

Town of Bon Accord
AGENDA
Regular Council Meeting
January 20, 2026 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. December 16, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
 - 5.1. January 2026 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Library Board Appointment Corrections (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Councillor May Motion – Transport Trucks (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. 2026-01 Procedural Bylaw (enclosure)
 - 8.2. Council Remuneration Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. Spring Municipal Leaders Caucus (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1. Mayor Holden (enclosure)
 - 10.2. Deputy Mayor Bidney (enclosure)
 - 10.3. Councillor Gallant (enclosure)
 - 10.4. Councillor Larson (enclosure)
 - 10.5. Councillor May (enclosure)
- 11. CORRESPONDENCE**

GENERAL

 - 11.1. Sturgeon County – Recreation Agreement Payment (enclosure)
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**
 - 13.1. Plan 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information

Town of Bon Accord
AGENDA
Regular Council Meeting
January 20, 2026 9:00 a.m. in Council Chambers
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14. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
December 16, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lynn Bidney
Councillor Cindy Gallant
Councillor Timothy J. Larson
Councillor Tanya May

ADMINISTRATION

Bill Rogers – Interim CAO
Falon Fayant – Corporate Services Manager
Terry Doerkson – Infrastructure Manager
Jay Nagra - Economic Development & Safe Communities Coordinator
Brea Tallman – Receptionist
Jessica Spaidal – Legislative Services & Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the December 16, 2025, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-478

ADOPTION OF MINUTES

December 2, 2025; Regular Council Meeting

COUNCILLOR LARSON MOVED THAT Council approves the December 2, 2025 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-479

DEPARTMENTS REPORT

December 2025

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the report as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-480

COUNCILLOR GALLANT MOVED THAT Council accept the Action Item List and Variance Report as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-481

UNFINISHED BUSINESS

Committee of the Whole Meetings – Change of Day/Time

**Town of Bon Accord
Regular Meeting of Council Minutes
December 16, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to update the 2026 Council Meeting Schedule, changing the day and time for monthly Committee of the Whole meetings to the fourth Tuesday of every month at 4:15pm with the exception of July, September, and December AND FURTHER THAT administration update the Procedural Bylaw to reflect this change.

CARRIED UNANIMOUSLY RESOLUTION 25-482

NEW BUSINESS

Bon Accord Solar – Inverters Extended Warranty

COUNCILLOR LARSON MOVED THAT Council approves the purchase of the extended 5-year warranty for the three solar inverters at a cost of \$6,450 to be funded by the operating budget allocated equally between contracted services in administration, roads, water, sewer, planning, and the arena.

CARRIED UNANIMOUSLY RESOLUTION 25-483

BYLAWS/POLICIES/AGREEMENTS

2025-08 Utilities Bylaw – 2nd and 3rd Readings

COUNCILLOR MAY MOVED THAT Council gives 2nd reading to Utilities Bylaw 2025-08 as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-484

COUNCILLOR GALLANT MOVED THAT Council gives 3rd and final reading to Utilities Bylaw 2025-08 as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-485

2025-09 Waste Collection Bylaw – 2nd and 3rd Readings

DEPUTY MAYOR BIDNEY MOVED THAT Council gives 2nd reading to Waste Collection Bylaw 2025-09 as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-486

COUNCILLOR MAY MOVED THAT Council gives 3rd and final reading to Waste Collection Bylaw 2025-09 as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-487

WORKSHOPS/MEETINGS/CONFERENCES

2026 Brownlee Emerging Trends Registration

COUNCILLOR MAY MOVED THAT Council directs administration to register Mayor Holden, Deputy Mayor Bidney, Councillor Gallant and Councillor Larson for in person attendance and Councillor May for virtual attendance at Brownlee's Emerging Trends seminar on February 12, 2026 in Edmonton.

CARRIED UNANIMOUSLY RESOLUTION 25-488

**Town of Bon Accord
Regular Meeting of Council Minutes
December 16, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCIL REPORTS

COUNCILLOR LARSON MOVED THAT Council accepts the reports as information.
CARRIED UNANIMOUSLY RESOLUTION 25-489

CORRESPONDENCE

STARS Support Request Letter

COUNCILLOR LARSON MOVED THAT Council direct administration to bring back at an upcoming Committee of the Whole Meeting for discussion.

CARRIED UNANIMOUSLY RESOLUTION 25-490

NOTICE OF MOTION

Councillor May – Transport Trucks

CLOSED SESSION

Highway 28/51 Street Drainage – ATIA Section 19 Disclosure harmful to business interests of a third party

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Highway 28/51 Street Drainage – ATIA Section 19 Disclosure harmful to business interests of a third party at 9:35 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-491

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 9:55 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-492

Highway 28/51 Street Drainage – ATIA Section 19 Disclosure harmful to business interests of a third party

COUNCILLOR LARSON MOVED THAT Council approves the transfer of \$230,000 from the Water Reserve to the Stormwater Reserve.

CARRIED UNANIMOUSLY RESOLUTION 25-493

COUNCILLOR MAY MOVED THAT Council approves the Highway 28/51 Street area drainage project, with funding to come from the Stormwater Reserve funds, and direct administration to continue discussions with Alberta Transportation in efforts to have Alberta Transportation to provide funding for this project.

CARRIED UNANIMOUSLY RESOLUTION 25-494

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the December 16, 2025 Regular Meeting of Council adjourn at 9:57 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-495

**Town of Bon Accord
Regular Meeting of Council Minutes
December 16, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Brian Holden

CAO

DRAFT

News | Projects | Events

News

- Deadline for taxes was December 31, 2025.
- Deadline for both animal and business license renewals was December 31, 2025.

Events & Programs

- The Pilot Stick & Puck program for the 2025-2026 season continues: Tuesdays from 4-5pm, grab your gear and have some fun on the ice! Rules apply.
- Upcoming programs and events include:
 - Pickleball volunteers are taking a break for the month of January. Check out our event calendar for upcoming dates in February <https://bonaccord.ca/calendar>
 - Pink Shirt Day Colouring Contest (Ages 17 and under), colouring page available online to print or at the Town office for pick up.
 - January 22nd Community Art Night at the arena mezzanine.
 - January 25th Rooted in Wellness Community Dinner at the community hall.
 - January 30th Youth Drop-In and Lunch program at the arena mezzanine.
 - February 5th Youth Drop-In and Lunch program at the arena mezzanine.
 - February 19th Community Art night at the arena mezzanine.
 - February 22nd Rooted in Wellness Community Dinner at the community hall.
 - February 28th Modern Family Forum at the Community Hall.

Key Meetings

- N/A

Conferences and Training

- N/A

Department Highlights

Administration | Town Manager

- Tim Duhamel of Bloom Centre for Municipal Education plans to conduct a Strategic Planning session for Council on January 27 & 28, 2026.

Legislative Services | Communications

- Preparing for the January 25th Rooted in Wellness Community Dinner presentation on our Town website.
- Met with Recreation Facilities & Parks Supervisor to review draft Arena Advertising Agreement.
- In contact with the Sturgeon School Board regarding Council's School Bus feedback request.
- Ongoing research for the newly legislated Privacy Management Program (PMP).

Planning | Development

- Kyle Miller of Scheffer Andrew Ltd. was appointed as the Town's Development Authority and Subdivision Authority at the 18 November 2025 Regular Meeting of Council.
- Planning is reviewing the Phase 2 development permit application for the lands located at 4706 51 Street. This review includes review by the Town's Development Officer and engineering consultant. It is expected that the review of the development permit application will be complete towards the end of January 2026.
- It is expected that Planning and Development will be bringing forward a Development Agreement for Council's review and approval in support of the development located at 4706 51 Street in February 2026.
- Planning is coordinating a review of drainage solutions arising from the development of 4706 51 Street, referred to above, with Magna Engineering Services Inc. The scope of this project includes the existing Highway 28 drainage ditch, the addition of a new drainage basin to the Town's stormwater management facilities, and will accommodate the drainage from the proposed development within 4706 51 Street.

Corporate Services

- We received notification from Capital Region Northeast Water Services that the water rate for 2026 was approved at \$1.4164 per cubic meter, which is a decrease from the 2025 rate of \$1.483 per cubic meter.

- The funding for the Sturgeon County recreation agreement has been confirmed to be \$352,256 which includes a contribution of \$60,000 towards capital reserves which is required to be matched by the municipality.
- The audit for 2025 is scheduled for the second week in February. Draft financial statements are generally presented to Council in late March or early April.

Community Services

- Community Services has been preparing for January and February events and planning the Modern Family Forum in February.

Operations | Public Works

- Public Works has been extremely busy dealing with the multiple snow events which occurred over the holiday season. As with other municipalities, numerous factors came into play when dealing with this snow clearing cycle. The volume of snow that accumulated, along with the shortage of personnel due to the holidays, along with equipment issues, and further snow events after an initial Town clearing cycle was started all added to the challenges the operators dealt with.
- The department understood the concerns and frustrations of residents pertaining to the road conditions and worked methodically to try to maintain passable roadways. We thank the residents for their assistance in removing vehicles from roadways and giving operators time and space so they can deal with the snow removal.
- As of this date, all the Town's arterial roads, residential zones, and alleys have had at least one complete clearing. Presently, there are still snow piles remaining around town. The focus now is on the removal of these piles dealing with the ones on roadways first, then the piles in crescents, and then any remaining snow left elsewhere (parking lots, etc.).
- Aside from dealing with the snow, all the regular daily utility activities and maintenance have been completed.
- Arena schedules and activities have been on-going without any major issues thanks to the efforts of the competent and dedicated arena staff.

Attachments

- Town Manager:
 - Action Item List
- Corporate Services Manager:
 - Variance Report
 - Quarterly Report Q4 2025

Town Manager Action List

Date: January 20, 2026
Reporting Period: December 16, 2025 – January 14, 2026
Submitted by: Bill Rogers, Interim CAO

ACTON ITEM LIST:

Action Item	Status
Rosieridge Waste Management Services Commission Council resolved to direct administration to enter into conversations with Rosieridge Waste Management Services Commission to explore coordinating waste collection across the region.	In progress
Arena Advertising Agreement – FOIP Act Section 24 Advice from officials Administration to draft a new agreement with CNN Spurs for arena board advertising for Council review and approval. Arena Advertising Agreement – ATIA Section 29 Advice from officials COUNCILLOR MAY MOVED THAT Council direct administration to bring back after the new election.	In progress
Proposed Park Renaming Survey Results Council accepts this report as information and directs administration to investigate the cost of signage for said parks.	In progress Recommendation—staff brings forward costs of purchasing and installing signs with existing park names during the 2026 budget deliberation process.
Joint Use and Planning Agreement Council directs that the Town Manager and the Mayor sign the Joint Use and Planning Agreement.	The Town has advised the School Board of this decision and school officials have advised that the School Board is reviewing the proposed agreement.
School Bus Stop Sign Extender Proposal Council directs administration to draft a letter to local contractors in the area encouraging them to give feedback on the town bus stops.	A report is forthcoming at the January 27, 2026 Committee of the Whole Meeting.

Nature-Based Stormwater Project Council approved engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.	Ongoing
Sign Proposal: Jointly Owned School Track Area Administration to proceed with option 1 as presented and recommend to Sturgeon Public Schools that a bylaw sign be installed and suggest the idea of a monetary fine of \$200 be added to the sign 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.	In progress
Resident Concern re: Neighbour Video Surveillance Council directs administration to consult legal and begin to plan for possible bylaw regarding video surveillance and drones.	In progress
Council Direction to Administration on Public Engagement and Communication • Post Election Council Message to Public • Strategic Plan Communications – Accomplishments/Achievements • First 60 Days COUNCILLOR LARSON MOVED THAT Council directs administration to proceed with public engagement and communication to the public as follows: • Post Election Council Message to Public • Strategic Plan Communications – Accomplishments/Achievements • First 60 Days	In progress
Committee of the Whole Meetings – Change of Day/Time DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to update the 2026 Council Meeting Schedule, changing the day and time for monthly Committee of the Whole meetings to the fourth Tuesday of every month at 4:15pm with the exception of July, September, and December AND FURTHER THAT administration update the Procedural Bylaw to reflect this change.	Schedule updated; Procedural Bylaw to be presented Jan 20 RMC for 1 st reading.

