Alarm"** means any notification, by whatever means received, to Fire Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to Persons or Property, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- (l) **"Fire ~~Advisory~~Restriction"** means an order issued pursuant to this Bylaw for the purpose of fire prevention and cessation of all Fire Permits and Fireworks Permits for the duration of the ~~advisory~~restriction;
- (m) **"Fire Ban"** means any fire ban, whether municipally or provincially declared, that prohibits fires in all or part of the Town;
- (n) **"Fire Chief"** means the individual appointed by Sturgeon County as fire chief for the Town, in accordance with the Agreement, or their delegate;
- (o) **"Fire Permit"** means a permit issued by the Fire Chief, authorizing the setting of a specific type of fire;

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

- (p) **"Fire Protection"** includes any of the services enumerated in section 7 of this Bylaw and includes any other services delivered by or for Fire Services that is authorized by Council;
- (q) **"Fire Protection Charges"** means all rates, fees, and charges payable for, or in connection with, Fire Services in providing fire protection within the Town;
- (r) **"Fire Services"** means the fire department established and organized by Sturgeon County to provide Fire Protection within the boundaries of the Town, in accordance with the Agreement, and shall include all Members and Fire Services Property;
- (s) **"Fireworks"** means the pyrotechnics classified as fireworks pursuant to the *Explosives Act* and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- (t) **"Fireworks Permit"** means a permit, issued by the Fire Chief, authorizing the possession, handling, discharge, firing or setting off of Fireworks in the Town;
- (u) **"Incident"** includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or Property;
- (v) **"Member"** means any Person who is duly appointed as a member of Fire Services;
- (w) **"Member in Charge"** means the Fire Chief, or in the absence of the Fire Chief, the highest ranking Member who first arrives at the scene of an Incident;
- (x) **"Occupant"** means any Person that is in possession, control or occupation of Property;
- (y) **"Owner"** means any Person listed on title as the registered owner of Property at the Land Titles Office;
- (z) **"Peace Officer"** has the same meaning given to it in the *Provincial Offences Procedures Act*;

(aa) **"Person"** includes any individual, firm, partnership or body corporate;

~~(aa)~~(bb) **"Portable Appliance"** means any outdoor appliance sold or constructed for the purpose of cooking food, obtaining warmth or viewing for pleasure and is easily moveable, including but not limited to barbeques, smokers, and above-ground fireplaces;

~~(bb)~~(cc) **"Prohibited Debris"** has the same meaning given to it in the *Substance Release Regulation*; including any combustible waste that when burned may result in the release to the atmosphere of dense smoke, offensive odors, or toxic substances (such as but not limited to animal manure, non-wooden material, waste material from construction sites, excluding wooden materials that do not contain wood preservatives.

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

~~(ee)~~(dd) **“Property”** means any real or personal property;

~~(dd)~~(ee) **“Recreational Fire”** means a fire confined within an Approved Fire Pit ~~or~~ Portable Appliance, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;

~~(ee)~~(ff) **“Residential or Commercial Districts”** means the residential and commercial districts as designated in the Town’s Land Use Bylaw and its associated maps;

~~(ff)~~(gg) **“Smudge Fire”** means a fire confined to a non-combustible structure or container which is lit for the purpose of protecting livestock from insects or for protecting garden plants from frost and is fueled solely by dry wood or charcoal;

~~(gg)~~(hh) **“Town”** means the Town of Bon Accord;

~~(hh)~~(ii) **“Violation Ticket”** has the same meaning given to it in the *Provincial Offences Procedure Act*.

Rules of Interpretation

- 3 The headings in this Bylaw are for guidance purposes and convenience only.
- 4 Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5 In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 6 Nothing in this Bylaw relieves a Person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

PART II – FIRE SERVICES

Establishment and Purpose of Fire Services

- 7
 - (1) Council authorizes Sturgeon County to provide Fire Protection for and on behalf of the Town for the purpose of:
 - (a) preventing and extinguishing fires;
 - (b) investigating the origin, cause and circumstances of fires;

TOWN OF BON ACCORD
BYLAW No. 2022-112026-05
FIRE SERVICES BYLAW

- (c) preserving life and Property and protecting Persons and Property from injury or destruction by fire;
- (d) preventing, combating, responding to, and controlling Incidents;
- (e) carrying out preventable controls;
- (f) providing rescue services for motor vehicle collisions, not including water or ice rescue;
- (g) conducting pre-fire planning and fire inspections;
- (h) providing public education and information regarding fire safety; and
- (i) providing any other emergency response as may be authorized by the Town's policy or applicable legislation,

in accordance with the requirements of this Bylaw and the terms and conditions of the Agreement.

Authority and Responsibility of Fire Chief

8

- (1) The Fire Chief shall be responsible for managing the overall delivery of Fire Protection by Fire Services, subject to:
 - (a) this Bylaw;
 - (b) all applicable Town policies, guidelines and directives;
 - (c) the Agreement.
- (2) The Fire Chief is authorized to delegate, to a Member, any powers, duties or function of the Fire Chief under this Bylaw.

Authority and Responsibility of Members

- 9** Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable policies of the Town.

Authority and Responsibility of Member in Charge

- 10** The Member in Charge at an Incident shall have control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

11

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

- (1) The Member in Charge shall take action as deemed necessary for preserving life and Property and protecting Persons and Property from injury or destruction by fire or other emergency and is authorized to:
- (a) enter, pass through or over buildings, structures or Property whether adjacent or in proximity to an Incident and to cause Members, Apparatus or Equipment to enter or pass through or over the building, structure or Property without permission;
 - (b) establish boundaries or limits and keep Persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
 - (c) request Peace Officers to enforce restrictions on Persons entering within the boundaries or limits outlined in subsection (b);
 - (d) cause a building, structure or thing to be pulled down, demolished or otherwise removed;
 - (e) secure Town manpower and Equipment which is considered necessary to deal with an Incident;
 - (f) secure or commandeer privately owned Equipment which is considered necessary to deal with an Incident and authorize payment for use of the Equipment;
 - (g) require any adult Person who is not a Member, to assist in:
 - (i) extinguishing a fire or preventing the spread thereof;
 - (ii) removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
 - (iii) demolishing a building or structure at or near the fire or other Incident.

PART III – OBSTRUCTION

Prohibitions

12

- (1) No person shall place or cause to be placed, any matter or thing so as to obstruct or interfere with the operation or use of any fire hydrant, the Fire Services water inlet or outlet connections on buildings, fire alarm controls, manual alarm stations, or any fire detection device or Equipment.
- (2) No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes.

TOWN OF BON ACCORD
BYLAW No. 2022-112026-05
FIRE SERVICES BYLAW

PART IV – FIRES AND FIRE PERMITS

Permitted and Prohibited Fires

13

- (1) No Person shall burn or cause to be burned any Prohibited Debris.
- (2) No Person shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the Owner or Occupant, unless the Person holds a valid and subsisting Fire Permit, or the fire is exempt from the requirement for a Fire Permit under this Bylaw.
- (3) No Person shall light or cause to be lit, or otherwise allow or permit, a Burning Barrel Fire or Smudge Fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town.
- (4) No Person shall light or cause to be lit, or otherwise allow or permit, any fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town unless a fire pit inspection has been conducted and approved by the Fire Chief.
- (5) A Fire Permit is not required for a Recreational Fire in a Portable Appliance or an Approved Fire Pit provided that:
 - (a) the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished; and
 - (b) flame height does not exceed ninety (90) centimeters above the structure or container.
- (6) This Bylaw does not apply to:
 - (a) an outdoor fire lit by Fire Services for training or preventive control purposes; ~~or~~
 - (b) a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*; ~~or-~~
 - ~~(b)~~(c) fires ignited and being used in the process of ground thawing by Town staff for cemetery burials.

