

Town of Bon Accord
AGENDA
Regular Council Meeting
August 19, 2025 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. June 17, 2025; Regular Council Meeting (enclosure)
 - 3.2. June 30, 2025; Committee of the Whole Meeting (enclosure)
 - 3.3. July 2, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
 - 5.1. July/August 2025 – To be provided as supplemental information at the meeting.
- 6. UNFINISHED BUSINESS**
 - 6.1. Sign Proposal: Jointly Owned School Track Area (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Councillor Laing Motion: Parks and Trails Phased Purchasing (enclosure)
 - 7.2. Parks and Trails Committee Plan Approval (enclosure)
 - 7.3. Parks and Trails Committee Thank You Letter (enclosure)
 - 7.4. Tax Recovery (enclosure)
 - 7.5. Emergency Lighting Upgrades (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. 2025-07 Cemetery Bylaw (enclosure)
 - 8.2. Personal Information Bank Policy Updates (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1. Mayor Holden (enclosure)
 - 10.2. Deputy Mayor Larson (enclosure)
 - 10.3. Councillor Bidney (enclosure)
 - 10.4. Councillor Laing (enclosure)
 - 10.5. Councillor May (enclosure)
- 11. CORRESPONDENCE**
 - GENERAL**
 - 11.1. RCMP Commanding Officer Introduction (enclosure)
 - 11.2. Wildfire Response Thank You – Sturgeon County (enclosure)
 - ACTION REQUIRED**

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- 11.3. Resident Concern re: Neighbour Video Surveillance (enclosure)
- 11.4. Meeting Invitation – Minister of Municipal Affairs (enclosure)
- 11.5. MFRC Yellow Ribbon Gala Invitation (enclosure)

12. NOTICE OF MOTION

13. CLOSED SESSION

- 13.1. Property Transaction – *ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information*
- 13.2. Development Matter – *ATIA Section 19 Disclosure harmful to business interests of a third party*
- 13.3. Personnel – *ATIA Section 20 Disclosure harmful to personal privacy*

14. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
June 17, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Paul Hanlan – Development Officer
Terry Doerkson – Infrastructure Manager
Breya Tallman – Receptionist

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

Deputy Mayor Larson joined the meeting at 9:02 a.m.

ADOPTION OF AGENDA

There were no objections to adding item 6.3 Transfer to Tax Roll to the agenda.

COUNCILLOR MAY MOVED THAT Council adopt the June 17, 2025 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-263

ADOPTION OF MINUTES

June 3, 2025; Regular Council Meeting

COUNCILLOR BIDNEY MOVED THAT Council adopt the June 3, 2025 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-264

DEPARTMENT REPORTS

DEPUTY MAYOR LARSON MOVED THAT Council accepts the report as information.

CARRIED UNANIMOUSLY RESOLUTION 25-265

Councillor Laing joined the meeting at 9:09 a.m.

UNFINISHED BUSINESS

School Bus Safety Concern

COUNCILLOR MAY MOVED THAT Council addresses the School Bus Safety Concerns as information.

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CARRIED UNANIMOUSLY RESOLUTION 25-266

School Bus Stop Sign Extender Proposal

COUNCILLOR LAING MOVED THAT Council directs administration to draft a letter to local contractors in the area encouraging them to give feedback on the town bus stops.

2 opposed

CARRIED RESOLUTION 25-267

Mayor Holden called a short recess at 9:41a.m.

Mayor Holden called the meeting back to order at 9:48a.m.

Transfer to Tax Roll

COUNCILLOR BIDNEY MOVED THAT Council directs that upon receiving written consent from the property owner, the costs incurred by the Town of Bon Accord for the demolition and removal of the debris at 4742 51 Avenue legally described as Plan 7921533 Block 14 Lot 32; the property be added to Tax Roll #52400 pursuant to Section 5495B of the Municipal Government Act and further that council approves \$60,000 for the demolition and removal of debris at 4742 51 Avenue to be funded by the general reserve.

Councillor Laing requested a recorded vote.

In Favour: Mayor Holden, Deputy Mayor Larson & Councillor Bidney

Opposed: Councillor Laing & Councillor May

CARRIED RESOLUTION 25-268

NEW BUSINESS

Request for Approval: Town Office Air Conditioner Unit Replacement

DEPUTY MAYOR LARSON MOVED THAT Council approves the installation of a new rooftop air conditioning unit on the Town office to be funded to a maximum of \$18,000 from the Facility Infrastructure Reserve.

Councillor May requested a recorded vote.

In Favour: Mayor Holden, Deputy Mayor Larson, Councillor Bidney & Councillor Laing

Opposed: Councillor May

CARRIED RESOLUTION 25-269

Parks and Trails Infrastructure Plans

COUNCILLOR BIDNEY MOVED THAT Council accept information as presented.

MOTION TO AMEND

COUNCILLOR MAY MOVED TO AMEND THE MOTION ON THE FLOOR THAT Council direct administration to request insurance quote for zipline play equipment for council consideration.

1 opposed

CARRIED RESOLUTION 25-270

**Town of Bon Accord
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UPDATED MOTION

COUNCILLOR BIDNEY MOVED THAT Council accept the information as presented & direct administration to request insurance quote for zipline play equipment for council consideration.

CARRIED UNANIMOUSLY RESOLUTION 25-271

Committee of the Whole Meetings Schedule

COUNCILLOR MAY MOVED THAT Council direct Administration to proceed with sending an electronic poll to Council to set a daytime Committee of the Whole Meeting for the months of June, August and September 2025.

CARRIED UNANIMOUSLY RESOLUTION 25-272

COUNCIL REPORTS

COUNCILLOR LAING MOVED THAT Council accept the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 25-273

CLOSED SESSION

- ***Development Matter – Project Discussion FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Land Proposal Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss *Development Matter – Project Discussion FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body and Land Proposal Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body* at 10:34 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-274

COUNCILLOR MAY MOVED THAT Council come out of closed session at 12:12 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-275

Development Matter – Project Discussion FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body

COUNCILLOR MAY MOVED THAT Council accepts as information.

CARRIED UNANIMOUSLY RESOLUTION 25-276

Land Proposal Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body

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COUNCILLOR LAING MOVED THAT Council accepts as information.
CARRIED UNANIMOUSLY RESOLUTION 25-277

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the June 17, 2025 Regular Meeting of Council adjourn at 12:13 p.m.
CARRIED UNANIMOUSLY RESOLUTION 25-278

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
June 30, 2025, 1:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson – Chair
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Tanya May

REGRETS

ADMINISTRATION

Jodi Brown, Town Manager
Paul Hanlan, Planner and Development Officer
Terry Doerkson, Infrastructure Manager
Jessica Spaidal, Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

DEPUTY MAYOR LARSON called the meeting to order at 1:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for June 30, 2025, as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-280

Councillor May joined the meeting at 1:03 p.m.

NEW BUSINESS

Bill 50, Municipal Affairs Statutes Amendment Act

The report was reviewed and discussed.

Access to Information Act and Protection of Privacy Act

The report was reviewed and discussed.

Parking and Lane Designation: 51st Street

The report was reviewed and discussed.

BYLAWS|POLICIES|AGREEMENTS

Filming Bylaw

The bylaw was reviewed and discussed.

CLOSED SESSION

**Town of Bon Accord
Committee of the Whole Meeting Minutes
June 30, 2025, 1:00 p.m. in Council Chambers
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- ***Personnel – Access to Information Act, Section 20 Disclosure harmful to personal privacy***
- ***Strategic Priorities – Access to Information Act, Section 26 Disclosure harmful to intergovernmental relations, Section 29 Advice from officials***
- ***Enforcement Matters – Access to Information Act, Section 20 Disclosure harmful to personal privacy, Section 29 Advice from officials***
- ***Development Matter – Access to Information Act, Section 19 Disclosure harmful to business interests of a third party***

MAYOR HOLDEN MOVED THAT Council enter into closed session at 1:34 p.m. to discuss Personnel – Access to Information Act, Section 20 Disclosure harmful to personal privacy; Strategic Priorities – Access to Information Act, Section 26 Disclosure harmful to intergovernmental relations, Section 29 Advice from officials; Enforcement Matters – Access to Information Act, Section 20 Disclosure harmful to personal privacy, Section 29 Advice from officials; and Development Matter – Access to Information Act, Section 19 Disclosure harmful to business interests of a third party.

CARRIED UNANIMOUSLY RESOLUTION 25-281

COUNCILLOR MAY MOVED THAT Council come out of closed session at 3:38 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-282

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the June 30, 2025, Committee of the Whole Meeting adjourn at 3:40 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-283

Mayor Holden

Jodi Brown, CAO

**Town of Bon Accord
Regular Meeting of Council Minutes
July 2, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson
Councillor Lynn Bidney
Councillor Lacey Laing

REGRETS

Councillor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Terry Doerkson – Infrastructure Manager
Breya Tallman – Receptionist

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 6:08 p.m.