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2025
Reporting period: up to December 31, 2025

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance Actual-Budget	
General Municipal	2,728,535	2,710,651	17,884	462,727	464,834	- 2,107	2,265,809	2,245,817	19,992	1%
TOTAL MUNICIPAL	\$ 2,728,535.37	\$ 2,710,651.00	\$ 17,884.37	\$ 462,726.59	\$ 464,834.00	-\$ 2,107.41	\$ 2,265,809	\$ 2,245,817	\$ 19,992	1%
Election	-	-	-	1,361	2,000	- 639	(1,361)	(2,000)	639	-47%
Council	-	-	-	115,088	125,791	- 10,703	(115,088)	(125,791)	10,703	-9%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 116,449	\$ 127,791	-\$ 11,342	-\$ 116,449	-\$ 127,791	\$ 11,342	9%
Administration	27,966	23,890	4,076	625,625	650,288	- 24,663	(597,658)	(626,398)	28,740	-5%
EV Chargers	1,371	750	621	5,750	7,425	- 1,675	(4,379)	(6,675)	2,296	-52%
TOTAL ADMINISTRATION	\$ 27,966	\$ 23,890	\$ 4,076	\$ 625,625	\$ 650,288	-\$ 24,663	-\$ 597,658	-\$ 626,398	\$ 28,740	5%
Fire Services	10,923	10,708	215	58,269	57,311	958	(47,346)	(46,603)	(743)	2%
Emergency Services	-	-	-	18,854	27,643	(8,789)	(18,854)	(27,643)	8,789	-47%
Bylaw	51,458	48,322	3,136	29,912	142,698	(112,786)	21,546	(94,376)	115,922	538%
TOTAL PROTECTIVE SERVICES	\$ 62,381	\$ 59,030	\$ 3,351	\$ 107,034	\$ 227,652	-\$ 120,618	-\$ 44,653	-\$ 168,622	\$ 123,969	74%
Municipal Planning	31,796	15,750	16,046	132,869	145,428	- 12,559	(101,073)	(129,678)	28,605	-28%
Economic Development	2,500	5,850	- 3,350	102,174	119,373	- 17,199	(99,674)	(113,523)	13,849	-14%
Safe Communities	-	60	60	143	680	- 537	(143)	(620)	477	-333%
TOTAL PLANNING & DEVELOPMEN	\$ 34,296	\$ 21,600	\$ 12,696	\$ 235,043	\$ 264,801	-\$ 29,758	-\$ 200,747	-\$ 243,201	\$ 42,454	17%
Public Works - Roads	18,312	13,256	5,056	427,724	511,518	- 83,794	(409,412)	(498,262)	88,850	-22%
Storm Sewer & Drain	70,500	48,500	22,000	152,979	107,979	45,000	(82,479)	(59,479)	(23,000)	28%
Water	577,980	567,943	10,037	519,245	603,637	(84,392)	58,735	(35,694)	94,430	161%
Sewer	376,657	380,370	- 3,713	401,238	444,256	(43,018)	(24,580)	(63,886)	39,306	-160%
Garbage	116,122	114,035	2,087	128,127	149,017	(20,890)	(12,006)	(34,982)	22,976	-191%
Cemetery	24,220	13,000	11,220	13,369	17,149	(3,780)	10,852	(4,149)	15,001	138%
TOTAL PUBLIC WORKS	\$ 1,183,792	\$ 1,137,104	\$ 46,688	\$ 1,642,682	\$ 1,833,556	-\$ 190,874	-\$ 458,890	-\$ 696,452	\$ 237,562	34%
FCSS	75,981	58,138	17,843	99,697	121,839	- 22,142	(23,716)	(63,701)	39,985	-169%
TOTAL FCSS	\$ 75,981	\$ 58,138	\$ 17,843	\$ 99,697	\$ 121,839	-\$ 22,142	-\$ 23,716	-\$ 63,701	\$ 39,985	63%
Parks	77,605	73,540	4,065	119,096	171,567	- 52,471	(41,492)	(98,027)	56,536	-136%
Arena	284,495	258,569	25,926	328,271	377,705	- 49,434	(43,776)	(119,136)	75,360	-172%
Recreation	198,512	204,134	- 5,622	214,208	234,516	- 20,308	(15,696)	24,053	(39,749)	253%
TOTAL REC & COMMUNITY SERVICE	\$ 560,611	\$ 332,109	\$ 24,368	\$ 661,575	\$ 783,788	-\$ 122,213	-\$ 100,964	-\$ 193,110	\$ 92,146	48%
Library	-	-	-	64,405	65,181	- 776	(64,405)	(65,181)	776	-1%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 64,405	\$ 65,181	-\$ 776	-\$ 64,405	-\$ 65,181	\$ 776	1%
Total Excl. General Municipal	\$ 1,945,027	\$ 1,631,871	\$ 109,023	\$ 3,552,510	\$ 4,074,896	-\$ 522,386	-\$ 1,607,482	-\$ 2,443,025	\$ 835,543	-52%
Total Incl. General Municipal	\$ 4,673,563	\$ 4,342,522	\$ 126,907	\$ 4,015,236	\$ 4,539,730	-\$ 524,494	\$ 658,327	-\$ 197,208	\$ 855,535	

Variance Report Notes

Reporting Period: up to December 31, 2025

Municipal:

There are still outstanding year-end entries to be completed and outstanding year-end invoices. 95% of taxes have been collected at year end compared to 97% at year end last year. Penalties collected on taxes for the year are \$5,046 under budget. Franchise fee revenues are currently under budget by \$26,242, with some outstanding. Investment revenue is currently over budget by \$44,607.

Administration

Sales of goods and services are over budget by \$4,076. Legal is over budget by \$4,490 but should be offset by surplus in other department areas. Consultants is over budget by \$32,500 for temporaring CAO services, but this should be offset by wages and salaries.

Protective Services:

Bylaw fines revenues are \$1,416 higher than budgeted and animal licenses revenue is \$1,720 higher than budgeted. Bylaw revenue budgeted from the LGFF operating grant was received \$45,272. The RCMP invoice has not yet been received.

Roads, Water & Sewer:

Roads revenue from the sale of asphalt millings, \$5,056. Revenue budgeted from the LGFF operating grant was received \$13,256. Water sales are over budget by \$965. Bulk water sales are over budget by \$7,992. Penalties are over budget by \$3,040. Revenue received from the LGFF operating grant budgeted to water was \$13,256. Sewer sales were under budget by \$3,833 and connections over budget by \$120. Revenues in water and sewer fluctuate throughout the year; water and sewer are close to budget. Bulk water sales can fluctuate based on seasons. Expenses overall are currently under budget for water, wastewater, and garbage services.

Storm Water

Expenses for contracted services for the storm water projects; these expenses will be offset by approved transfers from reserves and grants for the project. Received the LGFF operating grant budgeted to fund the Springbrook Drainage study of \$45,000. Reserve transfers are completed with the year-end entries. \$10,000 re-allocated from investment income surplus to fund drainage projects. The Stormwater Park project expenses are offset by grant funding that is not yet reflected in revenue.

Economic Development & Planning:

Municipal planning sales are under budget by \$833 while business licenses are over budget by \$1,405. Legal currently under budget by \$24,514. \$2,500 economic development revenue is the community grant received from Pembina Pipelines.

FCSS & Community Services:

Revenue includes the grant received from Edmonton Community Foundation \$17,000.

Other grants received are under budget by \$1,125.

Program revenues are under budget within recreation, however some programs did not run, so there are no offsetting expenses.

Cemetery:

Plot sales are over budget by \$14,020 and open and close fees are over budget by \$200.

Recreation, Parks & Arena

The Sturgeon Recreation Funding Grant has been received, a total of \$337,758.

Parks revenue is over budget due to the agreement for rental of ball diamond #1.

Arena sales are over budget - rental of ice slab for ball hockey has contributed additional unexpected revenue.



Finance Quarterly Report

Q4 – January 1 to December 2025

The following report presents departmental operating and capital revenues and expenditures for the fourth quarter of the 2025 fiscal year, encompassing actual financial results from January 1 to December 31, 2025. The purpose of this report is to provide Council with a clear and comprehensive overview of the Town's financial performance to date, enabling informed oversight and fiscal accountability.

Staff closely monitors all purchases and expenditures to ensure they remain within the approved budget parameters, with ongoing efforts to identify efficiencies and cost savings where feasible.

Pursuant to Council's direction, consultant costs have been segregated into dedicated general ledger accounts to enhance the accuracy and transparency of financial reporting. Consultant expenditures include professional services such as engineering, property assessment, accounting and auditing, and municipal planning and development support. Not all departments have incurred consultant-related costs during this reporting period; however, their inclusion provides a more detailed and transparent representation of the Town's financial activity.

This report has been prepared with care and due diligence to ensure the information presented is accurate, consistent, and reflective of current financial conditions.

At the time of preparing this report, there are still outstanding invoices and year-end financial transactions that will occur prior to the audit, which is scheduled for the second week in February 2026.

GENERAL MUNICIPAL

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TAXATION (INCLUDING REQUISITIONS)	2,329,863	2,330,343	- 480	0%
FRANCHISE FEES	227,842	254,084	- 26,242	-12%
INVESTMENTS	170,831	126,224	44,607	26%
TOTAL REVENUES	2,728,535	2,710,651	17,884	1%
Expenses:				
TAXATION REQUISITIONS	462,727	464,834	- 2,107	0%
TOTAL EXPENSES	462,727	464,834	- 2,107	0%
Net Surplus (Deficit)	2,265,809	2,245,817	19,992	1%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Taxation includes adjustments to municipal taxes for reassessed properties and penalties for taxes that are under budget for the quarter. The reassessed properties resulted in a decrease of \$128 in tax revenue. Penalties on taxes are under budget for the year by \$5,046.

Franchise fees are under budget for the year, though ATCO fees for December are still outstanding, which will increase the revenue by an estimate of \$6,200. Franchise fees are collected from the delivery tariff revenue from ATCO and the transmission and distribution revenue from Fortis. Both these revenue sources are affected by customer usage as well as weather conditions.

Investment revenue is collected from the funds in our ATB Business operating account. Some of these funds have been re-allocated per Council resolution to fund *unplanned expenses* for the EV Chargers (\$1,000) and the drainage study on Hwy 28 and 51st Street (\$10,000).

Taxation requisitions include the ASFF school requisitions and the Homeland Housing seniors' requisition. The final installment for the school requisitions was paid for in December. Both requisitions were under budget slightly for the year.

ADMINISTRATION

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	21,466	17,390	4,076	23%
GRANTS	2,500	2,500	0	0%
TRANSFERS FROM RESERVES	4,000	4,000	0	0%
TOTAL REVENUES	27,966	23,890	4,076	17%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	378,528	416,963	(38,435)	-9%
CONSULTANTS & PROFESSIONAL FEES	57,336	30,507	26,829	88%
CONTRACTED SERVICES & RENTALS	79,401	87,386	(7,985)	-9%
GOODS & SUPPLIES	14,110	18,350	(4,240)	-23%
INSURANCE	28,413	28,466	(53)	0%
LEGAL SERVICES	19,490	15,000	4,490	30%
MEMBERSHIPS & REGISTRATIONS	5,821	10,488	(4,667)	-44%
OTHER - FINANCE CHARGES/DEBENTURES	9,119	9,580	(461)	-5%
TRANSFERS TO RESERVES	21,000	21,000	0	0%
UTILITIES	12,408	12,548	(140)	-1%
TOTAL EXPENSES	625,625	650,288	(24,663)	-4%
Net Surplus (Deficit)	(597,658)	(626,398)	28,740	-5%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Sales and user fees encompass revenue generated from tax certificates, landfill permit replacements, NSF fees, and administrative charges for utility arrears services.

The \$2,500 is a portion of the LGFF Operating grant budgeted to offset the purchase of the cheque printer for administration, which has increased efficiency for the accounts payable department.

Consultants and professional fees include the services for the auditor, \$8,750 actual and assessor, \$16,085 actual, which is under budget by \$722. The audit has a remaining budget for pre-audit work completed within the last quarter, typically billed at \$5,000.

Legal services are over budget by \$4,490, which is offset by surplus in other expenses within the administration department.

Unplanned expenses within administration include the following:

- Registration for Town Manager for the ABMunis President's Summit and Municipal Leaders' Caucus funded by unused funds from Council's per diem budget. (Resolution #25-024).

- Emergency lighting repair/replacement up to \$3,300 funded by surplus taxation revenue collected per Resolution #25-287 and \$2,200 re-allocated from road revenue from the sale of asphalt millings.
- Warranty extension for the solar farm. The total expense of \$6,450 was allocated to the contracted services of each department where power costs are offset by the solar credits.

EV CHARGERS

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	1,371	750	621	83%
TOTAL REVENUES	1,371	750	621	83%
Expenses:				
CONTRACTED SERVICES & RENTALS	5,750	6,025	(275)	-5%
GOODS & SUPPLIES	0	1,400	(1,400)	-100%
TOTAL EXPENSES	5,750	7,425	(1,675)	-23%
Net Surplus (Deficit)	(4,379)	(6,675)	2,296	-34%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Sales and user fees include a transfer of \$1,000 from investment revenue, as per Resolution #25-365, to cover the *unplanned expense* of the \$1,000 insurance deductible resulting from the vandalism of the EV charger.

Contracted services and rentals include monthly fees from customer usage of the chargers, the subscription network fee, data fees, and SIM services. These fees are in line with the budget to date. Contracted services also includes an *unplanned expense* of \$690 for coolant level refill maintenance for the chargers, which was paid for with contingency for maintenance.

COUNCIL

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0		
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	90,496	101,300	(10,804)	-11%
CONTRACTED SERVICES & RENTALS	5,204	4,562	642	14%
GOODS & SUPPLIES	2,177	2,600	(423)	-16%
INSURANCE	2,811	2,667	144	5%
MEMBERSHIPS & REGISTRATIONS	10,531	13,115	(2,584)	-20%
UTILITIES	1,607	1,547	60	4%
TOTAL EXPENSES	112,826	125,791	(12,965)	-10%
Net Surplus (Deficit)	(112,826)	(125,791)	12,965	-10%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Contracted services are the IT managed services allocation for Council, which is slightly over budget due to the new contract for IT services and the purchase of new council laptops. This was not an unplanned expense, but actual amounts were unknown at the time of the budget.