Fire Permits

14

- (1) Fire Permits are required throughout the entire year.
- (2) An application for a Fire Permit shall be made on the form approved by the Chief Administrative Officer, as may be amended from time to time.
- (3) A Fire Permit shall only be valid for the time period expressly indicated on the Fire Permit, as determined by the Fire Chief issuing the permit, in their sole discretion, having regard

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.

(4) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fire Permit at any time. Upon receiving notification of termination, suspension or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire set pursuant to the Fire Permit.

(5) A Fire Permit is not transferrable.

Permit Holder Responsibilities

15

(1) Every Person who sets a fire under authority of a Fire Permit shall:

- (a) comply with any terms or conditions of the permit;
- (b) keep the permit at the site of the fire;
- (c) produce the permit to the Chief Administrative Officer, Fire Chief, a Member, or a Peace Officer, upon request;
- (d) have a responsible adult in attendance at the fire at all times under the conditions as listed in the Fire Permit;
- (e) keep the fire under control;
- (f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring Property, Persons, or roadways;
- (g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
- (h) be responsible for any costs incurred by Fire Services when called upon to extinguish such fire if, in the opinion of the Fire Chief, as the case may be, the fire is a hazard to Persons or Property.

PART V – FIREWORKS

Fireworks and Firecrackers

16

- (1) No Person shall sell or purchase Fireworks within the Town.
- (2) No Person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off firecrackers within the Town.
- (3) No Person shall possess, handle, discharge, fire or set off Fireworks within the Town unless they hold a valid and subsisting Fireworks Permit.

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

- (4) A Fireworks Permit may only be issued to an authorized community organization for events sponsored or co-sponsored by the Town.
- (5)
- (a) An application for a Fireworks Permit shall be made in writing on the form approved by the Chief Administrative Officer, as may be amended from time to time.
 - (b) The issuance of a Fireworks Permit shall be at the sole discretion of the Fire Chief.
 - (c) No Person under the age of eighteen (18) years old shall be issued a Fireworks Permit.
 - (d) The Fire Chief may add conditions to a Fireworks Permit, including, but not limited to:
 - i. the time(s) and date(s) for which the Fireworks Permit is valid;
 - ii. the methods of storage of Fireworks;
 - iii. the location(s) where the Fireworks may be discharged;
 - iv. the activity that the Fireworks Permit authorizes;all of which shall constitute terms and conditions of the Fireworks Permit.
 - (e) A Fireworks Permit may include any further terms and conditions that the Fire Chief deems necessary for the safe use of the Fireworks.
 - (f) No Person shall possess, handle, discharge, fire or set off Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Permit.
 - (g) Any Person possessing, handling, discharging, firing or setting off Fireworks shall keep the Fireworks Permit available for immediate production to the Chief Administrative Officer, the Fire Chief, a Member, or a Peace Officer upon demand.
 - (h) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fireworks Permit at any time. The following non-exhaustive list of circumstances may result in a Fireworks Permit being revoked:
 - i. non-compliance with the *National Fire Code – 2019 Alberta Edition*, the *Explosives Act*, this Bylaw or the terms and conditions of the Fireworks Permit;
 - ii. due to changes in environmental conditions;
 - iii. for any reason related to safety to life, limb or Property.

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

- (6) The possession, handling and discharge of Fireworks shall at all times be carried out in compliance with the *Explosives Act* and the *National Fire Code – 2019 Alberta Edition*.

PART VI – FIRE ~~ADVISORY~~ RESTRICTION AND BAN

Fire ~~Advisory~~ Restriction

17

- (1) The Fire Chief may, from time to time, prohibit the issuance of any new Fire Permits or Fireworks Permits and suspend all active Fire Permits and Fireworks Permits when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) A Fire ~~Advisory~~ Restriction imposed pursuant to subsections (1) shall remain in force until either the date provided in the notice of the Fire ~~Advisory~~ Restriction or until such time as the Fire Chief provides notice to the public that the Fire ~~Advisory~~ Restriction is no longer in effect.
- (3) Notice of a Fire ~~Advisory~~ Restriction shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire ~~Advisory~~ Restriction.
- (4) When a Fire ~~Advisory~~ Restriction is in place:
- (a) The Fire Chief shall not issue any Fire Permits;
 - (b) the Fire Chief shall not issue any Fireworks Permits;
- from the date of issuance of the Fire ~~Advisory~~ Restriction.
- (5) When a Fire ~~Advisory~~ Restriction is in place, no Person shall:
- (a) ignite any fire unless the fire is exempt from requiring a permit; or
 - (b) handle, discharge, fire or set off Fireworks within the Town.

Fire Ban

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

18

- (1) The Fire Chief may prohibit all fires in the Town when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) Fire Bans may be established and declared for the entire Town or portions of the Town.
- (3) A Fire Ban imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Fire Chief provides notice to the public that the Fire Ban is no longer in effect.
- (4) Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.
- (5) When a Fire Ban is in place:
 - (a) The Fire Chief shall not issue any Fire Permits;
 - (b) the Fire Chief shall not issue any Fireworks Permits;from the date of issuance of the Fire Ban.
- (6) Subject to subsection (7), when a Fire Ban is in place, no Person shall ignite any fire or Fireworks, whether or not the Person is the holder of a Fire Permit or Fireworks Permit or a Fire Permit is not required and shall immediately extinguish any fire lit once the Person knows or ought reasonably to know of the Fire Ban.
- (7) During a Fire Ban a Person may, subject to the requirements of this Bylaw, and unless the notice of the Fire Ban provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private Property or in a public area that has been approved by the Town for the use of such barbecues.

Requirement to Report

19

- (1) The Owner or Occupant of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Chief.
- (2) The Owner, Occupier or authorized agent of a Property containing a Dangerous Goods product which sustains accidental or unplanned release of Dangerous Goods product shall immediately report to Fire Services particulars of the release which are satisfactory to the Fire Chief or designate.

PART VII – RECOVERY OF COSTS

Fire Protection Charges

TOWN OF BON ACCORD
BYLAW No. 2022-11-2026-05
FIRE SERVICES BYLAW

20

(1) Upon Fire Services providing Fire Protection on a parcel of land within the Town's boundaries, the Town may with consideration of recommendations from the Fire Chief, in its sole and absolute discretion, charge Fire Protection Charges to any or all of the following Persons, namely:

- (a) the Person or Persons causing or contributing to the fire;
- (b) the Occupant of the parcel of land on which Fire Protection was provided;
- (c) the Owner of the parcel of land which Fire Protection was provided;
- (d) the Person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a Property manager; and
- (e) the Person or Persons who requested Fire Protection;

and all Persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Town.

(2) Fire Protection Charges shall be paid within thirty (30) days of receipt of an invoice.

(3) Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness is incurred.

(4) Without limiting subsection (1), the Owner of a parcel of land within the Town to which Fire Protection is provided is liable for Fire Protection Charges incurred and the Town may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the Town from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.