ADOPTION OF AGENDA

There were no objections to adding item 8.1 Special Council Meeting to the agenda.

COUNCILLOR LAING MOVED THAT Council adopt the July 2, 2025, agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-283

ADOPTION OF MINUTES

June 17, 2025; Regular Council Meeting

COUNCILLOR BIDNEY MOVED THAT Council direct administration to check recording of the June 17, 2025, Regular Meeting of Council to ensure accuracy of the meeting minutes.

CARRIED UNANIMOUSLY RESOLUTION 25-284

NEW BUSINESS

Approval of Councillor Per Diem Allowance for Prepaid Webinars (Bloom CME)

COUNCILLOR BIDNEY MOVED THAT Council allocates \$500 per Councillor for Bloom CME webinar-related per diems.

CARRIED UNANIMOUSLY RESOLUTION 25-285

Fire Hall Renovation Proposal: Kitchen Addition

COUNCILLOR LAING MOVED THAT Council approve the proposed kitchen renovation to the Fire Hall, as outlined in the attached proposal, subject to all costs being the responsibility of Sturgeon County.

CARRIED UNANIMOUSLY RESOLUTION 25-286

**Town of Bon Accord
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July 2, 2025 6:00 p.m.
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Emergency Lighting Repair/Replacement Project (Town Office)

DEPUTY MAYOR LARSON MOVED THAT Council approve the allocation of \$3,300 tax revenue to the Emergency Lighting Repair/Replacement Project for the Town Office.

CARRIED UNANIMOUSLY RESOLUTION 25-287

BYLAWS/POLICIES/AGREEMENTS

Film Production Bylaw

COUNCILLOR LAING MOVED THAT Council directs administration to add definition for “Flora” into the Film Production Bylaw 2025-03.

CARRIED UNANIMOUSLY RESOLUTION 25-288

COUNCILLOR LAING MOVED THAT Council gives first reading to Film Production Bylaw 2025-03 as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-289

DEPUTY MAYOR LARSON MOVED THAT Council gives second reading to Film Production Bylaw 2025-03 as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-290

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of Film Production Bylaw 2025-03 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-291

COUNCILLOR LAING MOVED THAT Council gives third and final reading to Film Production Bylaw 2025-03 as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-292

REQUEST FOR DECISION

Scheduling Special Meeting

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to hold the Special Council meeting on August 5, 2025, at 6:00p.m. to discuss the development matter under closed session.

CARRIED UNANIMOUSLY RESOLUTION 25-293

CORRESPONDENCE

ACTION REQUIRED

Dancing Through the Decades Redwater Parade

COUNCILLOR LAING MOVED THAT Council direct administration to RSVP and approve all of Council to attend the Redwater Discovery Days Parade on August 16, 2025.

CARRIED UNANIMOUSLY RESOLUTION 25-294

**Town of Bon Accord
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Deutschland Day Parade

COUNCILLOR BIDNEY MOVED THAT Council direct administration to RSVP and respectfully decline attendance.

CARRIED UNANIMOUSLY RESOLUTION 25-295

Redwater Council Golf Tournament

COUNCILLOR LAING MOVED THAT Council direct administration to RSVP Deputy Mayor Larson & Councillor Bidney for the August 7, 2025, Redwater Golf Tournament and register Mayor Holden for the dinner only.

CARRIED UNANIMOUSLY RESOLUTION 25-296

BACS Playground Support Letter

COUNCILLOR LAING MOVED THAT Council direct administration to create a letter of support for the PSS group for Bon Accord Community School playground.

CARRIED UNANIMOUSLY RESOLUTION 25-297

GENERAL

Legal Community & SVF Sports Centre Save the Date

COUNCILLOR LAING MOVED THAT Council direct administration to RSVP all of Council for October 3, 2025, Ribbon Cutting Event at the Town of Legal Arena.

CARRIED UNANIMOUSLY RESOLUTION 25-298

NOTICE OF MOTION

Parks and Trails Phased Purchasing – Councillor Laing

CLOSED SESSION

- ***Development Matter – Access to Information Act, Section 19 Disclosure harmful to business interests of a third party***
- ***Land Purchase Negotiation - Access to Information, Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body***
COUNCILLOR BIDNEY MOVED THAT Council enter into closed session to discuss *Development Matter – Access to Information Act, Section 19 Disclosure harmful to business interests of a third party and Land Purchase Negotiation – Access to Information Act, Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body* at 7:18 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-299

COUNCILLOR LAING MOVED THAT Council come out of closed session at 8:05 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-300

**Town of Bon Accord
Regular Meeting of Council Minutes
July 2, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

Development Matter – Access to Information Act, Section 19 Disclosure harmful to business interests of a third party

COUNCILLOR BIDNEY MOVED THAT Council may authorize Administration to negotiate the satisfactory realignment of the Town's 150 mm water line running through this property as per the recommendation of the Town's Engineer (AE) and at the full cost of the developer.

CARRIED UNANIMOUSLY RESOLUTION 25-301

COUNCILLOR BIDNEY MOVED THAT Council authorize Administration – in order to facilitate the redevelopment of the property located at 4706 51st Street – to enter into an Agreement allowing the construction of a new 3 Bay Commercial Retail Unit with a horizontal offset from the existing 100 mm low pressure sanitary sewer line, and as measured to all proposed structural screw piles, of no less than 2.0 Meters.

CARRIED UNANIMOUSLY RESOLUTION 25-302

COUNCILLOR BIDNEY MOVED THAT Council directs administration to proceed with an engineering study funded by the 2025 operating budget to confirm a storm water drainage solution for the intersection of 51st Street and Highway 28 which addresses all known drainage issues for this area.

CARRIED UNANIMOUSLY RESOLUTION 25-303

Land Purchase Negotiation - Access to Information, Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body

COUNCILLOR LAING MOVED THAT Council directs administration to proceed with negotiations for the purchase of land for the stormwater park as directed.

CARRIED UNANIMOUSLY RESOLUTION 25-304

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the July 2, 2025 Regular Meeting of Council adjourn at 8:08 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-305

Mayor Brian Holden

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	August 19, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Sign Proposal: Jointly Owned School Track Area
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Historically, there have been ongoing issues with members of the public bringing dogs into the fenced track area located on the jointly owned Town–Lilian Schick School property. The track is intended for school and community recreation, but reports and direct observation indicate that some dogs are being allowed to run off-leash, contrary to the Town’s Animal Control Bylaw. In addition, dog waste is not consistently being picked up by owners, creating unsanitary and unpleasant conditions for students, staff, and other users of the space.

Despite existing bylaw provisions prohibiting dogs at large and requiring owners to clean up after their pets, the lack of clear on-site signage has made enforcement and compliance challenging. This issue has persisted despite ongoing public education efforts, and the school has consistently expressed concern regarding the impact on students and users of the track area.

The Town may consider proposing the installation and of a sign (s) at the jointly owned fenced track area. The sign would clearly state that:

Dogs are not permitted to be at large within the track area.

Owners must

Penalty: \$ \$200 for the first offense. Each subsequent offense within one year is double the previous amount.

Animal Control Bylaw 2025-25.”

Please Pick Up After Your Dog

Help keep this area clean and safe for everyone.

Penalty for non-compliance under Animal Control Bylaw 2025-25: \$150 for the first offense; subsequent offenses within one year are double.

Council may also permit a sign and prohibit dogs in specific areas such as sportsgrounds or the track area. The penalty for Permitting a dog or cat to be in an area where the presence of dogs or cats is prohibited by a sign is \$200.00 for the first offense; subsequent offenses within one year are double.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

There are several options for consideration in this matter:

Option 1: Bylaw Sign as an Alternative to the Fencing Retrofit

The school has previously received permission from the Town to retrofit the fencing to address unauthorized dog use at their own expense. A high-visibility sign or signs may provide a less expensive, effective deterrent for dogs in the track area. The Town could approach the school with this suggestion and provide permission to post the sign.

Option Two: A Jointly funded Bylaw Sign

The Town and the school may share the cost of purchasing and installing the sign(s).

Option Three: Future Community Wide Plan for Bylaw Signs

The Town may also consider developing bylaw signage for other areas where unauthorized dog use has occurred, such as the sportsgrounds. The track area could be included as part of a broader signage project, with funding and priorities considered during the 2026 budget deliberations.

Vandalism: Considerations and Preventive Measures

Previous signs installed in the track area have been subject to vandalism. To minimize the risk and ensure the sign remains effective:

1. **Sign Height:**
 - Install the sign at a height of **2–2.5 meters (6.5–8 feet)** above ground level to make it more difficult to tamper with or remove.
2. **Durable Materials:**
 - Consider metal or high-density plastic signs with reinforced mounting.
3. **Secure Mounting:**
 - Utilize tamper-proof methods to deter removal.
 - Anchor posts firmly in concrete where feasible.
4. **Placement:**
 - Position the sign in a visible location near track entrances to maximize deterrence while limiting access to potential vandals.
 - Consider multiple signs if entrances are numerous.