Resolution #25-285 directed the allocation of \$500 per councillor for Bloom CME webinar-related per diems. This was an *unplanned expense* and funded from the contingency in Council per diems.

ELECTION

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
GOODS & SUPPLIES	1,361	2,000	(639)	-32%
TOTAL EXPENSES	1,361	2,000	(639)	-32%
Net Surplus (Deficit)	(1,361)	(2,000)	639	-32%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget)

Election expenses are under budget and include advertising, ballot printing, and other supplies.

BYLAW

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	6,186	3,050	3,136	103%
GRANTS	45,272	45,272	0	0%
TOTAL REVENUES	51,458	48,322	3,136	6%
Expenses:				
CONTRACTED SERVICES & RENTALS	30,604	120,448	(89,844)	-75%
GOODS & SUPPLIES	181	250	(69)	-27%
LEGAL SERVICES	(874)	22,000	(22,874)	-104%
TOTAL EXPENSES	29,912	142,698	(112,786)	-79%
Net Surplus (Deficit)	21,546	(94,376)	115,922	-123%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Sales and user fees revenue is over budget due to fines distributions (revenue from fines charged by bylaw/RCMP and received from the province), received over budget by \$1,416 and animal license revenue over budget by \$1,720.

The portion of the LGFF operating grant, \$45,272, has been allocated to offset bylaw services.

Contracted services include bylaw services from Sturgeon County, which are in line with the budget, as well as RCMP police costs. This invoice has not been received yet. The budget for RCMP police funding is \$73,176.

Legal services are under budget due to transfers of legal costs to the applicable tax roll for the structural fire at 4742 51st Avenue. Costs from 2024 were also included in the transfer, bringing the legal services budget to a surplus position of \$874.

EMERGENCY MANAGEMENT

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	18,085	20,085	(2,000)	-10%
GOODS & SUPPLIES	308	500	(192)	-38%
MEMBERSHIPS & REGISTRATIONS	0	7,058	(7,058)	-100%
TOTAL EXPENSES	18,854	27,643	(8,789)	-32%
Net Surplus (Deficit)	(18,854)	(27,643)	8,789	-32%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Memberships and registrations include the expense for SREMP membership, which hasn't been paid for yet. This invoice will be accrued for the year prior to the audit if not received by the end of January.

FIRE

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	10,923	10,708	215	2%
TOTAL REVENUES	10,923	10,708	215	2%
Expenses:				
CONTRACTED SERVICES & RENTALS	41,243	40,861	382	1%
TRANSFERS TO RESERVES	10,000	10,000	0	0%
UTILITIES	7,025	6,450	575	9%
TOTAL EXPENSES	58,269	57,311	958	2%
Net Surplus (Deficit)	(47,346)	(46,603)	(743)	2%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Sales and user fees are the rental of the fire hall received from Sturgeon County per the agreement.

Contracted services include the agreement for fire services from Sturgeon County, which was \$618 over budget. The contract states that increases for the budget year will be 2% or CPI, whichever is greater, and the budget estimated an increase of 3%. Services for Parkland County dispatch are \$202 under budget.

The fire hall maintenance expenses are under budget; however, there was an increase in fire hall maintenance from January through May, which included door repairs and troubleshooting of the sewer smell issue. These items were *unplanned expenses*; however, they were covered within the maintenance budget. Total expenses for building maintenance are \$6,466 with a budget of \$6,500.

An insurance deductible of \$1,000 was paid for water damage that occurred and was repaired. This was an *unplanned expense* covered by surplus available in other departments.

PLANNING

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	7,071	7,000	71	1%
TRANSFERS FROM RESERVES	24,725	8,750	15,975	183%
TOTAL REVENUES	31,796	15,750	16,046	102%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	0	360	(360)	-100%
CONSULTANTS & PROFESSIONAL FEES	93,459	75,000	18,459	25%
CONTRACTED SERVICES & RENTALS	14,269	94,394	(80,125)	-85%
GOODS & SUPPLIES	1,039	2,788	(1,749)	-63%
LEGAL SERVICES	10,485	35,000	(24,515)	-70%
MEMBERSHIPS & REGISTRATIONS	0	180	(180)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	12,542	12,591	(49)	0%
UTILITIES	435	115	320	278%
TOTAL EXPENSES	132,230	220,428	(88,198)	-40%
Net Surplus (Deficit)	(100,434)	(204,678)	104,244	-51%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

The transfers from reserves are over budget due to resolutions passed to cover the Level II environmental assessment additional cost, and the removal of the commercial sign.

The consultants and professional fees include the following:

- Planning and development services, \$50,000
- Engineering services, \$10,000

- Environmental site assessment Plan 9022300 Lot 2, \$21,750. The budget allocated \$8,750 from the General Reserve (Resolution #25-031) and an additional \$13,000 from the General Reserve (Resolution #25-216). The additional \$13,000 was an *unplanned expense*.
- Engineering for 51st Street Development \$11,710

Contracted services include the cost of removing the electronic highway sign, actual \$2,975, which was funded by a transfer from the Gateway Plan Reserve per Resolution #25-144. This was an *unplanned expense*.

Legal services include fees for engaging Lidstone Barristers and Solicitors to negotiate the purchase of land for the stormwater park project on behalf of the Town per Resolution #25-215. This was an *unplanned expense*, and actuals to date are \$2,452 and are covered within the legal budget.

DEVELOPMENT

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	0	5,850	(5,850)	-100%
DONATIONS	2,500	0	2,500	
TOTAL REVENUES	2,500	5,850	(3,350)	-57%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	87,942	93,419	(5,477)	-6%
CONTRACTED SERVICES & RENTALS	7,860	10,433	(2,573)	-25%
GOODS & SUPPLIES	955	7,487	(6,532)	-87%
MEMBERSHIPS & REGISTRATIONS	1,086	1,896	(810)	-43%
UTILITIES	4,970	6,138	(1,168)	-19%
TOTAL EXPENSES	102,813	119,373	(16,560)	-14%
Net Surplus (Deficit)	(100,313)	(113,523)	13,210	-12%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

The sales and user fees revenue is the revenue expected from the trade agreement with Mix 107.9, offset by the expense in the same amount in goods and supplies; however, with the removal of the commercial sign, this agreement is no longer applicable. The donation received is a community grant from Pembina Pipelines.

Contracted services and rentals include expenses for IT managed services and the allocation for the website, which are in line with the budget. This line also includes allocations for a business showcase that have not been spent, totaling \$1,800.

Investment attraction magazines were ordered per Resolution #25-242, at a cost of \$200, which was an *unplanned expense* but covered by contingency within the department budget.

SAFE COMMUNITIES

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	0	60	(60)	-100%
TOTAL REVENUES	0	60	(60)	-100%
Expenses:				
GOODS & SUPPLIES	143	680	(537)	-79%
TOTAL EXPENSES	143	680	(537)	-79%
Net Surplus (Deficit)	(143)	(620)	477	-77%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

The budget includes expenditure for Coffee with a Cop, Pop with a Cop, and Crime Prevention seminars. Expenses to date are minimal, or, due to timing, have not yet been received.

FCSS

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	5,914	4,445	1,469	33%
GRANTS	66,693	49,193	17,500	36%
OTHER REVENUES	875	2,000	(1,125)	-56%
TRANSFERS FROM RESERVES	2,500	2,500	0	0%
TOTAL REVENUES	75,981	58,138	17,843	31%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	72,706	84,693	(11,987)	-14%
CONTRACTED SERVICES & RENTALS	9,793	11,327	(1,534)	-14%
GOODS & SUPPLIES	13,057	20,874	(7,817)	-37%
INSURANCE	0	300	(300)	-100%
MEMBERSHIPS & REGISTRATIONS	346	650	(304)	-47%
TOWN DONATIONS	1,500	1,500	0	0%
UTILITIES	2,294	2,495	(201)	-8%
TOTAL EXPENSES	99,697	121,839	(22,142)	-18%
Net Surplus (Deficit)	(23,716)	(63,701)	39,985	-63%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Revenue from the sales and user fees includes program revenue collected from summer programs, community art night, community field trips, and Bon Accord Connects table fees.

The FCSS grant for the year is \$44,393; additional grants received include the Edmonton Community Foundation grant for \$17,000 for the Rooted in Wellness program series, \$600 from Volunteer Alberta, \$4,200 from the Canada Summer Jobs grant, and \$500 from wildfire preparedness.

Other revenue includes donations collected towards Halloween Spooktacular, the Seniors Week BBQ, and Winter Wonderfest. The Bon Accord & District Ag Society awarded the Town two donations for Halloween and Seniors Week. The transfer from reserves was allocated to offset the rental of the community hall for summer programs and was transferred from last year's surplus.

Contracted services and rentals are under budget; summer programs had to move out of the Community Hall in July, therefore, only \$888 of the rental was spent.

The Community FCSS Grant within Town Donations has been allocated to support programs at the community hall, ensuring the continuity of Town programs, services, and community events (Resolution #25-359). This total expenditure of \$3,500 was an

unplanned expense, funded by the \$1,500 from the Community FCSS Grant, \$1,400 re-allocated from road revenue from the sale of asphalt millings, and \$600 from Town Donations.

The membership and registration include the FCSSAA membership, which has been paid, and the budget also includes allowances for the conference registration.

RECREATION

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	3,709	7,251	(3,542)	-49%
DONATIONS & SPONSORSHIPS	3,500	5,500	(2,000)	
GRANTS	191,303	191,383	(80)	0%
TOTAL REVENUES	198,512	204,134	(5,622)	-3%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	60,320	66,537	(6,217)	-9%
CONTRACTED SERVICES & RENTALS	35,317	40,451	(5,134)	-13%
GOODS & SUPPLIES	7,139	13,987	(6,848)	-49%
MEMBERSHIPS & REGISTRATIONS	410	285	125	44%
TOWN DONATIONS	8,605	11,480	(2,875)	-25%
TRANSFERS TO RESERVES	100,000	100,000	0	0%
UTILITIES	2,416	1,776	640	36%
TOTAL EXPENSES	214,208	234,516	(20,308)	-9%
Net Surplus (Deficit)	(15,696)	(30,382)	14,686	-48%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Revenue from sales and user fees includes program fees for adult field trips, pickleball, and adult art nights out. Some budgeted programs (comedy night, karaoke night, and yoga sessions) did not occur due to logistics in scheduling; therefore, there is no revenue or matching expenditures for these items.

Donations received include \$1,500 towards Canada Day fireworks and \$2,000 for Music in the Park.

Contracted services include IT managed services, \$6,690, Canada Day fireworks, \$5,500, Music in the Park, \$12,650, and Harvest Days fireworks \$5,286, and parade candy for the community services float \$173. Costs for the end of year events such as Winter Wonderfest are still coming in.

Town donations include Golden Gems, \$1,600, Communities in Bloom, \$1,380, Sturgeon County golf tournament, \$750, Harvest Days \$3,500, and Bon Accord Community Church, \$675, and the \$600 for the community hall mentioned above.

ROADS

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	5,056	0	5,056	#DIV/0!
GRANTS	13,256	13,256	0	0%
TOTAL REVENUES	18,312	13,256	5,056	38%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	162,714	174,565	(11,851)	-7%
CONTRACTED SERVICES & RENTALS	63,689	81,077	(17,388)	-21%
FUEL	18,232	28,550	(10,318)	-36%
GOODS & SUPPLIES	27,870	50,845	(22,975)	-45%
INSURANCE	14,571	14,728	(157)	-1%
OTHER - FINANCE CHARGES/DEBENTURES	18,817	18,885	(68)	0%
REPAIRS & MAINTENANCE	8,829	19,500	(10,671)	-55%
TRANSFERS TO RESERVES	25,000	25,000	0	0%
UTILITIES	88,003	98,368	(10,365)	-11%
TOTAL EXPENSES	427,724	511,518	(83,794)	-16%
Net Surplus (Deficit)	(409,412)	(498,262)	88,850	-18%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Revenue received has been collected from the sale of asphalt millings to contractors/businesses in the area. Some of this revenue has been allocated by resolution to offset unexpected expenditures in other departments.

Contracted services and rentals include general monthly expenses for IT managed services, Work Alone app, cleaning services, and GIS:

- Funding allocated for snow removal, which is currently under budget by \$8,630.
 - With the snow fall at the end of December, there has been some overtime that will be charged to snow removal.
- Dust control for the annexed roads, and LS Road, actual \$3,139; budget \$3,500.
- Street sweeping actual \$7,213; budget \$6,500 (offset by contingency).
- Line painting actual \$4,047; budget \$7,500.
- Road patching on 51st avenue actual \$13,760, budgeted from contingency.
- 2000 hour service completed on the John Deere Grader actual \$10,413, budgeted from contingency.

The goods & supplies budget includes general shop supplies and the following:

- Sand & salt actual \$2,877; budget \$10,000.
- Gravel actual \$7,694; budget \$2,500 (offset by contingency).
- Emulsion totes actual \$2,300; budget \$15,000.

The debenture is the portion of the solar farm debenture.