Damages or Destroyed Property

21

(1) A Person who has damaged or destroyed any Fire Services Apparatus, Equipment or Property shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the Town to repair or replace the Apparatus, Equipment or Property in question.

Services Fees and Charges

22

(1) The Town may establish and levy fees and charges for services, including, but not limited to:

TOWN OF BON ACCORD
BYLAW No. 2022-112026-05
FIRE SERVICES BYLAW

- (a) fees for responding to an Incident;
 - (b) Fire Permit and Fireworks Permit application fees;
 - (c) site inspection fees;
 - (d) fire investigation fees;
 - (e) fees for responding to False Alarms; and
 - (f) fees for file searches and copying records.
- (2) The fees and charges described in this section shall be a debt due and owing to the Town and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

PART VIII – ENFORCEMENT

Inspection and Enforcement

23

- (1) Where a parcel of land does not comply with this Bylaw or a Person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the Town, adding amounts to the tax roll of the Owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- (2) The Fire Chief is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

Offences

24 In addition to any other requirements of this Bylaw, no Person shall:

- (a) contravene any provision of this Bylaw;
- (b) contravene any term or condition of a permit issued pursuant to this Bylaw;
- (c) cause or permit a Burning Hazard to exist on a parcel of land;
- (d) deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- (e) provide false, incomplete or misleading information to the Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer with respect to a Fire Permit or Fireworks Permit application;

TOWN OF BON ACCORD
BYLAW No. 2022-11-2026-05
FIRE SERVICES BYLAW

- (f) light a fire on any land the Person does not own without the written consent of the Owner;
- (g) permit a fire lit by that Person to pass from their own land to the land of another Person;
- (h) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (i) conduct any activity that might reasonably be expected to cause a fire unless that Person exercises reasonable care to prevent a fire from occurring;
- (j) conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway; or
- (k) light a fire on lands owned or controlled by the Town except with the Town's express written consent.

Vicarious Liability

25 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

26

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

27

- (1) A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

- (a) not less than the specified penalty established in Schedule "A"; and
 - (b) in the case of all other offences, not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1), the fine amounts set out in Schedule "A" are established as specified penalties for use on Violation Tickets, if a voluntary payment option is offered.

Violation Ticket

28

- (1) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- (2) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - (a) state the specified penalty for the offence as set out in Schedule "A"; or
 - (b) require a Person to appear in Provincial Court without the alternative of making a voluntary payment.
- (3) 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 states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A" herein;make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
- (4) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (4) and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

PART VIII – GENERAL

Repeal

29 Bylaw ~~2020-20~~2022-11 is hereby repealed.

Force and Effect

30 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*.

**TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW**

Read a first time this [day] day of [month] 2026.

Read a second time this [day] day of [month] 2026.

Read a third and final time this [day] day of [month] 2026.

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

DRAFT

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

Schedule "A"
Specified Penalties

Bylaw Section Number	Offence	Violation Ticket
12	Obstruction	\$1000
13(1)	Burning Prohibited Debris	\$500
13(2)	Fire without a Fire Permit	\$500
13(3)	Burning Barrel or Smudge Fire within a Residential or Commercial District	\$500
13(4)	Fire without Fire Pit Inspection	\$500
16(1)	Sell or Purchase Fireworks	\$250
16(2)	Firecrackers	\$250
16(3)	Possession, handling, discharge, fire, or set off fireworks without a Fireworks Permit	\$500
17(5)	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Advisory Restriction	\$500
18(6)	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Ban	\$500
19(1)	Failure to report fire	\$500
19(2)	Failure to report release of Dangerous Goods	\$1000
24(b)	Contravene any term or condition of a permit	\$500
24(c)	Cause or permit a Burning Hazard to exist on a parcel of land	\$500
24(d)	Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard	\$1000
24(e)	Provide false or misleading information	\$500
24(f)	Light a fire on land without written permission of Owner	\$250
24(g)	Permit a fire to pass to another Person's land	\$1000

TOWN OF BON ACCORD
BYLAW No. ~~2022-11~~2026-05
FIRE SERVICES BYLAW

24(h)	Light a fire without sufficient precautions	\$250
24(i)	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care	\$1000
24(j)	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway	\$250
24(k)	Light a fire on lands owned or controlled by the Town except with the Town's express written consent	\$500

TOWN OF BON ACCORD
COMMITTEE REPORT

Meeting:	Committee of the Whole
Meeting Date:	August 25, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Bylaw 2025-07 Cemetery Bylaw
Agenda Item No.	3.2

BACKGROUND/PROPOSAL

At the July 22, 2026, Special Meeting of Council, Council considered a delegation requesting permission to install an upright marker in the original (initial phase) section of the Town Cemetery.

Council approved the specific request and further directed Administration to bring the Cemetery Bylaw back for discussion regarding upright markers.

The current Cemetery Bylaw 2025-07 was adopted on September 16, 2025, and repealed Bylaw 2020-04. Section 8.d. of the current Bylaw states:

“All Markers must be flat (not exceeding the ground surface) or pillow Markers.”

The current bylaw therefore does not provide Administration with discretion to approve an upright marker.

The previous Cemetery Bylaws took a different approach. Bylaw 2014-08 and Bylaw 2020-04 permitted upright markers in the original section of the cemetery with written permission. The provision was removed when Bylaw 2025-07 was adopted. The previous RFD identified that the change was made primarily to support more efficient grounds maintenance and reduce the additional trimming and hand maintenance associated with upright monuments, and additionally to minimize risk of damage to markers.

The move toward an operational efficiency approach in 2025 recognized that the Town has limited Public Works resources and that cemetery maintenance is carried out using the same staff and equipment required for other municipal services. The idea behind standardizing markers to flat and pillow styles was to allow for mowing and general grounds maintenance to be completed more efficiently, with less need for additional trimming and hand work around individual markers. This approach also helps the Town manage maintenance requirements consistently over the long term and reduces the potential for markers to be damaged during routine maintenance activities. The intent

was therefore to establish a standard that was practical and sustainable within the Town's available staffing and resources.

The original section of the cemetery already contains a mixture of flat, pillow, and upright markers installed under previous bylaws. As a result, the existing character of the original section is different from the newer portion of the cemetery.

Administration is bringing the bylaw forward for Committee of the Whole discussion to obtain direction from Council regarding whether the current marker requirements remain appropriate or whether amendments should be prepared.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The primary section requiring consideration is Section B – Installation of Markers and Memorials, specifically Section 8.d., Marker Type. The current provision requires that all markers be flat or pillow markers.

If Council wishes to allow upright markers under defined circumstances, this section will need to be amended. If this section is amended, a review of Section 8.a. regarding the marker permit should be completed as well.

- Section 8.a. Marker Permit
 - This section outlines the requirement for a marker permit and payment of the fee.
 - If upright markers are allowed, the permit process should be reviewed to determine whether additional information should be required for an upright marker such as dimensions and height, material and design, foundation specifications, and confirmation that the marker will remain within the boundaries of the plot. This information allows for verification that an approved upright marker will not interfere with maintenance, access, and neighbouring plots.
 - An additional clause should be added to the permit that installation of a marker is at the owner's risk, and the Town will not be responsible for any damage, including damage caused through routine cemetery maintenance.

Council may also consider whether to allow flat, pillow, and upright markers in the old section of the cemetery and flat and pillow markers in the new section of the cemetery, or consider whether to allow flat, pillow, and upright markers throughout either section of the cemetery.