STRATEGIC ALIGNMENT

Priority # 05-Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Undetermined at this time.

RECOMMENDED ACTION (by originator)

THAT Council directs administration to proceed with option 1 as presented and recommend to Sturgeon Public Schools that a bylaw sign be installed at the school's expense as a less costly option for the track fence retrofit and that the Town grants permission for the sign to be installed on this jointly owned property.

OR

THAT Council directs administration to proceed with option 2 as presented and propose a cost share purchase and install of the sign and provide our permission for the sign on this joint owned property.

OR

AND/OR

THAT Council directs administration to develop bylaw signage for other areas where unauthorized dog use has occurred, such as the sportsgrounds including the track area as part of a broader signage project, with funding and priorities considered during the 2026 budget deliberations.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 19, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor Laing Motion: Parks and Trails Phased Purchasing
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

At the July 2nd, 2025 regular meeting of Council, Councillor Laing brought forward a notice of motion regarding Parks and Trails Phased Purchasing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Laing's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

Notice of Motion

I councillor Laing, bring forward a notice to be brought forward at the RMC July 1, 2025, and to be presented at the next RMC

To have council bring forward the parks and trails committee recommendations for purchase in phases in the budget deliberations for 2026.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	August 19 th , 2025
Presented by:	Jodi Brown, Town Manager
Title:	Parks and Trails Committee Plan Approval
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Council established the Parks and Trails Committee on June 18th, 2024.

4.1. The mandate of this Committee is to:

- 4.1.1 Develop a Trails Infrastructure Plan including routes showing connection to existing infrastructure and propose new trail Infrastructure within the Town for Council consideration.
- 4.1.2. Develop a Parks Infrastructure Plan including the addition of future amenities and playground equipment.
- 4.1.3. The Parks and Trails Infrastructure Plans should contemplate user perspective, community connectivity, accessibility and safety of the public accessing parks and trails.

During the June 17th, 2025, Regular Council Meeting, Council resolved to direct administration to request an insurance quote for zipline play equipment for council consideration.

Zipline Insurance costs: The response from the Town's insurance advisor is below:

- In general, a 30 ft length and under 8-10 ft in height zipline premium is \$3900 per year. This is variable however the coverage is comprehensive.
- A zipline have that premium would equate to around half the cost but that would be the minimum premium.
- Over 30 Feet can see a significant increase.
- This zipline rating is without supervision however our member has signage that person under 42" must have adult supervision.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the August 11th, 2025, Parks and Trails Committee meeting, the following resolutions were made:

1. Parks Plans

Roseglen Park:

- The Committee resolved to approve plans as amended to possibly include lighting in Roseglen. Therefore, the proposed plan for Roseglen is enclosed with a notation about the addition of lighting during the development phase.
- The proposed Roseglen Park plan shows new playground equipment; however, it has not been designated specifically as a zipline until Council decides on whether to proceed based on additional insurance costs (as provided above).

Springbrook Park:

- The Committee resolved to approve the proposed plan to include lighting on the northern perimeter of the park, as well as possibly adding more benches or red chairs.
- The proposed Springbrook Plan includes a notation to add lighting on the northern perimeter, benches and red chairs during the development phases.

2. Walking Trails Plan

- The Committee resolved to approve the draft Walking Trail Plan as presented, with segments S & R designated as the priority, followed by segments H & I as a secondary priority.
- The Committee resolved to approve the continued “phase” approach, with each phase to be incorporated into the Capital Plans.

Considerations:

- The approved Parks and Trails Plans are intended as a flexible framework and may be adjusted over time in response to factors such as project costs, available funding sources, technical viability, and ongoing resident input.

- Some Committee members indicated an interest in providing additional input as each phase is approved developed and approved by Council in capital plans.
- Council may wish to direct administration to share the Parks and Walking Trails Plans on the Town's social media and website.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

- Discussion is welcome from all levels of government, neighboring communities, residents and businesses in the Town, the place we call home.

Value Statement: Stewardship

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

Priority Statement: Infrastructure

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

COSTS/SOURCES OF FUNDING

During the 2026 capital budget deliberations, the first and second priority trail segments as identified by the Parks and Trails Committee may be considered by Council.

The 10-Year Capital Plan is the Town's primary tool for prioritizing and scheduling major infrastructure investments. Therefore, the remaining plans may be incorporated within subsequent annual capital plans within the 10-year capital plan.

RECOMMENDED ACTION

THAT Council approve the Parks Plans for Roseglen Park (including light fixtures) and Springbrook Park (including light fixtures on the northern perimeter, the addition of benches, and the placement of red chairs), as recommended by the Parks and Trails Committee or as amended by Council;

AND THAT Administration includes the first and second priority trail segments identified by the Parks and Trails Committee in the 2026 capital budget deliberations, and provide associated cost information for Council's consideration;

AND THAT the remaining elements of the Parks and Walking Trail Plan be incorporated into subsequent annual capital plans within the Town's 10-Year Capital Plan, with associated project timelines and cost estimates, for Council's review and consideration.

OR

THAT Council directs administration to...

Walking Trail Plan



A - 294	G - 123	M - 240	S - 46
B - 492	H - 95	N - 258	T - 60
C - 226	I - 38	O - 104	U - 90
D - 133	J - 232	P - 304	V - 152
E - 106	K - 150	Q - 437	W - 79
F - 108	L - 434	R - 355	X - 279

Approximate cost to supply and install a 4' wide asphalt path

(4 inches deep) is \$90.00/ linear meter.

Does not include base prep.

(All distances are in meters)

*Specific location TBD at the development phase.
To include lighting.*





*Specific location
TBD at the
development
phase.*

To include lights
along the North
side, benches,
and red chairs.

Proposed Plan: Springbrook Park

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 19, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Parks and Trails Committee Thank You Letter
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

The Parks and Trails Committee was established via bylaw on June 18, 2024. Since this time, the Committee has had 4 meetings, gathering and sharing ideas and creating plans that will move forward the future of parks and trails infrastructure within Bon Accord.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

On August 11, 2025, the Committee met for the last time. Administration has written a letter thanking the Committee for their contributions and dedication to the Committee and the Town. Please see attached letter for Council’s review.

In accordance with section 6.2 of the Parks and Trails Committee Bylaw:

6.2. The term of office of the remaining community appointments shall be until such time as the Committee mandate is fulfilled and/or the Committee is dissolved by Council.

and section 6.4:

6.4. Council, by resolution, may dissolve the Committee at any time, and this relieves all Committee Members of their appointment to the Committee.

Being that the Committee has fulfilled its mandate, the Committee can now be dissolved via Council resolution.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Resolution #1:

THAT Council declares the Parks and Trails Committee, having fulfilled its mandate, hereby dissolved.

Resolution #2:

THAT Council directs Mayor Holden to sign the Parks and Trails Committee thank-you letter as presented.

OR

THAT Council directs Mayor Holden to sign the Parks and Trails Committee thank-you letter as amended [[list amendments]].



Parks & Trails Committee

Joyce Curtis-Bonardi, Lacey Laing, Melissa Hewitt, Shannon Loehr, Stephanie Lynch, Steve Milne & Tanya May

Dear Parks & Trails Committee,

On behalf of the Town of Bon Accord, I want to sincerely thank each of you for the time, care, and thoughtful planning you've contributed over the past year.

The work you've done behind the scenes — from early discussions to detailed planning sessions — has laid a strong foundation for future improvements to our parks, trails, and community spaces. Your input into the phased walking trail concepts and your forward-thinking ideas for our playground upgrades have been incredibly valuable.

We know that planning can often feel like the quiet part of progress, but it's also the most important step. Your commitment to ensuring these projects are well thought-out and community-focused will make a big difference when it's time to bring them to life.

Thank you for your dedication, your ideas, and your willingness to give your time for the betterment of our community. We're grateful for your involvement and excited for what's ahead.

With appreciation,
Mayor Brian Holden
Town of Bon Accord



**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 19, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Tax Recovery (forced sale)
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

By March 31 of each year, a report of all properties that have tax arrears of more than one year is sent to Land Titles. Land Titles registers a notification on title and the property owner is notified by both the Municipality and Land Titles that the property has been placed on tax notification. If the tax arrears remain unpaid after March 31 of the following year, the said properties must be put up for sale through a public auction.

In accordance with Section 418 of the MGA, Council is required to set a date to hold a public auction for properties shown on the tax arrears list if the arrears are not paid.

In accordance with Section 419 of the MGA, Council is required to set, for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and any conditions that apply to the sale.