STORM

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
GRANTS	45,000	45,000	0	0%
TRANSFERS FROM RESERVES	25,500	3,500	22,000	629%
TOTAL REVENUES	70,500	48,500	22,000	45%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	22,364	24,183	(1,819)	-8%
CONTRACTED SERVICES & RENTALS	108,414	58,500	49,914	85%
GOODS & SUPPLIES	1,919	2,000	(81)	-4%
REPAIRS & MAINTENANCE	0	1,000	(1,000)	-100%
TRANSFERS TO RESERVES	20,283	22,296	(2,013)	-9%
TOTAL EXPENSES	152,979	107,979	45,000	42%
Net Surplus (Deficit)	(82,479)	(59,479)	(23,000)	39%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

The grant of \$45,000 is an allocation of the LGFF operating grant and offsets the Springbrook Drainage study cost.

\$10,000 has been re-allocated from the investment revenue surplus (currently in transfers from reserves) to fund the drainage study for 47th Avenue, 51st Street, and Highway 28, as per Resolution #25-366. Additionally, \$12,000 has been transferred from the Stormwater Reserve, as per Resolution #25-331. This study is an *unplanned expense*. Actual spend for invoices received to date is \$12,960.

Contracted services include funding for the land value appraisal (*Resolution 25-126*) for land sale negotiations to be funded from the stormwater system projects reserve fund for \$3,500. The cost of the appraisal came in at \$3,240. This appraisal was also an *unplanned expense*.

Expenses for the Stormwater Park are also included in contracted services; this project is funded by grants (Drought and Flood Protection and the Federation of Canadian Municipalities) and reserves. Actual spending to date for the Stormwater park is \$47,520.

WATER

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	564,724	554,687	10,037	2%
GRANTS	13,256	13,256	0	0%
TOTAL REVENUES	577,980	567,943	10,037	2%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	133,121	146,017	(12,896)	-9%
CONTRACTED SERVICES & RENTALS	30,427	62,168	(31,741)	-51%
GOODS & SUPPLIES	3,044	5,183	(2,139)	-41%
INSURANCE	8,014	7,948	66	1%
MEMBERSHIPS & REGISTRATIONS	0	477	(477)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	100,108	106,392	(6,284)	-6%
REPAIRS & MAINTENANCE	7,056	14,000	(6,944)	-50%
TRANSFERS TO RESERVES	38,444	38,444	0	0%
UTILITIES	199,031	222,668	(23,637)	-11%
TOTAL EXPENSES	519,245	603,297	(84,052)	-14%
Net Surplus (Deficit)	58,735	(35,354)	94,089	-266%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Water sales are under budget \$965 and bulk water sales are over budget by \$7,992. Water sales for both utility accounts and bulk water are impacted by customer usage and can fluctuate throughout the seasons. Penalties on utility bills are over budget by \$3,040.

Contracted services include expenditures to date for IT managed services, the Work Alone app, and bulk water web services through Flowpoint. Software for the handheld meter reader is included within contracted services, actual \$5,106; budget \$6,000.

Utilities include water purchases from the commission, which are under budget by \$2,470 as the December invoice is outstanding, as well as power and gas. Power is under budget by \$1,056, while gas is under budget by \$668; the power and gas billing for December is outstanding.

Repairs and maintenance includes the purchase of water meters, actual of \$5,532.

The debenture payment expenditures include payment for the debenture for the water reservoir and an allocation for the solar farm debenture.

WASTEWATER

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	376,657	380,370	(3,713)	-1%
TOTAL REVENUES	376,657	380,370	(3,713)	-1%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	108,288	114,669	(6,381)	-6%
CONTRACTED SERVICES & RENTALS	40,503	66,432	(25,929)	-39%
GOODS & SUPPLIES	3,975	5,183	(1,208)	-23%
INSURANCE	2,914	2,718	196	7%
OTHER - FINANCE CHARGES/DEBENTURES	18,817	18,885	(68)	0%
REPAIRS & MAINTENANCE	2,866	7,500	(4,634)	-62%
TRANSFERS TO RESERVES	27,296	27,296	0	0%
UTILITIES	196,579	201,573	(4,994)	-2%
TOTAL EXPENSES	401,238	444,256	(43,018)	-10%
Net Surplus (Deficit)	(24,580)	(63,886)	39,306	-62%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Wastewater sales are currently under budget by \$3,833. Similar to water, sales are impacted by customer usage and can fluctuate throughout the seasons.

Contracted services include expenditures to date for IT managed services, the Work Alone app, as well as services for main and service line inspections and repairs. The lift station cleaning was completed in October with an actual cost of \$2,250, budget of \$2,000, the overage covered by contingency in contracted services.

Repairs and maintenance include the cost of a pumper sanitation hose for \$2,408.

The debenture payment expenditures are for the allocation of the solar farm debenture.

Wastewater services to Arrow Utilities are over budget by \$2,399. These numbers are affected by usage. Power and gas are also under budget by a total of \$3,300 with the final year-end billing not yet received.

WASTE COLLECTION

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	116,122	114,035	2,087	2%
TOTAL REVENUES	116,122	114,035	2,087	2%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	28,634	30,341	(1,707)	-6%
CONTRACTED SERVICES & RENTALS	98,449	106,662	(8,213)	-8%
GOODS & SUPPLIES	944	1,033	(89)	-9%
TRANSFERS TO RESERVES	10,880	10,880	0	0%
UTILITIES	100	101	(1)	-1%
TOTAL EXPENSES	139,007	149,017	(10,010)	-7%
Net Surplus (Deficit)	(22,886)	(34,982)	12,096	-35%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Waste collection sales are over budget by \$2,087. These numbers are affected by landfill usage, bin replacement costs, and increases or decreases in households utilizing the service.

Contracted services include expenditures to GFL Environmental for waste collection, which is under budget to date by \$6,544 for the reporting period with the December billing outstanding, and Roseridge landfill weights, which are over budget by \$4,948. An outstanding 2024 Roseridge invoice was paid in 2025, incurring additional unexpected charges of \$2,536 for 2025. Costs from Roseridge are impacted by customer usage and can fluctuate throughout the seasons.

CEMETERY

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	24,220	10,000	14,220	142%
TRANSFERS FROM RESERVES	3,000	3,000	0	0%
TOTAL REVENUES	27,220	13,000	14,220	109%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	10,932	11,649	(717)	-6%
CONTRACTED SERVICES & RENTALS	2,128	3,500	(1,372)	-39%
GOODS & SUPPLIES	0	500	(500)	-100%
REPAIRS & MAINTENANCE	309	1,500	(1,191)	-79%
TOTAL EXPENSES	13,369	17,149	(3,780)	-22%
Net Surplus (Deficit)	13,852	(4,149)	18,001	-434%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Open and close fees are \$5,200 to date and plot sales are \$19,020.

The transfer from reserves (from last year's surplus) was budgeted to offset the cost of the cemetery bylaw review. Costs to date for the bylaw review are \$1,036.

Resolution #25-032 directed administration to reimburse cemetery open and close fees of \$472.50, reflected in sales and user fees.

Resolution #25-056 approved the reimbursement of additional fees for the cemetery as discussed.

PARKS

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	16,065	950	15,115	1591%
GRANTS	61,539	61,539	0	0%
TRANSFERS FROM RESERVES	11,051	11,051	0	0%
TOTAL REVENUES	88,656	73,540	15,116	21%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	93,965	123,568	(29,603)	-24%
CONTRACTED SERVICES & RENTALS	14,081	21,135	(7,054)	-33%
FUEL	0	3,500	(3,500)	-100%
GOODS & SUPPLIES	3,924	10,550	(6,626)	-63%
MEMBERSHIPS & REGISTRATIONS	110	500	(390)	-78%
OTHER - FINANCE CHARGES/DEBENTURES	5,759	5,780	(21)	0%
REPAIRS & MAINTENANCE	518	6,000	(5,482)	-91%
UTILITIES	738	534	204	38%
TOTAL EXPENSES	119,096	171,567	(52,471)	-31%
Net Surplus (Deficit)	(30,441)	(98,027)	67,587	-69%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Sales and user fees are over budget due to the agreement signed for the rental of ball diamond #1.

Grants include the Sturgeon Recreation Grant of \$57,339. The Canada Summer Jobs grant was \$4,200 for the summer parks staff.

Contracted services and rentals include the following expenditures to date:

- IT managed services, actual \$5,900; budget \$6,635
- Tree maintenance and removal, actual \$5,250; budget \$5,000 (overage covered by contingency)
- Porta potty services for Archie Jenkins Park and Centennial Park, actual \$3,294; budget \$5,000.

The debenture expenditure is for the skateboard park.

ARENA

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	185,926	160,000	25,926	16%
GRANTS	91,069	91,069	(0)	0%
TRANSFERS FROM RESERVES	7,500	7,500	0	0%
TOTAL REVENUES	284,495	258,569	25,926	10%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	170,679	172,427	(1,748)	-1%
CONTRACTED SERVICES & RENTALS	39,903	55,682	(15,779)	-28%
GOODS & SUPPLIES	3,130	3,000	130	4%
INSURANCE	15,299	15,496	(197)	-1%
MEMBERSHIPS & REGISTRATIONS	172	546	(374)	-68%
OTHER - FINANCE CHARGES/DEBENTURES	48,559	57,938	(9,379)	-16%
REPAIRS & MAINTENANCE	1,535	5,500	(3,965)	-72%
TRANSFER TO CAPITAL	0	5,700	(5,700)	-100%
UTILITIES	48,992	61,416	(12,424)	-20%
TOTAL EXPENSES	328,271	377,705	(49,434)	-13%
Net Surplus (Deficit)	(43,776)	(119,136)	75,360	-63%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

Sales and user fees are generally higher in the last quarter of the year.

Contracted services and rentals include the following expenditures to date:

- IT managed services, actual \$5,900; budget \$6,635.
- Ice knife sharpening, actual \$640; budget \$750.
- Annual ice plant maintenance agreement, actual \$6,385; budget \$5,000 (overage covered by contingency).
- Additional start-up repairs, actual \$2,613, covered by contingency.
- Fire Protection services, actual \$1,926; budget \$1,300 (overage covered by contingency).
- Lift permit, actual \$126; budget \$130.
- Furnace and duct cleaning, actual \$3,477; budget \$7,500, covered by a budgeted transfer from reserves, which was last year's surplus.
- Kitchen exhaust fan cleaning, actual \$477; budget \$500.
- Installation of grease trap, actual \$4,022, covered by contingency.
- Installation of audible strobe fire alarms, actual \$3,930, covered by contingency.
- Troubleshooting brine pump, actual \$2,108, covered by contingency.

Debenture payments are for the ice plant debenture and an allocation for the solar farm debenture.

LIBRARY

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	-	-	-	#DIV/0!
Expenses:				
CONTRACTED SERVICES & RENTALS	0	1,000	(1,000)	-100%
INSURANCE	1,457	1,456	1	0%
MEMBERSHIPS & REGISTRATIONS	11,475	11,475	(0)	0%
OTHER GRANTS - LIBRARY	47,232	47,232	0	
UTILITIES	4,241	4,018	223	6%
TOTAL EXPENSES	64,405	65,181	(776)	-1%
Net Surplus (Deficit)	(64,405)	(65,181)	776	-1%

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget *to date*)

Contracted services include expense allowances for building maintenance. Memberships and registrations include our payment to the Northern Lights Library system (NLLS) of \$8,363 and payment to the Bon Accord Public Library for the NLLS membership.

CAPITAL

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
GRANTS	150,000	270,720	(120,720)	-45%
OTHER REVENUES	0	5,700		-100%
TRANSFERS FROM RESERVES	50,654	48,000		6%
TOTAL REVENUES	200,654	324,420	0	-38%
Expenses:				
FIRE	0	30,000	(30,000)	-100%
ROADS	175,752	242,567	(66,815)	-28%
ARENA	0	5,700	(5,700)	-100%
BUILDINGS	42,493	46,153	(3,660)	-8%
TOTAL EXPENSES	218,245	324,420	(106,175)	-33%
Net Surplus (Deficit)	(17,591)	0	(17,591)	#DIV/0!

YTD from January 1, 2025 to December 31, 2025

Variances (Actual to Budget to date)

The Town received \$150,000 from the Regional Transportation Grant, which was unbudgeted. Budgeted grants include:

- Canada Community Building Fund (CCBF), \$70,720 utilized in 2025; carryforward of \$141,283 forecasted.
- Local Government Fiscal Framework (LGFF), \$200,000 utilized in 2025; carryforward of \$416,063 forecasted.

Capital Project Expenditures:

- 49th Street Mill & Overlay, actual to date \$175,752; budget \$200,000.
 - This project is funded in full by the LGFF Grant
- Salt & Sand Facility, actual to date \$26,166; budget \$46,153.
 - This project is funded partly by the CCBF grant \$28,153 and reserves \$18,000.
- Arena Elevator, actual to date \$0; budget \$5,700
 - Municipal taxes fund this project.
- Sidewalks, actual \$0; budget \$20,000
 - The CCBF grant funds this project
- Fire hydrant replacement, actual \$0; budget \$30,000
 - A transfer from reserves funds this project
- Road Project for Development at Parcel C, Plan 1854KS, actual \$0; budget \$22,567.
 - The CCBF grant funds this project.
- Administration Air Conditioning Unit Replacement, actual \$16,327, budget \$0
 - This project was funded by a transfer from the Facility Infrastructure Reserve per resolution #25-269. This was an *unplanned expense*.