Given that the current bylaw allows pillow markers throughout the cemetery (both old and new sections), these markers already create potential maintenance obstacles.

The only way to absolutely mitigate maintenance obstacles would be to only allow flat markers, whereby this would allow a mower to drive over the cemetery area rather than

requiring a weed whacker or additional hand maintenance tools. However, the allowance of grave decorations in Section 9 also makes simply running a mower throughout the cemetery not an option.

Option 1 – Maintain the Current Bylaw

Council may choose to maintain the bylaw as currently written, requiring all markers to be flat or pillow markers.

Advantages:

- Provides a clear and easily administered rule.
- Minimizes obstacles for mowing and grounds maintenance and reduces potential risk for accidental damage to markers.

Disadvantages:

- Does not recognize the historical character of the original section, where upright markers already exist.
- Provides no flexibility for families who prefer an upright marker for personal, cultural, or traditional reasons.
- May result in the appearance of inconsistent treatment, i.e. council has already approved an exception from the current bylaw provision.

Option 2 – Permit Upright Markers in the Original Section Without Additional Approval

Council could amend Section 8.d. to permit upright markers within the original section of the cemetery.

Advantages:

- Recognizes the existing character of the original section.
- Provides families with greater flexibility of choice.
- Creates a simple rule that is relatively easy for administration to communicate and administer.
- Avoids case-by-case approval decisions.

Disadvantages:

- Could result in an increase in upright markers and associated maintenance requirements.
- Does not provide the Town with an opportunity to assess the size, location, or design of individual markers.

- Could result in larger monuments being installed unless specific dimensional restrictions are established.

Option 3 – Permit upright Markers in the Original Section Subject to Defined Criteria

Council could amend the bylaw to allow upright markers in the original section but have specific criteria that must be followed. Potential criteria could include size dimensions both on reasonable height and width, securing the marker on an approved foundation, ensuring that the marker does not substantially interfere with maintenance and access, and having the owner assume responsibility for the marker and any damage associated with installation and/or maintenance.

Advantages:

- Provides flexibility while retaining some municipal control.
- Recognizes the established historical appearance of the original section.
- Creates objective rules that can be applied consistently.
- Reduces the need for Council to consider individual requests.
- Provides families with clear expectations before purchasing a marker.
- Maintains the Town's ability to protect maintenance operations.

Disadvantages:

- May result in some increased maintenance requirements.

Option 4 – Restore a Discretionary Approval Process

Council could restore wording similar to the previous bylaws, allowing an upright marker in the original section with written permission from the Town. Improved clarity is required regarding "written permission from the Town", i.e., is permission required from Council thereby requiring a request for decision for each case, or is permission required from administration. Administration recommends that approval remain with Council to ensure that requests are considered consistently and transparently and that any exceptions to the general marker requirements receive Council approval.

Advantages:

- Provides flexibility for unusual or compelling circumstances.
- Closely reflects the historical approach used by the Town.
- Allows the Town to consider the specific circumstances and proposed marker.

Disadvantages:

- Creates greater administrative discretion.

- May result in inconsistent decisions between families and inconsistent application of the bylaw.
- May result in disputes where one request is approved and another is denied.

Option 5 – Permit Upright Markers Throughout the Cemetery

Council could consider amending Section 8.d. to permit upright markers throughout the cemetery, rather than limiting upright markers to the original section or not allowing upright markers.

Under this approach, the bylaw could establish consistent requirements for all upright markers, regardless of section. These requirements could include maximum dimensions, approved materials, foundation requirements, placement, alignment, maintenance considerations and permit requirements.

Given that this option may increase the amount of staff maintenance time, a clause to Section 10 Maintenance and Control should be added to state that the Town's cemetery maintenance activities shall be undertaken subject to available staffing, equipment, weather conditions, seasonal requirements, operational priorities, and the availability of municipal resources. This will mitigate the expectation that cemetery maintenance has to occur on a particular schedule while still making it clear that the Town provides reasonable ongoing maintenance.

Permitting upright markers throughout the cemetery would represent the broadest change to the current bylaw. Therefore, Council would be making a decision to move away from the maintenance-driven approach adopted in 2025 towards a more flexible policy. The principal trade-off would be operational efficiency versus family choice and consistency.

Advantages:

- Provides the greatest flexibility for families when selecting a marker.
- Creates a consistent marker standard through the cemetery rather than different rules based on cemetery section.
- Provides a clear and predictable rule for families, funeral homes, and monument companies.
- Recognizes that upright markers are already an established feature in the cemetery.
- Reduces future requests for individual exceptions.
- Allows Council to establish objective standards that address any maintenance concerns while still permitting upright monuments.

Disadvantages:

- Would potentially increase the number of upright markers throughout the cemetery, and consequently, the amount of trimming and hand maintenance required by Public Works.
- May increase the potential for accidental damage to markers during grounds maintenance.
- If no dimensional or placement standards are established, there may be greater variation in the size and appearance of markers.

Council Considerations:

1. Should upright markers be permitted on all grave plots, including both existing and future plots?
2. Should there be a maximum height, width, and depth for upright markers?
3. Should upright markers be required to have a specific foundation or installation standard?
4. Should the same rules apply to single and double markers?
5. Should the existing upright markers be considered grandfathered, or should any future replacements have to meet the new standards?
6. Should an owner be permitted to replace an existing upright marker in-kind even if the replacement does not meet a new dimensional standard?
7. Should the marker permit fee be reviewed if there are additional administrative reviews and inspections required?

STRATEGIC ALIGNMENT

Values Statement of **Service Excellence**

Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT ... Council direct administration to bring Bylaw 2025-07 Cemetery Bylaw reflecting the changes discussed to a future regular meeting of Council for first reading.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATION OF THE TOWN OF BON ACCORD MUNICIPAL CEMETERY.

WHEREAS, pursuant to the *Cemeteries Act*, R.S.A 2000 c. C-3, as amended and the regulations thereunder, a municipality may own and operate a cemetery within its boundaries;

AND WHEREAS the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, empowers a municipal Council to pass bylaws for municipal purposes in relation to the safety, health, and welfare of people and the protection of people and property; people, activities, and things in, on, or near a public place or place that is open to the public; services provided by or on behalf of the municipality, and nuisances including unsightly property;

AND WHEREAS, the municipal Council wishes to establish a bylaw respecting the operation of the Cemetery;

NOW, THEREFORE, the Council of the Town of Bon Accord duly assembled hereby ENACTS AS FOLLOWS:

1. TITLE

- a. This Bylaw may be referred to as the “Cemetery Bylaw.”