In accordance with Section 421 of the MGA, the Town must advertise the public auction in the Alberta Gazette at least once, not less than four weeks and not more than twelve weeks before the date of the public auction; and further must advertise in a local newspaper or on the municipality’s website at least once, not less than one week and not more than three weeks before the date of the public auction.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently, there are two (2) properties on the tax arrears listing to be put up for public auction prior to March 31 of 2026.

Tax Roll	Lot	Block	Plan	2025 Assessment
50500	47 (unit)	-	7721608	\$114,200
73300	33	9	0729833	\$307,400

Next Steps:

- At this time, the action required to proceed with the sale is to:
 1. Set a reserve bid as close as reasonably possible to the market value of the parcel.
 2. Determine the conditions of the sale.

Further Items to Consider:

- Current market
 - If the property does not sell at auction, the Town can take ownership of the property.
- Right to Pay Tax Arrears
 - A person (the current property owner) may pay the tax arrears at any time or sign an agreement with a payment plan before the property is sold at public auction.
- Advertisement
 - The auction has been scheduled for: **Wednesday, March 25, 2026. Time and location will be confirmed prior to advertising, in accordance with MGA Section 421.**
 - This date has been selected to meet all legislated requirements and to allow sufficient time for notices and advertising.

STRATEGIC ALIGNMENT

Priority #3 Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

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

Costs of advertisement: Alberta Gazette = \$20 +GST; local newspaper = \$200+GST

Approximate Cost for market value appraisal: \$350-500 +GST (per property)

These costs can be applied to the tax roll.

RECOMMENDED ACTION (by originator)

All of the following:

Motion #1

THAT...the reserve bid for the parcel of land for public auction be the market value of the land determined by appraisal.

Motion #2

THAT...the conditions of the sale be set as follows:

The parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title.

The land is being offered for sale on an "as is, where is" basis and the Town of Bon Accord makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the bidder.

No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Town. No further information is available at the auction regarding the land to be sold.

The Town of Bon Accord may become the owner of any parcel of land that is not sold at public auction, immediately after the public auction.

Terms are to be cash or certified cheque.

Redemption may be effective by payment of arrears of taxes and costs at any time prior to the sale.

Motion #3

THAT...Council appoints the Chief Administrative Officer as the auctioneer.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 19, 2025
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	Emergency Lighting Upgrades
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

In October of 2024, the Inspections Group Inc. provided the Town with a consultation report on the Town Office building’s emergency lighting system. This report covered the entire building (administration office area, Council chambers, library, basement, and fire hall). The report was to ensure that the Town was up to emergency lighting code requirements. Various deficiencies were noted in the report which resulted in the Town contracting an electrician to trace lines and establish what we had that was operating, what was not, and what needed to be added to our system to comply with regulations. This investigation (which included the replacement of a few battery packs in some existing light fixtures) was completed. Using this information, a quote was prepared for the work and materials to upgrade the emergency lighting system to regulatory codes. The amount of the quote was \$5,882.89. Regular building maintenance budgets can finance a portion of this amount but not all. Administration is asking to re-allocate \$2,200.00 in funding from road revenue towards the upgrading emergency lights project.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The emergency lighting is not sufficient and in the event of a power outage, people might be hindered from exiting the building quickly and safely. Regulatory safety codes must be adhered too and therefore this work is necessary.

Approximately 60% of the cost can be realized through the regular building maintenance operating budgets.

Town sales of recycled asphalt millings this season have added extra funds into our general road revenue. \$2,200.00 is available for re-allocating.

The quote presented is good for 30 days from the day it was received.

The Town requested the initial investigation of the emergency light system. It is not being ordered to bring the system up to code currently. So long as there is not a power

outage emergency before 2026, the funds for upgrading the system could be budgeted for in that year.

STRATEGIC ALIGNMENT

Priority #3: Infrastructure

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

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.

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Presented quote: \$5,882.89 needed

Funding sources:

Administration Building Maintenance (12-1200-251): \$3,000.00

Library Building Maintenance (12-7400-240): \$1,000.00

Roads Revenue (11-3200-400): \$2,200.00

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council approves re-allocating \$2,200.00 from Road Revenue to help fund the upgrading of the emergency lighting in the Town office building.

Or

THAT Council postpones the emergency lighting upgrade at the Town office in 2025 and directs administration to include the cost in the 2026 operating budget.

Or

THAT Council directs administration to ...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	August 19, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Cemetery Bylaw 2025-07 1st Reading
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Cemetery Bylaw was last reviewed and updated in 2020. Different rules and regulations, including our municipal bylaw and the Cemeteries Act impact Alberta municipal cemeteries. These laws and regulations govern the establishment, operation, maintenance, and disposition of human remains in cemeteries. Often, ownership of plots will also be impacted by the Wills and Estates Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has reviewed the Cemetery Bylaw and rewritten it to be clearer and more concise. Further regulations and specific information have been included where necessary to address questions about what is and what is not permitted regarding markers, grave decorations, and plots, as well as to clarify ownership of plots and markers and how this is determined. Given that determining ownership can sometimes be complex, the bylaw has been amended to state that the burden of proof lies with the holder of the Burial Deed or the applicant, rather than with the Town.

The forms and applications previously included in the Bylaw have been removed and added to the cemetery administration package instead, allowing them to be updated as necessary without requiring Council approval.

The cemetery fees in Schedule A have been increased by 10%.

Bylaw 2025-07 will repeal and replace the previous Bylaw 2020-04.

STRATEGIC ALIGNMENT

Values Statement of Stewardship: Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council gives 1st reading to the Cemetery Bylaw 2025-07 as presented.

Or

THAT...Council directs administration to make the following amendments....

**TOWN OF BON ACCORD
BY-LAW 2020-04
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 the Town of Bon Accord is the owner and operator of the Town of Bon Accord Municipal Cemetery; and

WHEREAS the Municipal Government Act RSA 2000, Chapter M-26 authorizes Council to pass such a Bylaw.

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

1. DEFINITIONS

- a) **“Artificial Ornaments”** means any cut flowers, silk flowers or wreaths.
- b) **“Caretaker”** means the Town employee working at the cemetery under the instruction and supervision of the Town Manager.
- c) **“Cemetery”** means the cemetery in the Town of Bon Accord known as the Municipal Cemetery owned and operated by and under the control of the Town and named “Bon Accord Cemetery”
- d) **“Council”** means the Council of the Town of Bon Accord.
- e) **“Family Plot”** means a plot or several plots which lie adjacent to one another, and which are to be reserved for the burial of more than one deceased member of the family.
- f) **“Flowering Ornamental”** means any perennial, annual, and biannual flowering plant.
- g) **“Grave”** means a plot or columbarium niche used as a place of burial.
- h) **“Manager”** means the Manager for the Town or CAO, or any person acting under his or her instructions, or other persons designated by the Town of Bon Accord.
- i) **“Marker”** means a memorial which shall be flat and not exceed the surface of the ground.
- j) **“Plot”** means a plot as shown on a plan of subdivision on record in the Town Office.
- k) **“Public Works Department”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.
- l) **“Summer”** means May 1 to October 31.
- m) **“Town”** means the Town of Bon Accord.

TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW

- n) **“Winter”** means November 1 to April 30.
- o) **“Greenery”** means any living trees, shrubs, creepers, and climbers.

2. GENERAL

- a) The Manager shall have charge of the cemetery and shall exercise control over all persons employed therein.
- b) The Town shall have authority to remove any weeds, or grass, funeral designs or floral pieces which may become wilted, or any other article or thing, which is, in its opinion, unsightly.
- c) If, in the opinion of the Town, any greenery situated on or about the cemetery shall become, by means of their roots or branches, prejudicial to the general appearance to the ground or dangerous or inconvenient to the public, the Town shall have the right to remove such greenery, or any parts thereof.
- d) No person shall disturb the quiet or good order of the cemetery by improper noise, improper conduct or otherwise. A member of the Royal Canadian Mounted Police, Special Constable or a representative appointed by the Town to be in charge of the cemetery may evict there from, using such force as is reasonably necessary, or deny entrance to any person who contravenes this Bylaw.
- e) No person shall turn loose or allow going at large or feed any cattle, swine, horses, dogs or any other animal in the cemetery.
- f) Any Society desiring to hold a memorial service shall give the Town at least three (3) business days’ notice in writing of their intention to do so.
- g) No person shall destroy, damage, deface or write upon any marker, tablet or other structure or object in the cemetery.
- h) No person shall deposit any paper, sticks, or refuse of any sort on any portion of the land within the boundaries of the cemetery except in receptacles provided for the purpose and as excepted by the Town Public Works department.
- i) All grading, seeding of grass, and sod work shall be done under the direction of the Town by employees of the Town.
- j) Benches of a style approved by the Town may be permitted in the cemetery under such conditions as the Town may order.