RESERVES		Actual 2024	Budgeted 2025	Budgeted 2026
Schedule Per Policy :				
OPERATING				
General Reserve	Schedule A-1	847,920	645,170	642,425
Community Services	Schedule A-2	6,917	4,417	4,417
Facility Infrastructure Reserve	Schedule A-3	47,336	40,846	43,446
Parks & Recreation Reserve	Schedule A-4	22,101	0	0
Protective Services - COPS	Schedule A-5	2,255	2,255	0
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
CAPITAL				
Gateway Plan Reserve	Schedule B-1	14,471	11,471	11,471
Fleet & Equipment Reserve	Schedule B-2	1,577	1,577	1,577
Parks , Recreation, and Culture	Schedule B-3	100,000	333,881	438,881
Protective Services - Fire Reserve	Schedule B-4	86,506	66,506	46,506
Sewer System Projects	Schedule B-5	225,273	252,569	294,865
Storm Water System Projects	Schedule B-6	101,456	328,512	120,808
Transportation Projects	Schedule B-7	509,765	806,584	842,464
Veterans Park Reserve	Schedule B-8	-	-	-
Water System Projects	Schedule B-9	345,156	153,600	192,044
TOTALS		\$ 2,325,735	\$ 2,662,390	\$ 2,653,906
Unrestricted Surplus		\$ 1,878,507	\$ 1,072,807	unknown

*The reserve balance projected for 2025 includes the following impacts:

2025 Resolutions Impacting Reserves & Unrestricted Surplus	
Salt/Sand Storage DEPUTY MAYOR LARSON MOVED THAT Council approves the purchase and construction of the recommended salt/sand storage structure with \$28,153.00 funding from 2024 CCBF, \$18,000.00 from reserves, and the remainder of the cost out of 2024 salt/sand operating surplus budget.	25-012
Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged Information COUNCILLOR BIDNEY MOVED THAT Council directs administration to approve the Level II Environmental Site Assessment cost of \$8,750 funded by the General Reserve.	25-031
Fire Hall Maintenance Budget COUNCILLOR BIDNEY MOVED THAT Council approves the reallocation of \$2,500 from the Facility Infrastructure Reserve to Fire Hall Maintenance in the 2025 operating budget.	25-064

<p>Allocation of 2024 Surplus COUNCILLOR BIDNEY MOVED Council approves the allocation of 2024 surplus as presented. \$4,000 from administration surplus for Town office building duct cleaning. \$7,500 from parks surplus (Sturgeon Recreation grant funding) for arena duct cleaning. \$2,500 from FCSS surplus for summer programs space rental. \$3,000 from cemetery surplus for cemetery bylaw legal review.</p>	25-065
<p>Land Sale Negotiations – 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 DEPUTY MAYOR LARSON MOVED THAT Council accepts the information presented and approves the land value appraisal cost of \$3500 to be funded by the Stormwater System Projects Reserve Fund.</p>	25-126
<p>Digital Signs COUNCILLOR LAING MOVED THAT Council direct administration to remove the highway sign located at 4706 - 51 Street (old liquor store location) at a cost of no more than \$3000.00 + GST with funds allocated from the Gateway Plan Reserve and to store the sign at public works until Council can decide otherwise.</p> <p><u>MOTION TO AMEND</u> COUNCILLOR BIDNEY MOVED to amend the motion on the floor to dispose of the sign. 1 Opposed</p>	25-144
<p><u>UPDATED MOTION</u> COUNCILLOR LAING MOVED THAT Council direct administration to remove the highway sign located at 4706 - 51 Street (old liquor store location) at a cost of no more than \$3000.00 + GST with funds allocated from the Gateway Plan Reserve. 2 Opposed</p>	25-145
<p>FCM Grant Matching Funds DEPUTY MAYOR LARSON MOVED THAT Council approves an additional \$100,000 in matching funds for the Federation of Canadian Municipalities Implementation Projects: Adaptation in Action grant program (NA2 Nautilus Pond Phase Project), bringing the total approved matching fund contribution to \$200,000, as per resolution #24-301 and that these funds will be allocated from the General Reserve AND FURTHER THAT Council directs the Town Manager to sign the grant agreement for this funding.</p>	25-148

<p>Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged Information</p> <p>COUNCILLOR LAING MOVED THAT Council approves an additional \$13,000 to be funded by the General Reserve for the cost of environmental site testing prior to development.</p> <p>1 Opposed</p>	25-216
<p>Unrestricted Surplus</p> <p>COUNCILLOR BIDNEY MOVED THAT Council directs administration to move 2/3 of the \$405,700 from unrestricted surplus to Transportation Projects Reserve & 1/3 of the \$405,700 from unrestricted surplus to Parks, Recreation & Culture Reserve.</p>	25-247
<p>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.</p> <p>Councillor Laing requested a recorded vote.</p> <p>In Favour: Mayor Holden, Deputy Mayor Larson & Councillor Bidney</p> <p>Opposed: Councillor Laing & Councillor May</p>	25-268
<p>Request for Approval: Town Office Air Conditioner Unit Replacement</p> <p>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.</p> <p>Councillor May requested a recorded vote.</p> <p>In Favour: Mayor Holden, Deputy Mayor Larson, Councillor Bidney & Councillor Laing</p> <p>Opposed: Councillor May</p>	25-269
<p>Development Matter – ATIA Section 19 Disclosure harmful to business interests of a third party</p> <p>COUNCILLOR BIDNEY MOVED THAT Council rescinds resolution 25-303 and approves the transfer of \$12,000 from the Stormwater Reserve to the stormwater operating budget for the drainage engineering study for the intersection of highway 28, 47th Avenue and 51st Street.</p>	25-331
<p>Highway 28/51 Street Drainage – ATIA Section 19 Disclosure harmful to business interests of a third party</p> <p>COUNCILLOR LARSON MOVED THAT Council approves the transfer of \$230,000 from the Water Reserve to the Stormwater Reserve.</p>	25-493

COUNCILLOR MAY MOVED THAT Council approves the Highway 28/51 Street area drainage project, with funding to come from the Stormwater Reserve funds, and direct administration to continue discussions with Alberta Transportation in efforts to have Alberta Transportation to provide funding for this project.	25-494
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TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 20, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Library Board Appointment Correction
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Due to an oversight at the Organizational Meeting on October 30, 2025, administration is requesting a resolution to ensure the proper appointment of Councillor Tanya May and Councillor Cindy Gallant to the Bon Accord Public Library Board.

The benefit of this correction includes prevention of:

- Risk to the board and individuals (i.e.: The individual could be held personally liable for certain decisions)
- Invalid motions and decisions (i.e.: The votes of that board member would have been counted when they were not a valid member)

At the October 30, 2025 Organizational Meeting:

COUNCILLOR MAY MOVED THAT Council approves the 2025-2026 Council Appointments to Boards, Commissions and Committees with the amendment of the name change from Lacey Laing to Cindy Gallant.

Although Council approved the document that included the municipal library board appointments, specific details must be included in order to fulfill provincial requirements.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As per the attached sheet “Resolving Issues with Library Board Appointments”, best practice is to ensure the resolution contains:

- The first and last name of the individual who is being appointed,
- The legal name of the library board (Bon Accord Public Library Board),
- The word “appoint” rather than approve, and
- The term length or expiry date.

It is important to note that Council members are not appointed to the board as Council representatives but rather as individuals. A Council member appointed to the board

remains a member of that board even if they are no longer a member of Council, therefore, the first and last name of the appointed person as opposed to their title (i.e.: Mayor, Deputy Mayor, Councillor) should be used. It is also important to avoid the use of board positions (i.e.: officer, president, chair, etc.) as this would be determined by the board.

Councillor May and Councillor Gallant's appointments will be renewed annually at the Town's Organizational Meeting, therefore the expiry date for the appointment ending in 2026 has been set to expire October 31, as our Organizational meeting will be prior to this date, thus preventing any lapse in membership.

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)

Both of the following:

Resolution #1

THAT Council appoints Tanya May to the Bon Accord Public Library Board for a term expiring October 31, 2026.

Resolution #2

THAT Council appoints Cindy Gallant to the Bon Accord Public Library Board for a term expiring October 31, 2026.

Resolving Issues with Library Board Appointments

A Guide for Municipal Library Boards and Municipalities

Introduction

Municipal library boards are independent corporations established and governed under the *Libraries Act*. In order for a board to carry out its business legally, and uphold its responsibilities as a corporation, it is crucial that all board members be appointed in accordance with legislation.

Improper appointments pose a significant legal risk to the library board, the individuals serving on the board, and the establishing municipality; therefore, it is necessary to correct any issues as soon as they become apparent. This resource will guide you through the process of ensuring your municipal library board is legally appointed now and in the future.

Appointment basics

As per the *Libraries Act*, section 4, a municipal library board shall consist of 5 to 10 members appointed by municipal council. Of those members, *up to 2* (i.e. 0, 1 or 2 members) may be councillors of the municipality that established the board. Council must appoint *all* members of the board, not just those members who are also councillors.

All members are appointed for a term of up to 3 years and an individual may be re-appointed for up to 2 additional consecutive terms. Should council wish to re-appoint an individual beyond 3 consecutive terms, a special resolution is required to authorize the re-appointment.

It is also important to note that the authority to appoint members to a municipal library board rests solely with the council of the municipality that established the board.

The council of a neighbouring municipality cannot appoint to a library board they did not have a formal legislated role in establishing, regardless of any other agreements that may be in place. A neighbouring municipality may *recommend* an individual to serve on the board but the appointment of that individual must be made by the council of the establishing municipality.

Similarly, a library board cannot appoint members on its own. The board may play a significant role in recruiting prospective members but no individual is legally a member of the board until appointed by council. Furthermore, an individual's term on the board is always based on the term as appointed by council and not their board elected term as chair (or any other officer position).

For more general information on appointments, please consult the Public Library Services Branch (PLSB) fact sheet *Appointments to the Municipal Library Board*.

Resolving appointment issues

When a potential issue with library board appointments is identified, it is important that it be addressed as soon as possible. Municipal library boards and their municipalities can work together through the following steps to ensure all board members are legally appointed.

1. Verify appointment status of current board members

The first step is to verify the appointment status of all current board members. Some or all of the individuals serving on the board may have already been properly appointed. At this stage, the goal is to confirm whether or not there is an issue to resolve and, if so, the extent of that issue.

In order for an individual to have been properly appointed, there must be record of a motion to appoint made by the council of the municipality that established the board. The motions must also appoint the individual for a term that has not yet expired. You will likely need to look back through council meeting minutes to find record of appointment motions for each board member.

If you do find evidence of board appointments in council meeting minutes, verify that the motions include the necessary components. If a motion to appoint an individual is unclear or incomplete, then the appointment is invalid and will need to be resolved. At a minimum, the motion should:

- Include the first and last name of the individual being appointed
- Use the legal name of the library board – as per the *Libraries Act*, section 3, the legal name of a municipal library board is always the “[Name of municipality] Library Board”
- Use the word appoint – language like approve, confirm, etc., is unclear and suggests an entity other than council has made the appointment
- Include a term length or term expiry date

The elements of a valid appointment apply to *all* individuals appointed to the municipal library board, including those individuals who are also councillors. While councillors will often be appointed to the board at council's annual organizational meeting, it is important to note that the library board is not a committee of council and has its own appointment requirements defined by the *Libraries Act*.

If you are unsure whether or not a motion to appoint is satisfactory, please consult with Public Library Services Branch.

If you are able to locate motions appointing all individuals currently serving on the board, and all terms are current (i.e. not expired), then there is no issue to resolve and you can proceed to step 4.

If you are unable to locate motions appointing some or all individuals currently serving on the board, or the motions are unclear, incomplete, or have expired terms, proceed to step 2.

2. Prepare a list of individuals to be appointed

The next step is to compile a list of all individuals who are currently serving on the board but have not been properly appointed as identified in step 1. This list will help municipal administration prepare a request for council to make the appointments.

The list only needs to include names of the individuals to be appointed but you may also wish to include their desired term expiry dates. This can be helpful in ensuring that the eventual appointments align with the expectations of the individual board members and minimize disruption to board operations.

Council has full discretion as to who is appointed and for what length of term. Input from the board is ultimately a recommendation and there is no guarantee that it will be followed entirely or at all.

3. Present a request for council decision

With a list of individuals to be appointed, work can begin on preparing a request for a council decision. How the request is prepared will depend on local practice; however, it is likely that municipal administration will draft the motion(s) and compile background information for council.

When drafting the motion(s), consider the following:

- Appointments can be made in a single motion or separate motions for each individual
- Motions should include the minimum required components as described in step 1
- Motions *should not* include the assignment of any officer positions (e.g. chair, treasurer) – as per the *Libraries Act*, section 32, it is the board that elects a chair and any other officers
- It is not necessary for appointments to be backdated or otherwise made retroactive

Special consideration should be given to the appointment term. While suggested term expiry dates may have been provided by the board, municipal administration and council may wish to strategically assign terms to achieve various outcomes.