2. DEFINITIONS

- a. **“Burial Deed”** shall mean a legal document by which the Town conveys a Cemetery Grave Plot or Niche for Interment, which shows the name of the Purchaser, date of purchase, amount of sale, and the Plot or Niche designation.
- b. **“Burial Permit”** means a permit to bury, cremate, remove to a place outside Alberta or otherwise dispose of a deceased human body. Issued under the Vital Statistics Act, R.S.A. 2007, c. V-4/1, as amended, by the Director of Vital Statistics.
- c. **“Cemetery”** means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.
- d. **“Chief Administrative Officer” or “CAO”** means a person appointed to a position under S.205 of the Municipal Government Act. Also known as the Town Manager.
- e. **“Columbaria” or “Columbarium”** means a structure erected in a Cemetery designed for storing funeral urns.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- f. **“Cremation Plot”** shall mean a Grave used for the Interment of cremated human remains.
- g. **“Disinterment”** means the removal of human remains, including cremated remains, from a closed Grave or sealed Niche.
- h. **“Double Grave Marker”** or double headstone means a memorial or marker designed to commemorate two individuals buried side-by-side in a shared plot.
- i. **“Employee”** means an Employee of the Town of Bon Accord.
- j. **“Family Plot”** means a Grave Plot, Cremation Plot, or several Plots that lie adjacent to one another and are to be reserved for the burial of more than one deceased family member.
- k. **“Foundation”** shall mean a concrete or granite slab of specific proportions for placing a Marker.
- l. **“Grave”** means a burial place for a deceased body or cremated remains, typically a hole dug in the ground.
- m. **“Grave Decoration”** shall mean anything that is placed on a Grave Plot or Columbarium Niche for Memorial purposes and does not include Memorial Plaques and/or Markers.
- n. **“Grave Liner”** means a burial receptacle placed in the ground at the Cemetery, either in dome or box form, designed and built to support the weight of the earth and standard Cemetery maintenance equipment and to prevent the ground from collapsing.
- o. **“Grave Plot”** means the portion of the land in the Cemetery designated for the Interment or Inurnment of human remains.
- p. **“Interment”** means the casket burial in a Grave Plot.
- q. **“Inurnment”** means the burial of an urn in an in-ground Grave Plot or a Columbarium Niche.
- r. **“Marker”** means a Monument of approved materials such as but not limited to granite, marble, or bronze.
- s. **“Memorial”** means something, typically a structure, such as a bench or statue, established to remind people of a person or event.
- t. **“Monument”** means a headstone or Marker.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- u. **“Niche”** means a recessed space in a Columbarium used or intended to be used for the Inurnment of cremated remains.
- v. **“Owner”** shall mean a person or persons who purchase a Grave Plot, Plot, Cremation Plot, or compartment or compartments of a Columbarium in the Cemetery.
- w. **“Peace Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Town, or a Bylaw Enforcement Officer appointed to enforce the Town’s Bylaws.
- x. **“Public Works”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.
- y. **“Plots” or “Plot”** means either a single, or multiple, Grave Plots, Cremation Plots or a Family Plot.
- z. **“Town”** means the Town of Bon Accord, or where context permits, the geographic boundaries of the Town.
- aa. **“Vegetation”** shall mean trees, shrubs, creepers, climbers, perennials, biennials, or other growing or flowering matter.

3. RESPONSIBILITIES AND DELEGATION

- a. Council hereby delegates to the Chief Administrative Officer all those powers stipulated by this Bylaw to be exercised by the Town and all necessary authority to carry out these powers, except those powers which are reserved exclusively for Council under the Municipal Government Act or reserved for other Persons pursuant to the provisions of this Bylaw. The Chief Administrative Officer is authorized to further delegate the powers granted by this Section.

4. ADMINISTRATION

- a. The Town of Bon Accord shall be responsible for the selling of Plots and the keeping of all necessary records, which shall include the location, the name of the proprietor of each Plot or Niche, the name and location of each and every Interment and Disinterment, and the collecting of fees and charges in connection with the Cemetery.
- b. All fees and charges in connection with the sale, use and care of Plots and/or other facilities which are or may in the future be offered in connection with the Cemetery operation shall be in accordance with Schedule “A” attached to and forming part of the Bylaw, or as may be amended from time to time by Council.
- c. The Town shall have sole control of all matters related to the Cemetery, including maintenance, burials, and enforcement of this Bylaw.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- d. Any person acquiring a Plot or Plots or Columbarium Niche or Niches under the provisions of the Bylaw shall only acquire the right and privilege of burial of the remains of the deceased therein subject to the provisions of this Bylaw and shall not be deemed to acquire any title to the land which shall remain vested in the name of the Town.
- e. The Town shall take all reasonable precautions to protect the property rights of the Owners within the Cemetery from loss or damage, but the Town distinctly disclaims all responsibility or liability for loss or damage from causes beyond its control and especially from damage caused by elements, of an act of God, thieves, vandals, strikers, malicious mischief, makers, explosion, unavoidable accidents, invasions, insurrections, riots, or an act of war.

5. PLOTS

- a. The plans for subdivision of lands made available by the Town for use as a Cemetery shall be kept on record at the Town office, together with all subsequent plans for subdivision of such other lands approved by the Town for use as a Cemetery, which shall be the plans of the Cemetery herein referred to and all Interments shall be made, and records kept by the Town in accordance with such plans of subdivision. Copies of all such plans of subdivision shall be available for inspection free of charge at the Town office during normal office hours.
- b. The Town shall issue a Burial Deed to each purchaser of a Grave Plot, Plots, or Columbarium Niche and will be responsible for collecting all fees per Schedule A.
 - i. The Burial Deed shall include the following information:
 - 1. The full legal name of the purchaser(s).
 - 2. Purchasers' contact information.
 - 3. Physical and mailing address.
 - 4. Date of purchase.
 - 5. Amount of the sale and terms of payment.
 - 6. Location of Plots/Niche.
- c. Plots and Niches in the cemetery shall be sold by the Town upon the Purchaser paying in advance the amounts shown in Schedule "A" of the resolution in support of this Bylaw and subsequent Bylaws pertaining to the Cemetery and on completion of an application to purchase a Burial Deed.
 - i. One individual may purchase a maximum of eight (8) Grave Plots at any time.
- d. Burial rights in the Cemetery shall not be sold, transferred or disposed of in any way by any person without the written consent of the Town. The Plot/Niche Owner may transfer

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

the Burial Deed only upon payment of the necessary fees as shown in Schedule "A" and make the necessary application to the Town.

- e. No person shall further subdivide or alter any Niche or Plot in any manner at variance with the subdivision plans on record in the Town Office for lands approved for use as a Cemetery.
- f. The Owner may sell their Plot or Niche to the Town, and the Town will buy back the Plot or Niche at an amount representing at least 85% of the market value of the Plot or Niche at the date of resale.
- g. The Purchaser(s), or the legal representative(s), of a single Plot will have direct control over the burial access rights of said Plot unless a transfer of Ownership is obtained.
- h. Plot configurations are as follows:
 - i. Full burial Grave Plots are 4' x 8'.
 - ii. Cremation Plots are 2' x 2'.
 - iii. An individual Columbarium Niche is 1' x 1' x 1' deep.
- i. Fences, railings, walls, copings and other enclosures around the Grave Plots are prohibited.