3. PLOTS

- a) The plans of subdivision of the lands made available by the Town for burial purposes on record at the Town Office, together with all subsequent plans of subdivision of such lands approved by the Town, shall be the

TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW

plans of the cemetery herein referred to and all interments shall be made, and records kept by the Town in accordance with such plans. Copies of all such plans shall be available for inspection free of charge at the Town Office during normal office hours.

- b) The Manager shall supervise all sales of plots.
- c) Plots 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 in the form of Schedule "B". One individual may purchase a maximum of eight (8) plots at any one time.
- d) The Council may from time to time, by resolution, amend the fees and charges for plots and service shown on Schedule "A" of this Bylaw.
- e) The owner of a plot may transfer the burial deed only upon payment of the necessary fees as shown on schedule "A" and make the necessary application to the Town as shown on Schedule "D"
- f) No plots shall be used for any purpose other than burial grounds for human bodies, and the cremated remains of human bodies.
- g) No person other than an employee of the Town or its designate, or the owner of a plot or his agent, shall be permitted to care for any plot in the cemetery.
- h) Fences, railings, walls, cooping, hedges, greenery, and flowering ornamentals in or around the plots are prohibited.
- i) The top of plots or graves shall be kept level with the surrounding ground.
- j) The purchaser(s), or its legal representative(s), of a single or family plot will have direct control over the burial access rights of said plot, unless a transfer of title is obtained per Schedule "D".

4. BURIALS

- a) Disinterment of a body or ashes shall not take place until a permit for disinterment is issued by the Provincial Director of Vital Statistics and delivered to the Town. All disinterment's are to be conducted using an approved contractor under the supervision of the Town.
- b) No interment shall be permitted until a burial application and permit in the form of Schedule "B", hereto annexed, has been completed and given to the Town. Such permit shall contain the following particulars:
 - Name of Deceased
 - Date and Time of Burial
 - Description of Burial Plot
 - Name of Undertaker or Person Responsible for Burial
 - Name of Applicant for Burial Permit

TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW

- c) (i) Orders for all burials must reach the office of the Town Manager three (3) business days before the burial is to take place, unless the Town, for emergent reasons, otherwise allows.
 - (ii) Additional charges in respect of burials carried out on a weekend, Statutory holiday, a declared holiday or after 3:00 p.m. weekdays shall be in accordance with the rates as established in Schedule "A" attached hereto.
- d) The owner of a plot, or the person instructing the Town to open a grave, shall give complete and precise instructions regarding the location of the grave, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- e) Graves shall be opened and closed, and interments made only by persons authorized to do so by the Town.
- f) 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.
- g) 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.
- h) Cremated remains may be interred in a plot or in the same plot with a full burial or in a plot with other cremated remains. A maximum of two (2) cremated remains may be interred in the same plot as a body. A maximum of eight (8) cremated remains may be interred in one regular plot.
- i) The full burial of a person shall not be interred in the same grave in which another full body has previously been interred.
- j) No second inurnment shall be permitted in any plot in the cemetery on which there are unpaid charges due and payable to the Town.
- k) All burials within the limits of the cemetery shall be under the supervision and control of the Town.
- l) Concrete liners or vaults are required for the burials of a body.

**TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW**

5. MARKERS

- a) All markers will be flat markers (i.e., not to exceed ground surface) except in the old section (initial phase) of the cemetery grounds where pillow markers are allowed (Upright markers may be allowed in the old section, upon written permission).
- b) All persons employed in the construction and erection of markers or doing other work in the cemetery shall be subject to the direction and control of the Town.
- c) No markers shall be erected in the cemetery until an application is made to the Town and a permit in the form of Schedule "C", hereto annexed, has been issued. Permit fees shall be charged in accordance with the amounts shown on Schedule "A" of this Bylaw.
- d) When cremated remains are placed in a plot where a body has been interred, flat markers shall be placed over top of the plot marking the cremated remains.
- e) When up to eight (8) cremated remains are placed in a plot, flat markers shall be placed at the top of each of the burial sites.
- f) No markers shall be erected on Saturdays, Sundays, or holidays unless permission in writing has been granted by the Town.
- g) All persons erecting markers shall insure that such markers are firmly secured to a foundation.
- h) All persons erecting markers shall insure that the surrounding areas are left in the same condition as found.
- i) No work shall be done upon any marker, nor shall any marker be removed from any grave or plot without permission from the Town.
- j) No permanent marker shall be placed on any grave plot prior to the interment of human remains in such grave plot unless it is a double and one of the persons are interred in the plot or is placed so as not to interfere with future burials (e.g., cremations). If a double marker is erected prior to both interments, the Town of Bon Accord will not be responsible for the removal of the marker. Families will need to have the marker removed before Town staff begin the excavation. Extra notice may be required for the burial.
- k) No grave cover is allowed in any portion of the cemetery.

6. VISITORS

- a) No persons shall enter or remain in the cemetery between the hours of 11:00 p.m. of any day and 6:00 a.m. of the next day following.

**TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW**

7. VEHICLES IN CEMETERY

- a) No person shall drive any vehicles through the cemetery at a greater rate of speed than 10 km per hour on designated roadways.
- b) The Town may prohibit the driving of vehicles in any part of the cemetery.
- c) Unless authorized by the Town, no bicycle, motorcycle, or horse shall be allowed in the cemetery except when it is a part of a funeral procession.
- d) The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the cemetery.

8. PROVISIONS FOR RULES AND REGULATIONS

- a) The Council may make rules and regulations consistent with this bylaw for the effectual carrying out of this bylaw and for the efficient management, control, and regulation of the cemetery.

9. PENALTY

- a) Any person who is guilty of an offence is liable.
 - 1. to a fine of \$250.00 or
 - 2. on summary of conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than 1 year, or both.

10. Other

This bylaw repeals:
2011 – 08 Cemetery bylaw
2014-08 Cemetery bylaw

**TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW**

READ A FIRST TIME THIS 21st DAY OF January 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 18th DAY OF February 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 17th DAY OF March 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

SCHEDULE "A"

CEMETERY FEES

Plots

	Grave	Weekday Open & Close	Weekday Overtime & Weekend & Holiday Additional Charges for Open & Close
<u>Regular Plot</u>			
Summer	\$850	\$550	\$450
Winter	\$850	\$650	\$450

Cremation Plots – Family (one plot will accommodate up to 8 urns)

Summer	\$850	\$350/burial	\$450
Winter	\$850	\$450/burial	\$450

Cremation Plots – Individual (Single Burial)

Summer	\$250	\$350	\$450
Winter	\$250	\$450	\$450

Cremation Plots – Interred with previous casket (two interments can be made in one site where a casket is interred).

Summer	-	\$350	\$450
Winter		\$450	\$450

Columbarium

Single Niche

Summer	\$950	\$150	\$450
Winter	\$950	\$150	\$450

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

TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW

Other Charges

1. Transfer of Burial Deed - \$250
2. Disinterment (on production of certificate from Vital Statistics) - Flow through of external contractor costs plus 10%, if billed through the Town
3. Re-interments shall be at burial costs
4. Grave Marker Permit Fee \$100.00
5. Inscription on Columbarium Doors: Damage Deposit fee as per schedule "A"

SCHEDULE "B"

PART I - PURCHASE OF BURIAL DEED

In making this application, and in consideration of the Town of Bon Accord selling to the undersigned, the undersigned acknowledges and agrees:

1. This application shall constitute a binding contract between the parties for the purchase of the lot(s) specified, and all the provisions of the Cemetery Bylaw, as amended from time-to-time hereafter shall be deemed to be included as terms and conditions of this contract.
2. That the title deed issued for the lot shall not be a title in fee simple but shall be an easement or license only to use the burial plot.
3. That this agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and, where permitted, their assigns.
4. The undersigned hereby waives, releases, and discharges the Town, its officers, agents, and employees from all claims demands and rights of action which the undersigned may hereafter have against the Town for loss or damages, howsoever caused, resulting from the theft or vandalism to the grave markers situated with, upon or under the lots howsoever caused.
5. The undersigned understands that any/all grave markers will not exceed the surface of the ground unless Section 5a. of the Bylaw applies. The applicant further understands that they will abide by the rules and regulations for the installation of grave markers.
6. The owner of a Burial Deed may sell re-assign or dispose of the deed. The deed holder shall file with the CAO/Delegate a transfer of assignment in writing and the CAO/Delegate shall issue a new contract of Burial Deed as required.
7. The opening and closing fees will be charged at the rate in effect on the date of interment or inurnment.

Regular Grave (___) Family Grave (___) Section (_____)	Plot (_____)	\$ _____
Cremation Grave (_____)	Section (_____)	Plot (_____)
Columbarium (_____)	Niche (_____)	\$ _____
	Administration Fee	\$ <u>100.00</u>
	Subtotal	\$ _____
	GST	\$ _____
	Total	\$ _____

Signature of Purchaser

Printed Name of Purchaser

Address of Purchaser

Telephone No. of Purchaser

Date of Purchase

In consideration of the payment made by the Applicant, the Town hereby grants to the Applicant a burial lot deed entitling the Applicant to a license or easement to use the burial lot herein described and has access thereto.