For example, there may be a desire to have library board appointments always expire in the same month to streamline the annual appointment process. Similarly, there may be an opportunity to stagger expiry years to promote board continuity and avoid instances of a mass turnover.

Whatever is decided in regards to term length, it is recommended that the term be expressed in the motion with an expiry date that includes the month, day, and year. Alternatively, the term length can be expressed simply as X years (e.g. 3 years). In the latter scenario, the expiry date would be interpreted as X years from the date of the council meeting. In all cases, a term cannot exceed 3 years.

Here is a sample motion that includes all the required components and best practices:

*Motion to appoint the following individuals to the Village of Mountain
Library Board for the specified terms:*

*Linda Black – term expiry date October 31, 2022
Doug Murray – term expiry date October 31, 2022
Mark Smith – term expiry date October 31, 2023
Jane White – term expiry date October 31, 2023
Barbara Wilson – term expiry date October 31, 2024*

If the motion or motions meet all requirements, and are successfully passed by council, you can consider the appointment issues resolved.

4. Follow up to confirm legal appointments

Once legal appointments have been confirmed—i.e., there is record of valid appointment motions for all board members—ensure the board has been notified. Both the board and municipality should note the motion number(s) and term expiry dates to assist in tracking when re-appointments or new appointments will be needed. Depending on the circumstances, you may also wish to inform other stakeholders (e.g. neighbouring municipality, PLSB) of the successful appointments.

Improving the appointment process

Ensuring your municipal library board is properly appointed is an ongoing process. Below are some further considerations to help municipalities and their library boards improve the appointment process.

Collaborate on recruitment

While appointments may only be made by municipal council, it is best practice for municipalities to collaborate with their library board on recruitment.

Library boards can offer a unique perspective on the appointment process that municipalities should seek and value. For example, the library board will likely know best what characteristics, qualifications, and skills will benefit its work. The board is also more likely to have direct contact with community members who are interested in volunteering and can recommend those individuals for appointment.

Although the input of the board is always valuable, it is recommended that municipalities still play an active role in the process rather than simply rubber-stamping appointments. The authority to appoint is one of the primary ways a municipality ensures accountability from its library board so the responsibility should not be taken lightly.

Municipalities can consider getting more involved by assisting with the development of a recruitment strategy, advertising openings through municipal channels, and/or participating in the vetting process.

Work with neighbouring municipalities

Municipal library boards often service an area that extends beyond their municipal boundaries. Residents of a rural municipality, for example, may access public library service in a neighbouring town or village. In such cases, there may be a desire for participation from that neighbouring municipality.

While the council of a neighbouring municipality cannot appoint to the library board, they can make a *recommendation* and forward the name of the individual (or individuals) they would like to see appointed. The details of such an arrangement can be worked out between the municipalities as long as all board members are appointed by the council of the establishing municipality.

Track and communicate appointment terms

Both boards and municipalities should keep up-to-date records on the status of all library board appointments. Consider using or adapting the tracking template attached to this guide.

When an appointment is made, it's a good practice for the municipality to send a letter to both the board and individual board member informing them of the appointment and its terms. You will find a sample letter attached to this guide.

Finally, arrangements for re-appointments and new appointments should be made in advance of the current members' term expiry dates. This ensures no lapse in term for continuing members and helps avoid a situation where a board is operating with fewer members than intended for any period of time.

Support and resources

If you have questions, please contact Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first) or by email at libraries@gov.ab.ca. Information is also available at www.albertalibraries.ca

Appendix 1 – Appointment Tracking Template

<The (Name of Municipality) Library Board>

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term Motion#98765f – appointed for a 3 year term

Appendix 2 – Sample Appointment Letter

MUNICIPALITY LETTERHEAD

<Recipient>
Street Address
City, AB A1B 2C3

Date

Dear <Recipient>,

On behalf of the <name of municipality>, we would like to thank you for putting your name forward to sit as a library board member on the <legal name of library board>.

At the Meeting of Council held on <date>, Council made the following motion:

<motion #> <motion appointing the individual>

This appointment is for <1, 2, or 3> year(s) and will be reviewed at the <20XX Organizational meeting, etc.>. As a library board member, you are part of a governing board tasked with delivering comprehensive and efficient public library service, as per the *Libraries Act* and Libraries Regulation.

To answer any further questions you may have, and for more information about the library board, please contact <library board chair and/or library manager, with contact info>.

We would like to express our appreciation for your willingness to serve your community.

Sincerely,

Your Name, position

cc: <library manager>, <name of library>
 <library board chair>, <legal name of library board>

Agenda Item 7.1

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: re notice of motion
Date: December 8, 2025 8:35:39 AM

From: Tanya May <tmay@bonaccord.ca>
Sent: Wednesday, December 3, 2025 11:00 AM
To: Tim Duhamel <cao@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Cindy Gallant <cgallant@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>
Subject: re notice of motion

I would like to bring a second motion forward to discuss allowing the transport trucks to have adequate parking in our community. Should it be changing the signs at the highway or looking into alternate parking.

Thank you kindly

Councilor Tanya May

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 20, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2026-01 Procedural Bylaw
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

At the December 16, 2025 regular meeting of Council, the following resolution was passed:

*DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to update the 2026 Council Meeting Schedule, changing the day and time for monthly Committee of the Whole meetings to the fourth Tuesday of every month at 4:15pm with the exception of July, September, and December AND FURTHER THAT administration update the Procedural Bylaw to reflect this change. **Carried resolution #25-482***

The updated 2026 Council Meeting Schedule is now on the Town website. The updated Procedural Bylaw 2026-01 is attached for Council's review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Procedural Bylaw 2026-01 includes the following revisions:

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

At the time of writing, the provincial Code of Conduct regulation remains unavailable.

Therefore, the Procedural Bylaw will need to be reviewed again to align with provincial requirements once the regulation is released.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

Council may wish to give only first reading of the bylaw or unanimously consent to hearing all three readings in one meeting:

1. THAT Council gives first reading to Procedural Bylaw 2026-01, as presented.

OPTIONAL

2. THAT Council gives second reading to Procedural Bylaw 2026-01, as presented.
3. THAT Council gives unanimous consent to hear all three readings of Procedural Bylaw 2026-01 in one meeting.
4. THAT Council gives third and final reading to Procedural Bylaw 2026-01, as presented.

**TOWN OF BON ACCORD
THE PROCEDURAL BYLAW
BYLAW ~~2023-05~~2026-01**

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

WHEREAS, the *Municipal Government Act* provides that Council may make rules and regulations for calling meetings, governing its proceedings and the conduct of its members, appointing committees and generally for the transaction of business.

WHEREAS, the Council of the Town of Bon Accord considers it necessary and expedient for effective governance to establish regulations to which proceedings of Council of the Corporation of the Town of Bon Accord shall be governed and conducted.

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

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

1. DEFINITIONS

- 1.1 “Bylaw” means a law enacted by Council in accordance with the powers conferred by or delegated to it under a statute, in this case the *Municipal Government Act*.
- 1.2 “Council” means the members of Council including the Mayor and the Deputy Mayor of the Town elected pursuant to the provisions of the *Local Authorities Election Act*.
- 1.3 “Council Committee” means any committee, board or other body established by Council by Bylaw under the authority of the *Municipal Government Act*, but does not include an assessment review board or a subdivision and development appeal board.
- 1.4 “Council Agenda Committee” means the Mayor and the Deputy Mayor, or in the absence of the Mayor or the Deputy Mayor, the Mayor or the Deputy Mayor and a Councillor appointed by Resolution.
- 1.5 “Councillor” means a member of Council including the Mayor.
- 1.6 “Committee of the Whole” means a Council Committee comprised of all members of Council to provide a forum for the Town Manager to brief Council on upcoming business items.
- 1.7 “Closed Session” is a session of a Council meeting or Council Committee meeting that is closed to the public in whole or part and held in strict confidence pursuant to the

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Municipal Government Act and ~~Freedom of Information and Protection of Privacy Act~~Access to Information Act.

- 1.8 “Delegation” means any person or representative(s) of a body that has permission of Council to appear before Council or a Council Committee.
- 1.9 “Deputy Mayor” means the Councillor who is designated pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor and to act as the chief elected official in the circumstances set out in section 152 of the Municipal Government Act.
- 1.10 “Electronic Means” means the use of technology to enable people located in different locations to hear and communicate with each other in real time using any type of telecommunications facility that is capable of receiving and transmitting any combination of written, audio or video signals.
- 1.11 “Electronic Meeting” means a meeting conducted by Electronic Means.
- 1.12 “Electronic Participation” means a person who participates in a Council meeting or Council Committee Meeting using Electronic Means.
- 1.13 “Live Stream” means the simultaneously broadcast of audio and video of a meeting over the internet and which is not a form of Electronic Participation.
- 1.14 “Mayor” means the chief elected official for the Town.
- 1.15 “Notice of Motion” means a written notice, given by a Councillor advising Council that the motion described will be brought forward at a subsequent meeting of Council in accordance with the requirements of this Bylaw.
- 1.16 “Organizational Meeting” is a meeting of Council held in accordance with section 192 of the Municipal Government Act.
- 1.17 “Presiding Officer” means the Mayor or, in the absence of the Mayor, the Deputy Mayor, or in the absence of both the Mayor and the Deputy Mayor, a Councillor appointed by Resolution to chair the Council Meeting.
- 1.18 “Quorum” means a majority of Councillor or Council Committee members.
- 1.19 “Recording Secretary” means the individual who is responsible for recording the proceedings of the Council or Council Committee meeting.

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- 1.20 “Regular Council Meeting” means a Council meeting, other than a Special Council Meeting or Organizational Meeting, that is scheduled pursuant to a Resolution setting the Council calendar on an annual basis.
- 1.21 “Resolution” means a motion passed by a majority of Council or Council Committee.
- 1.22 “Special Council Meeting” means a meeting called by the Mayor or the Town Manager acting upon instruction of Council by Resolution to deal with specific items that cannot wait until the next Regular Council Meeting and includes public hearings not scheduled on a Regular Council Meeting date.
- 1.23 “Town” means the municipal corporation of the Town of Bon Accord.
- 1.24 “Town Manager” means the Chief Administrative Officer appointed by Council or designate.
- 1.25 “Town Office” means the address which is listed on the Town’s website and other communications as the location at which the public can contact the Town Manager and Council.

2. APPLICATION

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

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

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

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

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

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

3. SEVERABILITY

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

4. ANNUAL ORGANIZATONAL MEETING

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

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

4.2.1 In the case the Organization~~al~~ Meeting is the first meeting following a general municipal election, ~~after adoption of the agenda,~~ the first order of business shall be the administration of the oath of office for each Councillor-;

4.2.2 Election of the Deputy Mayor;

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

4.2.4 Establish the signing authority for all banking matters; and

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

5. POSITION OF DEPUTY MAYOR

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

6. REGULAR COUNCIL MEETINGS

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

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- 6.7. Council may cancel any Regular Council Meeting and a Council Committee may cancel any of its regular meetings if notice of the cancellation is given as set out in section 6.6.
- 6.8. Prior to each Regular Council Meeting, the Town Manager shall prepare for review by the Council Agenda Committee a preliminary agenda of all business to be brought before Council at the next Regular Council Meeting.
- 6.9. In order to be included on the agenda of all business to be brought before Council, all documents, correspondence, Council reports and notices of Delegations must be submitted to the Town Manager no later than 4:00 PM on Wednesday the week prior to the Regular Council Meeting.
- 6.10. The Town Manager will only include correspondence on the agenda for a Regular Council Meeting that:-
- 6.10.1. is legible and coherent;
 - 6.10.2. is in writing, either on paper with a signature or electronically via email;
 - 6.10.3. is not anonymous; and
 - 6.10.4. does not contain libelous content, irrelevant information, or content otherwise inappropriate content to be included at a meeting open to the public.
- 6.11. If the requirements of section 6.10 are not met, the Town Manager may include a summary of the communication on the agenda for the Regular Council Meeting and the reason for excluding the correspondence from the agenda.
- 6.12. The order of business for a Regular Council Meeting will follow the order of business set out in Schedule "A" Regular Council Meeting Agendas.
- 6.13. The Council Agenda Committee shall review the preliminary agenda with the Town Manager prior to finalization and distribution of the agenda to Council.
- 6.14. The Town Manager shall provide Council with the agenda and any material pertinent to the forthcoming Regular Council Meeting no later than 4 PM on the Friday before the meeting.

- 6.15. The Town Manager shall release the agenda and pertinent materials (not including Closed Session documents) for public viewing no later than 4 PM on the Friday before the meeting.