6. INTERMENT

- a. No Interment is permitted to be undertaken within the Cemetery until the Town has received the following:
 - i. Burial Deed and confirmation of Ownership.
 - ii. The Burial Application for the deceased, including the following information:
 - 1. Name of deceased.
 - 2. Age and Date of Birth.
 - 3. Burial Date and Time.
 - 4. Residence at time of death.
 - 5. Plot Information.
 - iii. The burial permit/certificate of burial/disposition permit from the government of Alberta vital statistics or proper governing authority.
 - iv. Payment of all applicable fees and charges, in full.
- b. No Plots shall be used for any purpose other than burial grounds for human remains or cremated human remains.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- c. No person shall be buried in any Plot or Niche unless they are the registered Owner of the Burial rights for said Plot or Niche or have received written consent from the Owner or agent of the Owner, or unless, where two or more persons hold the Plot or Niche, the surviving person or persons consent thereto in writing. Ultimately, the Town has full discretion to determine Ownership of a Plot or Niche.
 - i. In the case of dispute or question of Ownership, the burden of proof is on the holder of the Burial Deed or the applicant, not the Town of Bon Accord.
- d. An authorized person of the deceased must sign the Burial Application.
- e. Graves for Interments and Inurnments shall be opened and closed only by persons employed by the Town of Bon Accord. A fine may be levied for unauthorized digging.
- f. The funeral home shall be responsible for lowering the casket.
- g. Only one (1) casket Interment and up to two (2) Inurnments may take place within one (1) plot.
 - i. The casket must be placed first.
- h. A maximum of eight (8) cremated remains may be interred in one regular Grave Plot.
- i. No cremated remains shall be scattered at the cemetery.
- j. Interment will not be permitted in Plots or Niches where written records are insufficiently accurate to confirm either Ownership or occupancy.
- k. Advance notification of Interment is required in accordance with the following:
 - i. Three (3) business days between May 1st and October 31st.
 - ii. Five (5) business days between November 1st and April 30th.
 - iii. If there is a good reason for the grieving family to accelerate the Interment time, the Town may consider an application subject to staff time, availability, and weather conditions.
- l. Additional charges for burials carried out on a weekend, Statutory holiday, a declared holiday or after 3:00 p.m. weekdays shall follow the rates as established in Schedule "A" attached and forming part of this Bylaw.
- m. The Owner of a Plot or Niche, or the person instructing the Town to open a Plot or Niche, shall give complete and precise instructions regarding the location, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- n. No Grave for the burial of a deceased shall be less than five (5) feet in depth from the surface of the ground surrounding the grave.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- o. No Grave for the burial of cremated remains shall be less than twenty-four (24) inches in depth from the surface of the ground surrounding the Grave.
- p. Concrete liners or vaults are required for the burial of a body.

7. DISINTERMENT

- a. A written order from the Owner of the Plot or Niche and/or authorized person of the deceased, and a permit for the Disinterment or removal of a body from the provincial medical health officer must be provided and approved by the Town of Bon Accord before disinterring a body.
- b. The Owner of the Plot or Niche, permit holder, or provincial medical officer requesting the Disinterment shall be responsible for the cost of the Disinterment process, including post-plot cleanup, to be completed by a qualified company or person(s) only during regular work hours to the satisfaction of the Town.
- c. No person not authorized by the Town shall disinter or remove a body or cremated remains from any Plot or Niche.

8. INSTALLATION OF MARKERS AND MEMORIALS

- a. All persons wishing to place a new Marker must first obtain a permit from the Town of Bon Accord. A Marker permit must be completed and returned to the Town office before any work is undertaken in relation to the placing of the Marker or Memorial. The Marker permit fee must be submitted to the Town before any Marker or Memorial is placed in the Cemetery.
 - i. The Town recommends that families wait 6 months to 1 year for the ground to settle before installing markers. The Town is not responsible or liable for Markers or Memorials damaged by the ground settling or any other natural occurrence.
- b. All firms or individuals wishing to repair, replace, or remove an existing Marker must obtain permission from the Town of Bon Accord.
 - i. Persons must provide proof that they have the legal right to repair, replace, or remove an existing Marker.
 - ii. The onus will be on the person to prove that they have the legal right to repair, replace, or remove an existing Marker.
- c. No Markers shall be erected except during regular working hours unless prior permission in writing has been granted by the Town.
- d. All Markers must be flat (not exceeding the ground surface) or pillow Markers.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- e. Vases, within reason, may be attached to the Markers.
- f. All Markers, including applicable Foundation, shall be confined within the boundaries of a Grave Plot and placed in such a manner as to maintain proper alignment.
- g. Pillow Markers require a concrete Foundation.
- h. No person shall solicit business or distribute business cards or place an advertising trademark on any Marker or Memorial or any other fixture or structure within the Cemetery.
- i. Ownership of Markers and Memorials belongs to the estate of the deceased person(s).
- j. All persons employed in the construction, erection, and maintenance of Markers, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- k. All persons erecting, repairing, or replacing Markers shall ensure that the surrounding areas are left in the same conditions as found.
- l. The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Markers erected upon a Plot.
- m. No Grave cover is allowed in any portion of the cemetery.
- n. When cremated remains are placed in a plot where a body has been interred, Markers shall be placed over the top of the plot marking the cremated remains.
- o. When up to eight (8) cremated remains are placed in a plot, Markers shall be placed at the top of each burial site.
- p. No permanent Marker shall be placed on any Grave Plot before the Interment of human remains in such Grave Plot unless it is a Double Grave Marker and one of the persons is interred in the plot or is placed so as not to interfere with future burials (e.g., cremations). If a double Marker is erected before both Interments, the Town of Bon Accord will not be responsible for removing the Marker. Families must have the Marker removed before Town staff begin the excavation. Extra notice may be required for the burial. A form must be signed indicating that the family understands they must have the marker removed before future excavation.
- q. No work shall be done upon any Marker, nor shall any Marker be removed from any Grave Plot without permission from the Town.
- r. Inscription of the Columbarium will be permitted only on the granite front provided for the Niche and only upon receipt of deposit payment as stated in Schedule "A".

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- s. Persons wishing to place or install a Memorial in the cemetery must obtain prior permission from the Town in accordance with this Bylaw.
 - i. Applications for a Memorial in the Cemetery can be submitted to the CAO for approval.
 - ii. The Town reserves the right to deny applications for any reason.
 - iii. The Town must approve the location of the Memorial.
 - iv. Applicants are responsible for the cost and installation of the Memorial and any associated plaques.
 - v. The Town must approve all wording for commemorative plaques.
 - vi. The CAO may approve Memorials in the Cemetery.
- t. The Town shall report to a family member or responsible party of an installation that is in disrepair *if* the disrepair is noted during general maintenance. It shall be the duty of the family member or responsible party to repair or remove the installation within 30 days after receiving written notice from the Town.
- u. The Owner is responsible for the proper condition of a Marker or Memorial. The Town may remove an out-of-repair Marker or Memorial that is deemed to cause a safety hazard without notice.

9. GRAVE DECORATIONS

- a. Grave Decorations may be placed on a Plot or Niche, including but not limited to Grave statues, lawn ornaments, solar lights, toys, and loose vases. Any items so placed may be removed by the Town without notice if they become unsightly, wilted, or wind-strewn.
 - i. No person shall place any Grave covers, foot Markers, plants or fencing at any time.
- b. No person shall plant any Vegetation anywhere in the Cemetery except persons contracted or employed by the Town. Any Vegetation planted by a person not contracted or employed by the Town shall be removed by the Town.
- c. Vegetation in or around Plots is prohibited, except as placed or installed by the Town.
- d. Fresh-cut flowers and other funeral floral arrangements may be placed on a Grave or at the base of a Columbarium; however, they will be removed by Town staff without notice if they become unsightly, wilted or wind-strewn.
- e. Artificial flowers on Graves or at the base of a Columbarium are allowed; however, they will be removed by Town staff without notice at the discretion of the maintenance staff.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