Town of Bon Accord Representative

PART II - BURIAL APPLICATION AND PERMIT

Date: _____

Name of Deceased: _____

Maiden Name: _____

Age: _____ Sex: M / F

Date of Death: _____

Date of Birth of Deceased: _____

Residence at time of death: _____

Date of Burial: _____

Time of Burial: _____

Service from: _____ Church/Chapel

Funeral Home in Charge: _____

Name of Applicant: _____

Address of Applicant: _____

Phone No. of Applicant: _____

Lot Description Section: _____ Plot No: _____

Regular Grave (_____) with Concrete Liner (____) Vault (____)

Cremation Grave (_____) Columbarium (_____) Other (_____)

Opening & Closing Fee: Weekdays Regular Hours \$ _____

Weekday Overtime & Weekend & Holiday Additional Charges \$ _____

Subtotal	\$ _____
GST	\$ _____
TOTAL	\$ _____

The Applicant acknowledges and agrees that a permit for burial is issued subject to the provisions of the Town of Bon Accord Cemetery Bylaw and amendments thereto.

Signature of Applicant

PERMIT FOR BURIAL

The Town of Bon Accord grants permission for the burial of the above deceased in the Bon Accord Cemetery this _____ day of _____, 20__.

Town of Bon Accord

SCHEDULE "C"**GRAVE MARKER PERMIT**

Permit No: _____

Name of Monument Company: _____

Address of Monument Company: _____

Phone No. of Monument Company: _____

Name of Purchaser: _____

Address of Purchaser: _____

Name of Deceased: _____

Location: Section: _____ Plot: _____

Type of Marker: Not to exceed ground surface

Material Used: Granite _____ Other _____

Size of Monument: Width _____ Height _____ Foundation Proposed: Yes ____ No ____

Inscription on Monument: _____

Date of Application: _____ Est. Date of Placement: _____

Permit Fee: _____ Cash _____ Cheque _____

Application Completed by_____
Signature of ApplicantFee: \$100.00 plus GST as per schedule "A" **SCHEDULE "D"**



TOWN OF BON ACCORD
BY-LAW 2020-04
CEMETERY BYLAW

TRANSFER OF DEED FROM OWNER TO ANOTHER PERSON

Name of Current Owner: _____

Name of Person Receiving the Transfer: _____

Address of Person Receiving the Transfer: _____

Phone No. of Person Receiving the Transfer: _____

Date of Transfer: _____

Section: _____ Plot No: _____ Niche No: _____

Signature of Transferor

Signature of Transferee

NOTE: TRANSFER FEES MUST BE PAID IN ACCORDANCE WITH SCHEDULE "A"

**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.

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- 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.

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- 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.

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- 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

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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.

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- 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.

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- 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 Markers (i.e., not to exceed ground surface) except in the old section (initial phase) of the cemetery grounds where pillow Markers are allowed.

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- e. 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.
- f. Pillow Markers require a concrete Foundation.
- g. 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.
- h. Ownership of Markers and Memorials belongs to the estate of the deceased person(s).
- i. 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.
- j. All persons erecting, repairing, or replacing Markers shall ensure that the surrounding areas are left in the same conditions as found.
- k. The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Markers erected upon a Plot.
- l. Markers with urns or vases attached are prohibited. Vases may be inverted into the ground at the plot site.
- m. No fixture of any type, such as pictures or ornaments, may be attached or affixed to any part of a Marker.
- n. No Grave cover is allowed in any portion of the cemetery.
- o. When cremated remains are placed in a plot where a body has been interred, flat Markers shall be placed over the top of the plot marking the cremated remains.
- p. When up to eight (8) cremated remains are placed in a plot, flat Markers shall be placed at the top of each burial site.
- q. 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.

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- r. No work shall be done upon any Marker, nor shall any Marker be removed from any Grave Plot without permission from the Town.
- s. 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".
- t. 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.
- u. 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.
- v. 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. No person shall place any Grave Decorations on or at a Plot or Niche at any time, including but not limited to Grave covers, foot Markers, statues, fencing, plants, lawn ornaments, solar lights, toys, and loose vases. Any items so placed may be removed by the Town without notice
- 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.

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- 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.

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.

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- b. Under no circumstances may a party or other unscheduled gathering occur in the Cemetery.
- 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.

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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*.

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SCHEDULE "A"

CEMETERY FEES

GRAVE PLOTS

Regular Plot (Full Burial)	\$935.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$935.00
Cremation Plot (Accommodate 1 Urn)	\$275.00
Columbarium Niche (Accommodate 1 Urn)	\$1,045.00

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

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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	\$110.00

**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:	Regular Council Meeting
Meeting Date:	August 19, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Personal Information Bank Policy Updates
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

Alberta has modernized its access to information and protection of privacy legislation. The [Access to Information Act](#) (ATIA) and [Protection of Privacy Act \(POPA\)](#) both came into on force on June 11, 2025, and replace the [Freedom of Information and Protection of Privacy Act](#), which is now repealed.

Policies and bylaws that reference the FOIP Act will need to be updated accordingly.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Personal Information Bank (PIB) policy continues to be a legislated requirement in accordance with section 57 of the Protection of Privacy Act (POPA), therefore the Town’s existing PIB must be updated to reflect the new legislation.

The updated policy is attached for Council’s review.

In addition to the PIB policy update, administration recommends that Council makes another resolution to amend all existing policies to reflect the new legislation, as outlined below.

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

Not applicable

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council approves the Personal Information Bank policy as presented.

OR

THAT Council approves the Personal Information Bank policy as amended [list amendments].

Resolution #2

THAT Council direct administration to update all active policies that reference Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and replace said references with either the Access to Information Act, Protection of Privacy Act, or both, as context dictates.

PERSONAL INFORMATION BANK (PIB)

SECTION: Administration

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

COUNCIL APPROVAL DATE: October 18, 2022

LAST REVIEWED BY COUNCIL: ~~October 18, 2022~~DATE

POLICY STATEMENT

The Town of Bon Accord will develop and maintain a Personal Information Bank (PIB) and manage this information with the utmost responsibility and care.

PURPOSE

To govern the collection, use, and disclosure of all Personal Information of Individuals who interact with the Town, regardless of whether the information is held in paper, electronic, or digital form, in accordance with the ~~FOIP~~Access to Information Act and Protection of Privacy Act.

SCOPE

This policy will pertain to all Individuals whose Personal Information is collected by the Town.

DEFINITIONS

“Consent” means a deliberate and free act of the mind; an act of reason accompanied by deliberation. Written or verbal Consent is required for the collection, use or disclosure of an Individual’s Personal Information.

~~“FOIP Access to Information Act” means the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended from time to time.~~

“FOIP-Privacy Coordinator” means the Individual delegated to the responsibility for the overall management of the Freedom of InformationAccess to Information and Protection of Privacy functions for the Town.

“Individual” means a person who is single distinct human being and does not include other juristic persons such as incorporated organizations.

“Personal Information” means recorded information about an identifiable Individual, including, but not limited to:

- a) the Individual’s name, home or business address or home or business telephone number;
- b) the Individual’s race, national or ethnic origin, colour or religious or political beliefs or association;
- c) the Individual’s age, sex, marital status or family status;
- d) an identifying number, symbol or other particular assigned to the Individual;
- e) information about the Individual’s health and health care history, including information about a physical or mental disability;
- f) information about the Individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- g) anyone else’s opinions about the Individual; and
- h) the Individual’s personal views or opinions, except if they are about someone else.

“Personal Information Bank (PIB)” means a collection of Personal Information that is organized or retrievable by the name of an Individual or by an identifying number, symbol or other particular assigned to an Individual.

“Town” means all departments which make up the Town of Bon Accord, as well as any Board, Commission or Committee established by Council.

BACKGROUND

The Town may gather Personal Information from Individuals to provide services, make decisions and support its operations, programs, and activities.

Section ~~87.157~~ of ~~the FOIP~~ the Protection of Privacy Act requires all public bodies to have a directory of PIBs and make it available to the public. A PIB lists the type of Personal Information held by the Town which provides the following information:

- a) the title or name of department or Employee responsible for a PIB,
- b) the location of the PIB,
- c) what kind of Personal Information is contained in the PIB,
- d) what categories of Individuals the information pertains to,
- e) why the information is collected and how it is used or disclosed, and
- f) the legal authority for the collection of the information.

A PIB does not provide access to an Individual's records.