7. SPECIAL COUNCIL MEETINGS

- 7.1. The Mayor may call a Special Council Meeting as needed to deal with items that cannot wait until the next Regular Council Meeting with twenty-four (24) hours' notice of the purpose of the Special Council Meeting, the date, time and location of the Special Council Meeting to each Councillor and the public.
- 7.2. The Mayor must call a Special Council Meeting within fourteen (14) days of receiving a written request to hold a Special Council Meeting from or consented to by the majority of Council. The written request must include the purpose for the Special Council Meeting.
- 7.3. The Town Manager is delegated the authority to call a Special Council Meeting if a Resolution directs the Town Manager to call such a Special Council Meeting to deal with specific items that cannot wait until the next Regular Council Meeting.
- 7.4. The Mayor may call a Special Council Meeting with less than twenty-four (24) hours' notice and without providing notice to the public, provided all Councillors are notified of the meeting and two-thirds of Council give written consent to the Mayor.
- 7.5. The order of business for a Special Council Meeting will follow the appropriate order of business set out in Schedule "B" Special Council Meeting Agenda.
- 7.6. No business other than that stated in the Special Council Meeting public notice shall be considered unless all members of Council are present and by Resolution agree to consider any other business.
- 7.7. The Special Council Meeting Agenda will be provided to Council and posted to the Town website within twenty-four (24) hours of the start of the Special Meeting unless the Special Council Meeting has been called as per section 7.4 with less than twenty-four (24) hours' notice.

8. COMMITTEE OF THE WHOLE MEETINGS

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

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

9. QUORUM

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

10. APPROVAL OF MEETING AGENDAS

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

10.1.3. Change the order of business; or

10.1.4. In the case of additions or deletions to the agenda, after the additions or deletions are approved as required in 10.1.1 and 10.1.2, the agenda must be approved, as amended by resolution, prior to transacting other business.

11. APPROVAL OF MEETING MINUTES

11.1. The minutes of each meeting must be circulated to each Councillor or each Council Committee member prior to the meeting at which they are to be approved. Debate on the minutes of a previous meeting is limited to verifying the accuracy of the minutes. If there are errors or omissions in the minutes, Council or the Council Committee must:

11.1.1. Pass a Resolution to amend the minutes and adopt the minutes as amended; or

11.1.2. Direct administration to review meeting recordings, where applicable, and report back to Council or the Council Committee.

12. DELEGATIONS

12.1. Delegations requesting to speak to Council must complete a Delegation Request Form as prescribed in Schedule "D" Delegation Request Form.

12.2. The Delegation Request Form must be submitted to the Town Manager prior to 4PM on the Wednesday prior to the Regular or Special Council Meeting.

12.3. Delegations that have not completed and submitted the Delegation Request Form and do not appear on the agenda may request to be heard by Council and Council may by Resolution give permission to the Delegation to speak to Council without advance notice or information.

12.4. The presentation by a Delegation may only be:

12.4.1. Received as information without debate;

12.4.2. Referred without debate to the Town Manager to provide a report on the matter at a later date; and

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

12.5. Despite section 12.4, if consented to by the majority of Council, following a presentation by a Delegation, Council may debate the subject matter of the presentation and, despite the agenda, make further motions arising from the information.

13. REQUESTS FOR INFORMATION

13.1. Any Councillor may make a request for information to be provided to Council on any matter within the Town's jurisdiction. The Town Manager or other management personnel will provide an answer to the request ~~of for~~ information at the next Council meeting or, if that information will not be available by the next Council meeting, the Town Manager will provide a progress report indicating when the information requested may be expected.

14. MEETING PROTOCOLS

14.1. The Presiding Officer shall be addressed by title (Mayor, Deputy Mayor or Councillor) and last name during Council meetings or Council Committee meetings.

14.2. Any Councillor desiring to speak shall address remarks to the Presiding Officer and confine themselves to the merits of the question.

14.3. Should more than one Councillor desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor.

14.4. Councillors wishing to speak on a matter during a meeting must indicate their intention by raising their hand and be recognized by the ~~presiding~~Presiding officerOfficer.

14.5. Any Councillor or Council Committee member present via Electronic Means, shall address the Presiding Officer by stating, "I wish to speak on the matter at hand," and be recognized by the Presiding Officer.

14.6. Each Councillor shall not speak more than once until every Councillor has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.

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

15. MOTIONS

15.1. Every motion shall be stated clearly by the mover and when duly moved shall be open for consideration. After a motion has been stated or read, it shall be deemed to be in the possession of the Council or Council Committee.

15.2. When a motion is before Council or a Council Committee and the mover wishes to withdraw or modify it or substitute a different one in its place, it is necessary to obtain permission by Resolution to withdraw or amend the original motion.

15.3. Any Councillor or a Council Committee member may require the motion under discussion to be read at any time during the debate, except when a Councillor or a Council Committee member is speaking.

15.4. Each Councillor or Council Committee member will be limited to ten (10) minutes to speak on any motion.

15.5. The mover of a motion must be present, including via Electronic Means when the vote on the motion is taken.

15.6. A motion does not require a seconder.

15.7. No motion shall be offered that is substantially the same as one on which Council or Council Committee has voted during the same meeting.

15.8. **Types of Motions:**

15.8.1. **A motion to Postpone:**

A motion to postpone to a certain time and date is generally used if Council or a Council Committee would prefer to consider the main motion later in the same meeting or at another meeting.

15.8.2. **A motion to Refer:**

A motion to refer shall require direction as to the person or group to which it is being referred. A motion to refer is generally used to send a pending question to a committee, department or selected person so that the question may be carefully investigated and put into better condition for Council or the Council Committee to consider.

15.9. Process to Amend a Motion:

15.9.1. A motion may be amended as follows:

- 15.9.1.1. Only one motion to amend the main motion may be introduced.
- 15.9.1.2. When the motion on the amendment has been decided, another motion to amend the main motion may be introduced.
- 15.9.1.3. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion.
- 15.9.1.4. The Presiding Officer shall rule on disputes arising from the motions to amend the main motion.
- 15.9.1.5. If any amendment to the main motion is carried, the vote on the main motion, will be called and recorded as a vote on the main motion, as amended.

15.10. Motion to Recess

- 15.10.1. Any Councillor or a Council Committee member may move that Council or the Council Committee recess for a specific period.
- 15.10.2. After the recess, business will be resumed at the point when it was interrupted.
- 15.10.3. A motion to recess may not be used to interrupt a speaker.
- 15.10.4. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.

15.11. Debatable Motions:

- 15.11.1. Unless otherwise specifically provided in this Bylaw, the following motions are debatable by the Council or a Council Committee:

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- 15.11.1.1. A motion arising out of any matter or thing included in the agenda for the meeting, including a motion to postpone or refer the matter;
- 15.11.1.2. A motion for the first, second, and third reading of a Bylaw;
- 15.11.1.3. A motion for the appointment or dismissal of a Council Committee member;
- 15.11.1.4. A motion to amend any Bylaw or Resolution properly before the Council; and
- 15.11.1.5. Unless this Bylaw provides otherwise, any motions as may be necessary for conducting the business of Council or Council Committees or that are related to the observance of their procedures.

16. NOTICE OF MOTION

- 16.1. A Notice of Motion must be used by a Councillor to introduce a matter which does not appear on the Regular Council Meeting agenda.
- 16.2. A Notice of Motion is not debatable, however the Councillor presenting the notice may speak to the notice for a period not to exceed 5 minutes.
- 16.3. Once the motion is stated, it will be recorded in the meeting minutes.
- 16.4. A written copy of the Notice of Motion shall be provided to the Town Manager prior to the meeting's adjournment.
- 16.5. The Notice of Motion shall be added as a new business on the agenda for the subsequent Regular Council Meeting.
- 16.6. Council may waive the requirement for notice by Resolution and add the matter to the agenda as urgent business.
- 16.7. If a Notice of Motion is defeated by a vote of Council, no further action will be taken.

16.8. A Notice of Motion cannot be used at a Special Council meeting.

16.9. A Notice of Motion is not debatable until a Councillor moves the motion.

17. VOTING

17.1. A motion shall be carried when a majority of the Councillors or Council Committee members vote in favour of the motion, unless otherwise specified in this Bylaw and subject to any other voting rules in the Municipal Government Act.

17.2. A motion is defeated when the vote is tied.

17.3. If a motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business at the next Regular Council Meeting.

17.4. If Council is unable to achieve a Quorum at any meeting on a motion due to abstention allowed or required by statute, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.

17.5. After the Presiding Officer finally puts any question to a vote, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put forth shall be final and is not subject to an appeal under section 26.1.

17.6. Votes on all motions must be taken as follows:

17.6.1. Councillors or Council Committee members must be in their designated seat when the motion is put forth.

17.6.2. A Councillor or Council Committee member attending a Council meeting by Electronic Means is deemed to be present at the meeting and in their designated seat.

17.6.3. The Presiding Officer must put forth the motion.

17.6.4. Unless allowed or required to abstain from voting, all Councillors or a Council Committee, including the Presiding Officer, must vote by a show of hands; and Councillors or Council Committee members attending the

meeting by Electronic Means must vote for the motion by stating clearly “in favor” or against the motion by stating clearly “opposed”.

17.6.5. The Presiding Officer must declare the result of the vote as carried or defeated.

17.6.6. After the Presiding Officer declares the result of a vote, no Councillor or Council Committee member may change their vote for any reason.

18. RECORDED VOTE

18.1. Before a vote is taken by Council or a Council Committee, a Councillor or Council Committee member may request that the vote be recorded.

18.2. When a vote is recorded, the minutes must show the names of the Councillors or Council Committee members present and whether each Councillors or Council Committee member voted for or against the proposal or abstained.

19. PECUNIARY INTEREST

19.1. Councillors who have a reasonable belief that they have a pecuniary interest, as defined in the Municipal Government Act, in any matter before Council, any Council Committee or any board, commission, committee or agency to which they are appointed as a representative of Council, if present at a meeting where the matter is being discussed, shall declare and disclose the general nature of their pecuniary interests prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the meeting room until the matter is concluded unless the Councillor is entitled to be heard by Council as a tax payer, an elector or an owner of property in accordance with the Municipal Government Act. The minutes shall indicate the declaration and disclosure of the pecuniary interest, the time at which the Councillor left the room and the time the Councillor returned.

20. BYLAWS

20.1. Where a Bylaw is presented to a Council meeting for enactment, the Town Manager shall cause the number and short title to appear on the Council meeting agenda.

20.2. The following shall apply to the passage of all Bylaws:

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- 20.2.1. A Bylaw shall be introduced for first reading by a motion that specifies that the number of the Bylaw -be read a first time;
- 20.2.2. After a motion for first reading of the Bylaw has been introduced, members of Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
- 20.2.3. Any proposed amendments shall be put to a vote if required, and if carried, shall be considered as having been incorporated into the Bylaw at first reading;
- 20.2.4. When all amendments have been accepted or rejected, the Presiding Officer shall call for a vote on the motion for first reading of the Bylaw;
- 20.2.5. When a Bylaw is subject to a statutory public hearing, a public hearing shall be held before second reading of the Bylaw.
- 20.2.6. A Bylaw shall not be given more than two readings at one meeting unless Council unanimously agrees that the Bylaw may be presented for third reading at the same meeting at which it received two readings;
- 20.2.7. A Resolution giving third reading to a Bylaw requires a majority of Councillors present at the meeting and entitled to vote on the Bylaw, unless a greater majority is required by any applicable provincial statute.
- 20.2.8. As Bylaw has been passed when it receives three readings and is signed in accordance with the Municipal Government Act. Once passed, a Bylaw is considered an enactment of the Town and is effective immediately, unless the Bylaw or an applicable provincial statute provides otherwise.

21. CLOSED SESSIONS

- 21.1. Matters to be discussed that are confidential pursuant to the Municipal Government Act, the ~~Freedom of Information and Protection of Privacy Act~~Access to Information Act, or any other provincial statute may be considered at a Closed Session meeting or portion of a meeting.
- 21.2. When making a motion to move into Closed Session, Councillors or Council Committee members must state the title of the business item, the time, and the basis on which the meeting may be closed to the public, including, if applicable, the section of the ~~Freedom of Information and Protection of Privacy Act~~Access to

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Information Act, which may be identified on the agenda or as advised by the Town Manager or designate.

- 21.3. Council may not pass any Resolution or Bylaw in Closed Session other than a Resolution to come out of Closed Session.
- 21.4. The rules of the Council shall be observed at a Closed Session as far as may be applicable.

22. ELECTRONIC MEETINGS

- 22.1. In emergency circumstances, Council meetings or Council Committee meetings may be held as Electronic Meetings. If during the scheduled Electronic Meeting the Electronic Means fail or internet service is interrupted without an indication of the timeline on which the service will be restored, the Presiding Officer shall declare the meeting adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 22.2. If a meeting is held pursuant to section 22.1, the public meeting notifications shall state that the meeting shall be an Electronic Meeting and include information on how to access the Electronic Meeting for the purpose of Electronic Participation.
- 22.3. A copy of the Council Meeting agenda for meetings to be held as Electronic Meetings shall be provided to the public by request if unable to access this information on the Town website.

23. ELECTRONIC PARTICIPATION

- 23.1. If a Regular Council Meeting or Special Council Meeting is being held in Council Chambers, a Councillor must request permission from the Presiding Officer to participate in the meeting by Electronic Participation. The Presiding Officer may grant permission for Electronic Participation to one or more Councillors in extenuating circumstances including:
 - 23.1.1. Circumstances that make travel to Council Chambers unduly difficult or impractical such as inclement weather, mechanical breakdown or traffic considerations; and
 - 23.1.2. Personal reasons such as a medical condition, family circumstances or personal travel.