10. MAINTENANCE AND CONTROL

- a. No person other than an Employee of the Town or its designate, or the Owner of a Plot or Niche or his agent, shall be permitted to care for any Plot or Niche in the cemetery.
- b. The Town shall have the authority to remove from any Plot or Niche any weeds, grass, funeral designs and/or floral pieces that have become wilted, or any other articles or things deemed unsightly.
- c. All grading, seeding of grass, and sod work shall be done under the direction of the Town by Employees of the Town.
 - i. No person shall change the grade of any Plot other than the Town or an authorized representative of the Town. Where the grade of a Plot has been changed, the Town may, without notice, proceed to restore the grade at the Owner's sole expense.
- d. No person shall place anything on or adjacent to a Plot or Niche, which in the opinion of the Town restricts or hampers regular maintenance activities. The Town shall have the authority to remove, without notice, any such object or thing.
- e. The Town shall not be held liable for the loss of any item removed from any Plot or Niche in the Cemetery.
- f. If, in the opinion of the Town, where any greenery, vegetation, plants, or other landscaping situated on or about the Cemetery has become unsightly, dangerous, or inconvenient to the public or the Town, the Town shall have the right to remove such greenery, plants, or landscaping without notice to any affected Owner or other person.
- g. No person shall pick flowers, break, injure any tree, shrub, or plant, or write upon, destroy, deface, or damage any Memorial, Marker, Monument, fence, fixture, or structure within the Cemetery.
- h. No person shall throw, abandon, or dispose of rubbish or waste anywhere within the Cemetery except in the receptacles specifically provided for such a purpose by the Town, or otherwise create an unsightly condition within the Cemetery.

11. VISITORS

- a. Gatherings permitted in the Cemetery are limited to funerals, graveside or remembrance ceremonies, and with the written consent of the Town Manager, gatherings for historical, educational, and/or spiritual purposes.
- b. Under no circumstances may a party or other unscheduled gathering occur in the Cemetery.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- c. No person other than an Employee or contractor under the direction of the Town shall enter or remain in the Cemetery between 11:00 PM and 6:00 AM.
- d. No person shall disturb the quiet or good order of the Cemetery by noise or any other improper conduct including, but not limited to:
 - i. Willfully and unlawfully disturbing persons assembled for an Interment;
 - ii. Committing any willful damage to the Cemetery's landscape, sod, trees, shrubs, flowers, plants, Markers, Memorials, Monuments, Niches, buildings, structures, fences, or any other ornaments, structures, or fixtures in the Cemetery.
- e. No person shall drive any vehicle through the Cemetery at a speed exceeding 10 KMPH or drive upon any part of the Cemetery except for the roadways provided specifically for vehicular access.
- f. The Town may prohibit the driving of vehicles in any part of the Cemetery.
- g. The Owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
- h. No person shall ride a horse in the Cemetery except as part of a funeral procession.
- i. No dogs or other animals shall be allowed in the Cemetery.
- j. The use of snowmobiles and other all-terrain recreation vehicles within the Cemetery shall not be permitted.
- k. No person shall enter the Cemetery carrying a firearm unless such a person is participating in a military funeral and has lawful authority to bear such a firearm.
- l. Persons within the Cemetery shall take care to use walkways and not walk upon or across plots, except Cemetery staff or contractors directed by the Town in performing their work. The Town expressly disclaims liability for any injuries sustained by anyone violating this rule.
- m. A Peace Officer may evict any person(s) contravening this Section or any part of this Bylaw from the Cemetery and applying any other remedy provided for in this Bylaw.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

12. PENALTY

- a. Any person who destroys, damages, defaces, or writes upon any Marker, Memorial, Monument or other structure or object in the Cemetery in contravention of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine not less than five hundred dollars (\$500.00) and to a total fine of not more than two thousand, five hundred dollars (\$2,500.00) plus all costs of restoration and in default of payment to imprisonment for a period not exceeding six (6) months.
- b. Any person who commits a breach of any other provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty of not less than two hundred dollars (\$200) and not exceeding ten thousand dollars (\$10,000.00) exclusive of costs, or in the case of non-payment of the fine and costs imposed, to imprisonment for any period not exceeding sixty (60) days.
- c. If a person is found guilty of an offence under this Bylaw, the Court may, in addition to any other penalty imposed, order the person to comply with this Bylaw.
- d. The levying and payment of any fine or imprisonment for any period provided in the Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which they are liable under the provisions of this Bylaw.
- e. Bylaw 2020-04 is hereby repealed.
- f. 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 2ND DAY OF SEPTEMBER 2025.

READ A SECOND TIME THIS 16TH DAY OF SEPTEMBER 2025.

READ A THIRD TIME THIS 16TH DAY OF SEPTEMBER 2025.

SIGNED AND PASSED THIS 16TH DAY OF SEPTEMBER 2025.

ORIGINAL SIGNED

Brian Holden
Mayor

ORIGINAL SIGNED

Jodi Brown
Chief Administrative Officer

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

SCHEDULE "A"

CEMETERY FEES

GRAVE PLOTS

Regular Plot (Full Burial)	\$850.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$850.00
Cremation Plot (Accommodate 1 Urn)	\$250.00
Columbarium Niche (Accommodate 1 Urn)	\$950.00

OPEN & CLOSE

Summer (May 1st through to October 31st) Weekdays before 3:00 PM

Regular Plot (Full Burial)	\$605.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$385.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$385.00
Columbarium Niche (Accommodate 1 Urn)	\$165.00

Summer (May 1st through to October 31st) Weekdays *after 3:00 PM* and Weekends and Holidays

Regular Plot (Full Burial)	\$1,100.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$880.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$880.00
Columbarium Niche (Accommodate 1 Urn)	\$660.00

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

Winter (November 1st through to April 30th) Weekdays before 3:00 PM

Regular Plot (Full Burial)	\$715.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$495.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$495.00
Columbarium Niche (Accommodate 1 Urn)	\$165.00

Winter (November 1st through to April 30th) Weekdays *after 3:00 PM* and Weekends and Holidays

Regular Plot (Full Burial)	\$1,210.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$990.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$990.00
Columbarium Niche (Accommodate 1 Urn)	\$660.00

OTHER CHARGES

Damage Deposit – Columbarium Niche**	\$500.00
Transfer of Burial Deed	\$250.00
Disinterment Fees	Flow-through charges + 10 %
Marker Permit Fee	\$25.00

**A damage deposit fee in the amount of \$500 must be received before the Interment or removal of the Columbarium door for engraving (if done by family). The damage deposit is taken to cover the cost of a lost key or damage to the Columbarium door. The damage deposit will be returned within 14 business days after the Interment or replacement of the door.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Committee of the Whole
Meeting Date:	August 25, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	One-Time Emergency Monetary Support Program
Agenda Item No.	3.3

BACKGROUND/PROPOSAL

Policy 19-372 One-Time Emergency Monetary Support was reviewed and approved at the November 19, 2019, regular meeting of Council.

The policy is short and there is an additional procedure in relation to the policy, however, both the policy and procedure do not provide adequate guidelines for administration.

The current One-Time Emergency Monetary Support Policy identifies the purpose of the program as providing one-time support to residents in need and states that the support may be provided to Bon Accord residents and individuals who consider Bon Accord their home base in dire situations.

The associated procedure establishes that the Community Services Coordinator or CAO may provide the emergency support and also establishes an application process that requires applicants to complete the Caring for Kids subsidy application.

The original presentation of the policy in 2019 proposed an annual budget of \$500 for the program, which can reasonably be structured as assistance of \$100 per eligible person, to a maximum of 5 people. The existing policy and procedure, however, do not establish this amount or provide sufficient direction regarding eligibility, approval limits, types of emergencies, prioritization, or administration.