RESPONSIBILITIES

Town Manager:

1. Delegate authority to manage the PIB in accordance with the ~~FOIP~~ Protection of Privacy Act.

~~FOIP~~ Privacy Coordinator:

1. Manage the PIBs and ensure that an annual review of the PIBs is conducted and the directories updated as required.
2. Handle ~~FOIP~~ access to information application requests made to the Town.
3. Respond to privacy breaches.
4. Identify what information is held by the Town.
5. Identify what information is made available publicly, without making a formal

FOIP-access to information request.

GENERAL PRINCIPLES

1. The Personal Information described in PIBs has been used, is being used or is available for an administrative purpose.
2. The PIB describes how Personal Information is collected, used, disclosed, retained and/or disposed of in the administration of the Town's program or activity.
3. **Accountability:** The Town is responsible for Personal Information under its custody and control and shall designate an Individual or Individuals who are accountable for the Town's compliance with the FOIP-Access to Information Act and Protection of Privacy Act.
4. **Identifying Purposes:** The purposes for which Personal Information is collected, shall be identified by the Town at or before the time the information is collected.
5. **Consent:** The knowledge and Consent of the Individual are required for the collection, use or disclosure of Personal Information, unless authorized under the Access to Information Act, FOIP-Protection of Privacy Act, or by law.
6. **Limiting Collection:** The collection of Personal Information shall be limited to that which is necessary for the purposes identified by the Town. Information shall be collected by fair and lawful means.
7. **Limiting Use, Disclosure, and Retention:** Personal Information shall not be used or disclosed for purposes other than those for which it was collected, except with the Consent of the Individual or as required by law. Personal Information shall be retained only as long as necessary for fulfilment of those purposes.
8. **Accuracy:** Personal Information shall be as accurate, complete, and up to date

as is necessary for the purposes for which it is to be used.

9. **Safeguards:** Personal Information shall be protected by security safeguards appropriate to the sensitivity of the information.
10. **Openness:** The Town shall make specific information about its policies and practices relating to the management of Personal Information readily available to Individuals.
11. **Individual Access:** Upon request to the FOIP-Privacy Coordinator, an Individual may be informed of the existence, use and disclosure of their Personal Information and may be given access to that information. An Individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
12. **Exceptions to Disclosure:** The FOIP-Privacy Coordinator may refuse to disclose an Individual's Personal Information protected under Part 1, Division 2 of the FOIP-Access to Information Act.

TOWN OF BON ACCORD

Mayor Report – for period June 12 – Aug 13, 2025

- June 12, 2025 Chaired Roseridge Monthly Meeting. Next meeting will be August 14th
- June 13, 2025 Attended Agenda Committee Meeting
- June 13, 2025 Attended Pop with a Cop. There was only one student that attended. Unfortunately, most students at Lilian Schick jump on a school bus right after school. There was almost nobody left to attend this event. We did have an opportunity to have a good conversation with Constable Tanner Wills.
- June 14, 2025 Attended Morinville Pancake Breakfast. Good time as usual. MLA Dale Nally and MP Michael Cooper were serving. Had a conversation with Michael Cooper and his assistant after the breakfast.
- June 14, 2025 Attended Air Cadet Review and Banquet. This was, as always, an awesome event. Minister Nally lead the review with the Commanding Officer and several dignitaries. There was a banquet after the review. Lots of great food (supplied by Chelsea's) and good conversations.
- June 17, 2025 Chaired Regular Meeting of Council
- June 18, 2025 Attended Community Services Advisory Board Meeting
- June 19, 2025 Participated in Sturgeon Mayor's Golf Tournament. Great tourney with a good supper and awards. Over \$30,000 was raised for charity. I believe it was Little Warriors.
- June 26, 2025 Attended Alberta Munis Summer Caucus. Discussions were on key issues facing Alberta Municipalities including new civilian governance, recall rules and election related resources. Also discussions on infrastructure funding challenges.
- June 30, 2025 Attended Committee of the Whole Meeting. We discussed Bill 50, Municipal Affairs Statutes Amendment Act; Access to Information Act and Protection of Privacy Act; and Parking and lane designation on 51st street.

- July 2, 2025 Attended Change of Command at Edmonton Garrison. First time attending this. Nice to see and hear about what's going on at the base. I ran into Dale Kendall who was the commander of Morinville Detachment until about 2019 and is now a superintendent at K Division. We had a nice time catching up. Dale said that she has many good memories of Bon Accord.
- July 2, 2025 Chaired Regular Meeting of Council
- July 12, 2025 Participated in Gibbons Pioneer Days Parade. Had breakfast at the Dew Drop Inn and then the parade. Nice to hear many comments of approval from the residents as we passed.
- July 26, 2025 Participated in the Town of Legal Breakfast and Parade. Lots of networking at the breakfast.
- July 30, 2025 Attended Communities in Bloom Breakfast Meeting. It was nice to meet the new judges and highlight the projects that we are working on.
- July 30, 2025 Attended Communities in Bloom Pot Luck Supper. A good time with many positive comments from the judges.
- August 6, 2025 Attended Bon Accord Fire Department BBQ. Good opportunity to meet some firefighters as well as many residents.
- August 7, 2025 Attended Redwater Golf Tournament Dinner and Awards. I did not golf but wanted the opportunity to network with those that did.
- August 9, 2025 Participated in Bon Accord Harvest Days Parade. Awesome parade this year. 46 entries. Kudos to all involved in putting this event together. Great job.

Note:

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report June 12 – August 13, 2025

- June 12,2025 ARROW Utilities 40th Anniversary Celebration This was a terrific opportunity to tour the plant and talk to the folks who run the plant like Dwayne Cikaluk Director of Operations and Maintenance who took us on the tour. Saw the excellent work that the ARROW Utilities are doing.
- June 13,2025 Attended Council Agenda Review
- June 13,2025 Attended Pop with a Cop (Under 18) at Lilian Schick. This was a great idea. It was the last day of school, and the kids had to catch their busses, so the attendance was low. I believe at a different time of the day it would be much more successful. Thanks to the folks who put this on, it was a significant effort!
- June 14,2025 Attended Morinville Mayor's Pancake Breakfast hosted by Mayor Simon Boersma & Council this was great opportunity talk to Mayor Boersma, Council and MLA Dale Nally and the MP Michael Cooper. Big turnout that morning at the Morinville Festival Days pancake breakfast.
- June 16.2025 Attended CRNWSC Monthly Board Meeting
We have been reviewing and reading several of our policies and bylaws. We have been working towards a common goal.
- June 17,2025 Attended Regular Meeting of Council
- June 19,2025 Attended Sturgeon County Mayor's Golf Tournament. This was another good opportunity to talk with the different businesses and government officials . It was a little wet, but it was worth it. Raised money for the nonprofit organization Little Warriors.
- June 26,2025 Attended Summer Municipal Leaders' Caucus. This was an especially important and informative seminar. This has shed more light on some of the issues speaking to Albertans about property taxes, the future of our communities, police governance and funding, recall of Municipal Elected Officials through Bill 54, and changes to the Municipal Government and Local Authorities Election Acts
- June 27,2025 Attended Sturgeon Composite Highschool Graduation Ceremony

June 30,2025 Attended Committee of the Whole. Talked about access to information and privacy act and lane designation on 51st.

July 01,2025 Attended the Canada Day celebrations and pancake breakfast. Lots of folks attended great event. Great job folks

July 02,2025 Attended Regular Meeting of Council

July 12,2025 Attended Gibbons Pioneer Days Parade. People really enjoy a parade, especially the kids.

July26,2025 Attended the Town of Legal Breakfast and Parade (Fete Au Village) for the first time. This was a wonderful opportunity to talk to the other officials. Really enjoyed the parade.

July 30,2025 Attended Communities in Bloom breakfast. Useful information on the program.

August 6,2025 Attended Bon Accord Fire Department BBQ. Great plan to help with recruitment. Lots of people attended.

August 7, 2025, Attended Redwater Golf Tournament Dinner and Awards. Another terrific opportunity for information gathering on what is happening in other communities.

Note: Could not attend the Harvest Day Parade but I heard it was great and thumbs up for everyone who was involved.