Since its implementation, the program has seen limited utilization, and specific historical data is not readily available. Through its ongoing referral work, Community Services has identified opportunities where the program could provide valuable short-term assistance to residents in need moving forward.

Administration is seeking direction regarding whether the program should:

1. Remain in place without any changes.
2. Remain in place with an updated policy.
3. Be discontinued.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A one-time emergency monetary support program has several positive characteristics:

- It provides Community Services with a mechanism to respond to residents experiencing an immediate hardship.
- The financial exposure to the Town is very limited.
- The program is consistent with a community services role focused on assisting residents during exceptional circumstances.
- Council maintains control over the overall budget.

The current policy, however, also contains significant gaps.

- No defined funding limit. Though the policy originally allows for \$500, it does not give guidance as to an individual assistance level.
- Broad and subjective eligibility. The policy refers to residents in 'dire situations', while the procedure defines an emergency as a situation posing an immediate risk to health, life, property, or the environment. This creates uncertainty.
- The connection to the Caring for Kids program within the procedure is unclear.
- "First come, first serve" may not be the most appropriate approach. While this is simple to administer, it does not necessarily produce the most equitable outcome when the annual budget is only \$500. A less urgent request submitted first could potentially receive funding while a more serious emergency submitted later could be denied because the budget has been exhausted. A needs-based assessment matrix would be more appropriate.
- Administrative direction is not sufficiently defined, creating potential concerns regarding consistency, fairness, and accountability.

Option 1 – Maintain the Existing Policy and Procedure

Under this option, the Town would continue operating the program as it currently exists.

Advantages:

- No policy development or implementation work required.
- Maintains an existing community support service.
- Minimal financial commitment.
- Provides administration with flexibility.

Disadvantages:

- Existing uncertainty remains around eligibility, limits, etc.
- Continued reliance on administrative subjective interpretation.
- First come, first served approach may not result in equitable use of funds.
- No established administrative controls.

Assessment:

Option 1 is not recommended; the program is too small to justify a complex administrative structure, but it is still important that the Town have clear and defensible rules governing the expenditure of public funds.

Option 2 – Retain and Modernize the Program

Under this option, the Town would retain the program but replace the existing policy with a clearer framework.

The recommended framework would be:

- Establish a maximum of \$100 per eligible person.
- Establish how funds are disbursed.
- Maintain the \$500 annual program budget.
- Define what constitutes an eligible emergency or essential need.
- Establish eligibility requirements.
- Establish reasonable exclusions.
- Remove the requirement to complete a Caring for Kids application.
- Allow referrals to Caring for Kids and other community resources.
- Establish approval authority.
- Establish documentation and confidentiality requirements.
- Replace first come, first served with a needs-based assessment that would also determine funding levels.
- Require periodic review and reporting.

Advantages:

- Preserves a small but meaningful community-support program.
- Provides clear direction to Administration.
- Improves consistency and fairness.
- Limits the Town's financial exposure.
- Makes the original \$500 budget meaningful and transparent.
- Reduces the risk of arbitrary or inconsistent decisions.
- Allows the Town to respond to exceptional circumstances without creating an ongoing financial assistance program.

Disadvantages:

- There is a small administrative burden.
- The \$500 annual budget may be insufficient to address all requests in a high-demand year.
- Some applicants will still have to be declined once available funding is exhausted.

Assessment:

Option 2 is recommended; the program can be retained as a modest community-services initiative while establishing appropriate boundaries and guidelines.

Option 3 – Discontinue the Program

Under this option, Council would repeal the One-Time Emergency Monetary Support Policy and eliminate the \$500 annual budget allocation.

Residents experiencing financial hardship would instead be directed to existing provincial, federal, charitable, and community-based resources. Note, referral cases are typically already working with Community Services to access other existing resources.

Advantages:

- Eliminates the Town's administrative responsibility for individual emergency financial assistance.
- Eliminates the need for Administration to make subjective decisions regarding individual financial circumstances.
- Removes the risk of inconsistent application.
- Frees approximately \$500 annually for another municipal priority.

Disadvantages:

- Removes a direct mechanism for the Town to provide immediate assistance in exceptional circumstances.
- The Town would have no ability to respond to a small emergency need where other programs are unavailable or inaccessible.
- Many other funding sources do not have quick turnaround times when it pertains to an emergency.
- May result in residents being referred between agencies without receiving immediate assistance.
- The financial savings are relatively minor.

Assessment:

Option 3 is reasonable if Council's position is that direct financial assistance to individuals falls outside the appropriate role of the municipality. However, given the relatively small financial commitment, discontinuing the program would produce limited financial benefit.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

\$500 from the operating budget.

RECOMMENDED ACTION (by originator)

THAT ... Council directs administration to bring back the One-Time Emergency Monetary Support policy for review as discussed.

TOWN OF BON ACCORD
Request for Decision (RFD)

MEETING:	Regular Council Meeting
MEETING DATE:	November 19, 2019
AGENDA ITEM:	One-Time Emergency Monetary Support
RECOMMENDATION: THAT ...Council approves the One-Time Emergency Monetary Support Policy.	
BACKGROUND: Throughout the year, residents reach out to Community Services to help them when they are in need. Some situations are dire and require immediate support.	
FINANCIAL IMPLICATIONS: An average of 5 emergency cases per year, resulting in an approx. \$500 to be used from FCSS donations.	
LEGISLATIVE HISTORY: <i>N/A</i>	
ALTERNATIVES: 1. Council approves the One-Time Emergency Monetary Support policy as presented. 2. Council declines the One-Time Emergency Monetary Support policy as presented.	
Prepared and Submitted By: Jenny Larson Reviewed By: Date: November 1, 2019	

TOWN OF BON ACCORD DRAFT POLICY STATEMENT
--

SECTION: Community Services
POLICY RESOLUTION NO.: 19-372
SUBJECT: One- time emergency monetary support
RESPONSIBLE AUTHORITY: Community Services
REVIEWED & APPROVED BY COUNCIL: November 19, 2019 RMC; Resolution #19-372

PURPOSE AND INTENT: Emergency monetary support allows one-time support to residents in need.

POLICY STATEMENT: One-time monetary support can assist Bon Accord residents and those who consider Bon Accord as their home base, in dire situations.

TOWN OF BON ACCORD COMMUNITY SERVICES Emergency Monetary Support

SECTION: *Community Services*

SUPPORTED BY POLICY NO.:

SUBJECT: Emergency Monetary Support

RESPONSIBLE AUTHORITY: Community Services Department

REVIEWED & APPROVED BY COUNCIL:

DEFINITIONS:

Emergency: a situation that poses an immediate risk to health, life, property, or environment.

Monetary: meaning Gift card, cash, or credit card payment.

PROCEDURE:

The Town of Bon Accord Community Services Coordinator or CAO may provide a one-time monetary support for emergency situations to Bon Accord residents or residents who use Bon Accord as there home base.

Applicants will need to fill in a Referral Form which will include basic information, which will allow the Coordinator or CAO to make the best judgement on what need is required.

Applications will be accepted and processed as a ‘First Come, First Serve’ order.

Applicants must complete the Karing for Kids subsidy application and provide all supporting documentation. Applications will be held in strictest confidence.

Applicants must meet all subsidy requirements.

Providing subsidy must not incur any additional direct operational expenses beyond the approved budget unless otherwise approved by Council.