Timothy LARSON
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – June 11 – August 13, 2025

- June 12 Attended Arrow Utilities 40th Anniversary Celebration. A good chance to network with many of the surrounding community leaders.
- June 17 Attended the Regular Meeting of Council.
- June 19 Attended Arrow Utilities Commission meeting. There was a long, in-depth discussion about rates and Utility Master Plan.
- June 26 Attended Homeland Housing Board meeting. We reviewed the Stat Plan and made a few changes to it to hand over to a new board in the fall.
- June 27 Attended the Infrastructure/Transportation Committee meeting with Minister Nally.
- June 30 Attended the Committee of the Whole meeting.
- July 1 Attended the Canada Day celebrations and pancake breakfast. I helped to cook pancakes and sausages. This was an awesome event - so well attended. Thank you to the many volunteers who helped to make the day such a success!
- July 11 Arrow Utilities Virtual Commission Meeting was held to address a Notice of Motion by Mayor Acker (Spruce Grove). The N of M was asking for an independent financial review, possibly changing the governance/operating model, and an environmental scan of other regional wastewater commissions in Alberta for comparison. The motion was passed, and an in-camera meeting of the board will be scheduled.
- July 12 Attended the Gibbons Pioneer Days parade and breakfast hosted by the seniors group at the Dew Drop Inn.
- July 24 Attended Homeland Housing Board meeting. The Governance Committee has updated the Governance Policies, and they were adopted. The updated Strategic Plan draft has been amended and will be brought back to the Sept board meeting for adoption. The grant for the Affordable Housing project known as 22 St. Thomas Street in St. Albert was awarded and we reviewed the next steps. This is a huge project with many steps involved. Hopefully see shovels in the ground next spring.
- July 25 Participated in a virtual Special Board meeting with Arrow Commission members. An ad hoc committee was formed and its terms of reference prepared. See July 11 entry.
- July 30 Attended the potluck supper hosted by the Golden Gems for the Communities in Bloom judges.
- Aug 6 Attended the Fire Dept Open House. It was a well attended event and the kids seemed to really enjoy it. Impressive to get to have a look at all the equipment on board.

Aug 7 Attended the Redwater Mayor's Golf Tournament. I had some good conversations with other elected officials from the region as well as some of the industries in the area.

Aug 9 Participated in the Harvest Days parade and attended the fair grounds. Praise to the many volunteers and staff who helped to make this day a great success. We are so lucky to have this free event in the community. Thanks to Minister Nally for feeding the crowd!

Note:

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period June 12-August 13, 2025

June 17 Attended Regular Meeting of Council
June 27 Edmonton Salutes Committee Meeting
June 30 Committee of the Whole meeting
July 2 Attended Regular Meeting of Council
August 9 Harvest Days parade and events at the arena

Note: Another great year with Harvest Days, such a fun time for our town and the kids, thank you for the AG society and all the volunteers that put it together.

Lacey Laing
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

June 11 – August 13, 2025

- June 12 Attended CRASC meeting.
- June 14 Attended Mayor's Pancake Breakfast in Morinville.
- June 17 Attended Regular Meeting of Council.
- June 26 Attended Summer Municipal Leaders' Cacus.
- June 30 Attended Committee of the Whole meeting.
- July 1 Attended Canada Day pancake breakfast.
- July 22 Attended CRASC Catalis Solutions Meeting for GIS Web Mapping.

Note:

Tanya May
Councillor
Town of Bon Accord

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta



June 25, 2025

His Worship Brian Holden
Town of Bon Accord
PO Box 779,
Bon Accord, AB T0A 0K0

Dear Mayor Brian Holden:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,



Trevor Daroux, O.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445



July 30, 2025

Mayor Brian Holden
Town of Bon Accord
PO Box 779, 5025 50th Avenue
Bon Accord AB T0A 0A9

Dear Mayor Brian Holden and Council,

On behalf of Sturgeon County Council, administration, and our residents, I wish to extend our heartfelt gratitude for your municipality's invaluable support during the recent Redwater Natural Area Fire.

Your swift response and generous contribution of resources, personnel, and expertise were critical in helping us contain the fire and protect our community. The collaboration and solidarity demonstrated by your team exemplify the very best of what it means to be neighbours and partners in public service.

We recognize the sacrifices made by your staff and volunteers, who worked tirelessly alongside our own crews under challenging conditions. Their professionalism and dedication were instrumental in safeguarding lives, property, and our cherished natural environment.

Please convey our thanks to everyone involved from your municipality. We are deeply appreciative of your commitment and friendship, and we look forward to continuing to work together to ensure the safety and well-being of all our communities.

With sincere appreciation,



Alanna Hnatiw
Mayor

C: Council, Sturgeon County
Travis Peter, Chief Administrative Officer

From: [Jessica Spaidal](mailto:Jessica.Spaidal@bonaccord.ca)
To: [Jessica Spaidal](mailto:Jessica.Spaidal@bonaccord.ca)
Subject: FW: Letter from resident
Date: July 23, 2025 11:57:45 AM

From: Lacey Laing <llaing@bonaccord.ca>

Sent: July 19, 2025 7:27 PM

To: cao <cao@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Tanya May <tmay@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>

Subject: Letter from resident

Hello council

I have received a message from a resident. So I have copied it and I am pasting it here for council to read.

From Larissa Wiley

Subject: Proposal for a Bylaw Regulating Residential Cameras with Sightlines into Private Backyards

Dear Members of Council,

I am writing to express a serious concern regarding a residential security camera recently installed by a neighboring property, which has full visual access into my private backyard, including our family pool area. The camera in question is mounted approximately three feet above the top of a standard six-foot fence, providing a clear and constant view into our yard. Unfortunately, due to current fencing regulations, I am unable to build or modify my fence to block the camera's line of sight without violating the fence bylaw.

This situation has created significant discomfort in our home. As a parent of teenagers, including a 15-year-old daughter who frequently uses our backyard and pool, I am deeply troubled by the lack of privacy. She now feels uncomfortable and surveilled in what should be a private and safe family space.

When I brought this concern to my neighbor, I was told, "Home Depot wouldn't sell them if we weren't allowed to have them." However, while security cameras are legal to purchase and install, their use must still comply with Canadian privacy laws. Under the Personal Information Protection and Electronic Documents Act (PIPEDA) and relevant sections of the Criminal Code of Canada, recording individuals without their knowledge or consent in areas where they have a

reasonable expectation of privacy—such as backyards—is unlawful and potentially criminal.

At present, it seems our town lacks specific bylaws addressing the placement and direction of residential surveillance cameras, especially those that intrude into private spaces not owned by the camera operator. Therefore, I am respectfully requesting that the Council consider drafting and implementing a bylaw that would include:

1. **Restrictions on Camera Placement and Angle:** Home security cameras should not be installed or directed in a way that captures footage from neighboring private yards, pools, windows, or other non-public spaces.
2. **Height Regulations for Camera Installations:** Any cameras mounted above a certain height (e.g., fence line) should require review or approval to ensure they do not infringe on others' privacy.
3. **Clear Privacy Protections:** Residents should have the right to enjoy their backyards without being subject to surveillance, particularly when children or teens are involved.
4. **Mechanism for Complaints and Enforcement:** Residents should be able to report concerns to bylaw enforcement or privacy officers, who can then investigate and take appropriate action.

This matter goes beyond neighborly disputes; it involves the protection of personal privacy, dignity, and the safety of children in their own homes. With the increasing availability of surveillance technology, it's important that our community proactively sets fair and enforceable boundaries.

I appreciate your time and attention to this issue and welcome the opportunity to further discuss or support this proposal in any way.

Get [Outlook for iOS](#)

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Invitation to meet with Minister Dan Williams
Date: August 13, 2025 9:32:44 AM
Attachments: [2025 ABmunis Meeting Template.xlsx](#)

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: August 13, 2025 8:53 AM
To: MA Engagement Team <ma.engagement@gov.ab.ca>
Cc: Ijeoma Okolo <Ijeoma.Okolo@gov.ab.ca>
Subject: Invitation to meet with Minister Dan Williams

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Calgary TELUS Convention Centre from November 12-14, 2025. These meetings will be in person at the convention centre, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca **no later than September 12, 2025**. The meeting request template is attached.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Thank you.

Engagement Team
Municipal Services Division
Municipal Affairs

Classification: Protected A

You are cordially invited to attend

The 19th Annual Yellow Ribbon Gala Dinner & Silent Auction

Your support will enable the MFRC to continue to provide programs and services that our military families rely upon.

Saturday, October 18, 2025

Tickets: \$175 (non-refundable)
Dress: Formal
Edmonton Garrison Officers' Mess

Reception: 6:00 p.m. (*cash bar*)
Dinner: 7:00 p.m.
Silent Auction opens at 6:00 p.m.

Edmonton Military Family Resource Centre (MFRC)

The MFRC can help make a difference in the lives of military families whether they are wishing to feel connected in a new community, looking for peer-support or seeking tools to cope during a deployment.

The MFRC, a non-profit charitable organization, provides programs and services that enhance the strength and resilience of military families. Life of the military family has unique challenges, which is what makes programs offered by the MFRC such an integral part of what is required to not only support our troops at home and abroad but also to ensure military families have the resources required to prosper.

For over 35 years, our Board of Directors, staff and volunteers have committed to supporting military families as they navigate military life. Whether families are coping with an injury or loss, experiencing difficulties during work-related absences or solo parenting - the MFRC is here to help.

Military Families are the Strength Behind the Uniform. Proceeds from this year's Yellow Ribbon Gala and Silent Auction will benefit our families in the following program areas:

- Mental Health and Wellness
- Deployment Support
- Child and Youth Development
- Parenting Support
- Community Development and Integration