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- 23.2. The Councillor must be connected to the meeting by the Electronic Means prior to the meeting being called to order by the Presiding Officer otherwise the Councillor will be recorded as entering the meeting at the time of connection to the meeting by the Electronic Means.
- 23.3. The Recording Secretary will confirm the identity of each Councillor attending the meeting by Electronic Means by:
- 23.3.1. Prior to the start of the meeting or during a recess by receiving a verbal confirmation from the Councillor that they are present and can hear and see the meeting room;
- 23.3.2. During the meeting, by verifying that the Councillor is visible using the Electronic Means, or if not visible, by confirming that the Councillor is connected to the meeting using secure access credentials or can be reached using the instant messaging functions of the Electronic Means.
- 23.4. A Councillor that is attending a meeting by Electronic Means must be clearly heard at all times during the meeting. If the Councillor loses the connection to the meeting, the meeting will recess until the connection is restored. If the connection cannot be restored within 30 minutes, the Councillor will be considered absent, and the meeting will only resume if a Quorum of Council is present.
- 23.5. If the Councillor must leave prior to the end of the meeting, the Councillor must notify the Presiding Officer and Recording Secretary when leaving/disconnecting from the meeting. The time that the Councillor leaves the meeting will be recorded in the meeting minutes.
- 23.6. If a meeting is being held in Council Chambers, the Presiding Officer must be physically present and may not preside over the meeting via Electronic Participation. This requirement does not apply to Electronic Meetings.
- 23.7. When attending by Electronic Participation, a Councillor must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 23.8. Other than a Closed Session, the Live Stream is available as a courtesy. Changes to the Live Stream can be made at any time without Council Resolution.

- 23.9. Attendees are expected to act and dress as though they are attending in person and ensure no background noise or interruptions interfere with the conduct of the meeting.
- 23.10. During Closed Sessions, Councillors attending by Electronic Means must ensure that confidentiality of all discussions is maintained.
- 23.11. Other than a Closed Session, as a courtesy, the Town provides a Live Stream of Council meetings for public viewing.

24. PUBLIC HEARING

- 24.1. Unless otherwise set by Resolution of Council, public hearings shall be held on the same day and time as the Regular Council Meetings, and the Regular Council Meeting will follow immediately thereafter.
- 24.2. The conduct of any public hearings shall be governed by the Municipal Government Act and this Bylaw.
- 24.3. Wherever possible, persons interested in speaking at a public hearings should register with the Recording Secretary prior to the start of the public hearing.
- 24.4. After calling a public hearing to order, the Presiding Officer shall outline public hearing procedures.
- 24.5. Where the public hearing is required for the adoption of a Resolution or Bylaw, the Town Manager shall introduce the Resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the Bylaw or Resolution.
- 24.6. The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 24.7. The Presiding Officer shall call upon those persons who have registered with the Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 24.8. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Recording Secretary and retained for information purposes.

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- 24.9. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 24.10. Following public presentations, the Presiding Officer shall close the public hearing.
- 24.11. If no one is present to speak to a proposed Bylaw which requires a Public Hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the public hearing.
- 24.12. After the close of the public hearing, Council may debate matters raised at the public hearing during the Regular Council Meeting following the public hearing and may:
- 24.12.1. Pass the Bylaw or Resolution, or
- 24.12.2. Make any necessary amendments to the Bylaw or Resolution and pass it without further advertisement or hearing.
- 24.13. When a public hearing on a proposed Bylaw or Resolution is held, a member must abstain from voting on the Bylaw or Resolution if the member was absent from all or part of the public hearing and may abstain from voting on the Bylaw or Resolution if the member was only absent from part of the public hearing.
- 24.14. Copies of all relevant documentation for a public hearing will be made available in hard copy or digital copy.

25. DUTIES OF THE PRESIDING OFFICER

- 25.1. The Presiding Officer shall be the Mayor and in the Mayor's absence, the Deputy Mayor.
- 25.2. If both the Mayor and the Deputy Mayor are absent, Council by Resolution may appoint a Councillor to act as the Presiding Officer for that meeting.
- 25.3. In the case of a Council Committee, the Presiding Officer shall be the Council Committee Chair or Vice Chair or a Council Committee member appointed by the Chair or Vice Chair.

- 25.4. The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, points of privilege, deciding all questions of order and without argument or comment shall state the rule applicable to any point of practice or order if called upon to do so. The Presiding Officer's decision may be appealed to Council as per section 26.
- 25.5. If the Presiding Officer wishes to leave the chair for any reason, they must call on the next officer to assume the chair.

26. APPEAL RULING

- 26.1. The decision of the Presiding Officer on any matter over which the Presiding Officer has authority to render a decision pursuant to this Bylaw shall be final, subject only to an immediate appeal by a Councillor or a Council Committee member dissatisfied with the decision of the Presiding Officer. A Councillor or Council Committee member shall appeal the decision of the Presiding Officer by rising, and without waiting to be recognized by the Presiding Officer, state "I appeal the decision of the Presiding Officer". If the decision is appealed, the Presiding Officer shall give concise reasons for their ruling and call the question of whether the decision of the Presiding Officer stands as the judgment of Council or Council Committee. After debate, if necessary, the members of Council or the Council Committee shall decide the question by majority vote. The ruling of the members of Council or the Council Committee shall be final.

27. DISCIPLINARY PROCEDURES

- 27.1. Councillor or Council Committees members, shall not:
- 27.1.1. Use rude or offensive language or engage in rude or offensive conduct;
 - 27.1.2. Engage in bullying or harassing behaviour or speak or act aggressively in respect of a Councillor, Council Committee Member, or other representative of the Town;
 - 27.1.3. Disrupt or unnecessarily delay the conduct of business at a meeting;
 - 27.1.4. Disobey the rules of the meeting or decision of the Presiding Officer or of Council or a Council Committee on questions of order or practice, or upon the interpretation of the rules of the meeting;

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- 27.1.5. Speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;
- 27.1.6. Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared;
- 27.1.7. Interrupt a Councillor or Council Committee member when speaking, except to raise a point of order; or
- 27.1.8. Discuss a vote of Council or Council Committees after the vote has been taken.
- 27.2. When a Councillor or Council Committee member has been warned about breaches of order but continues to engage in them, the Presiding Officer may name the Councillor by stating their name and issuing a reprimand. The Recording Secretary must note the reprimand in the minutes.
- 27.3. If a Councillor or Council Committee member who has been named apologizes and withdraws any objectionable statement, then the Presiding Officer may direct that the notation of the reprimand be removed from the minutes.
- 27.4. If the Councillor or Council Committee member fails or refuses to apologize, then the Recording Secretary shall maintain the notation of the reprimand and, as applicable, the matter of conduct may be referred to another body or person for further discipline ~~including a complaint under the Council Code of Conduct~~ or removal of the Council Committee member from the Council Committee.
- 27.5. The Presiding Officer may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled from the meeting. If the person refuses to leave voluntarily, the Presiding Officer may request assistance in having that person removed.

28. RECORD OF PROCEEDINGS

- 28.1. The Recording Secretary must prepare all Council and Committee minutes which will include:
- 28.1.1. All decisions and other proceedings, including decisions by the Presiding Officer and appeals of the decision of the Presiding Officer;
- 28.1.2. The names of the Councillors present at and absent from the meeting;

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

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

28.1.5. The signatures of the Presiding Officer and the Town Manager or their designate.

29. BYLAW REPEALED

29.1 Bylaw 2021-01 is hereby repealed.

30. FORCE AND EFFECT

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

Read a first time this _____ day of _____ 2026.

Read a second time this _____ day of _____ 2026.

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

Mayor Brian Holden

CAO

SCHEDULE "A"



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

Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS** [first meeting of the month only]
- 4. ADOPTION OF MINUTES**
- 5. DELEGATION**
- 6. DEPARTMENTS REPORT** [second meeting of the month only]
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
- 9. BYLAWS/POLICIES/AGREEMENTS**
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
- 11. COUNCIL REPORTS** [second meeting of the month only]
- 12. CORRESPONDENCE**
- 13. NOTICE OF MOTION**
- 14. CLOSED SESSION**
- 15. ADJOURNMENT**

SCHEDULE "B"



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

Live streamed on Bon Accord YouTube Channel

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

DRAFT

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

1. Purpose

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

1.1.1. To brief members of Council on specific topics

1.1.2. To provide a context for documents they have or will be receiving

1.1.3. To respond to detailed questions of clarification of material presented

2. Composition

2.1. All members of the Town of Bon Accord Council,

2.2. The Town Manager and any staff members that may be required.

3. Terms of Office

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

4. Quorum

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

5. Committee of the Whole Procedures

5.1. Committee of the Whole meetings will be held on the 4th ~~Wednesday~~ Tuesday of each month from ~~5-7~~ 4:15-6:15 pm.

5.2. The date and time of any Committee of the Whole meeting may be changed by Resolution of Council as needed.

5.3. Committee of the Whole meetings may be cancelled or postponed if needed. The public will be notified of the cancellation.

5.4. To permit the Mayor to participate fully in question and discussion periods during Committee of the Whole meetings, meetings shall be presided over by individual members of Council in rotation.

5.5. Committee of the Whole meetings will be public unless agenda items are required or permitted to be discussed in Closed Session as prescribed in the Municipal Government Act and ~~Freedom of Access to Information Act and Protection of Privacy Act~~.

5.6. No motions except to move in or out of Closed Session will be permitted at Committee of the Whole meetings.

5.7. Meeting minutes will be recorded and circulated with the Committee of the Whole Meeting Agenda.

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

5.9. Unless otherwise stated in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedural Bylaw and any Ministerial regulation ~~the Town's Code of Conduct Bylaw~~ that relate to:

5.9.1. Councillor Conduct

5.9.2. Electronic Participation

SCHEDULE "C-2"

Town of Bon Accord

AGENDA

Committee of the Whole Meeting

[DATE and TIME]

Live Streamed on Bon Accord YouTube Channel



1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. UNFINISHED BUSINESS

4. NEW BUSINESS

5. BYLAWS/POLICIES/AGREEMENTS

6. CLOSED SESSION

7. ADJOURNMENT

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 20, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Council Remuneration Policy 25-228
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Council Remuneration Policy #25-228 requires updating due to the honorarium changes approved within the interim 2026 budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council approved a 2% cost of living (COLA) adjustment to Council honorariums within the interim 2026 budget.

The honorarium per year for the Mayor will increase to \$20,539 from \$20,136, and the honorarium per year for each Councillor will increase to \$10,269 from \$10,068.

No other changes or updates to the policy have been made.

STRATEGIC ALIGNMENT

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

Values Statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

2026 operating budget

RECOMMENDED ACTION (by originator)

THAT Council approves the Council Remuneration Policy as presented.

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: ~~May 20, 2025~~ January 20, 2026

LAST REVIEWED BY COUNCIL: ~~May 20, 2025~~ January 20, 2026

POLICY STATEMENT

Councillors will receive honorarium, Per Diem, and Expense reimbursement for their official duties as elected officials of the Town of Bon Accord in accordance with this policy.

Members at Large appointed to the Intermunicipal Subdivision and Appeal Board by Council will receive Per Diems and Expense reimbursement in accordance with this policy.

PURPOSE AND INTENT

The purpose of this policy is to establish remuneration rates and policy statements governing Council remuneration.

DEFINITIONS:

“Council” means the members of Council including the Mayor and the Deputy Mayor of the Town elected pursuant to the provisions of the Local Authorities Election Act.

“Councillor” means a member of Council including the Mayor and Deputy Mayor.

“Councillor Expense” means the costs incurred by Councillors while carrying out their duties and responsibilities in public office.

“Council Meetings” means Regular, Special, Organizational or Committee of the Whole Meetings.

“Deputy Mayor” means the Councillor who is designated the Deputy Mayor pursuant to the Procedural Bylaw and Municipal Government Act.

“Honorarium” means an annual fee paid in monthly installments to Councillors for attendance at Council Meetings and any other Town business not specifically covered by per diems.

“Per Diems” are an allowance paid to Councillors for specific activities related to their role on Council that are not included in the honorarium fees.

“Mayor” means the Chief Elected Official for the Town.

“Members at Large” means the members-at-large appointed by each participating municipality to be a member of the Intermunicipal Subdivision and Appeal Board and does not include Councillors.

“Networking Event” means a gathering with a focus on networking, including, but not limited to, golf tournaments, Mayor’s Breakfasts, and webinar discussions with no curriculum/agenda.

“Town” means the municipal corporation of the Town of Bon Accord.

I. REMUNERATION RATES AND POLICY STATEMENTS:

A. Honorariums

- Honorariums for Council are established as follows:

Position	Honorarium Per Year	Paid over 12 months (less required deductions)
Mayor	\$ 20,136 <u>20,539</u> per year	\$ 1,712 <u>1,678</u> per month
Deputy Mayor or Councillor, excluding the Mayor	\$ 10,269 <u>10,068</u> per year	\$ 856 <u>839</u> per month

- Cost of Living Allowance (COLA) shall be applied to honorariums January 01st each year as approved by Council in the annual operating budget.
- Councillors are required to inform the Town Manager as soon as possible if they are unable to attend any scheduled Council Meetings.
- Councillors who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of Council.
- Honorariums may be adjusted by Council after reviewing the Alberta Municipalities Association Wage and Compensation Survey and Consumer Price Index changes during budget discussions every two years.

6. Councillors may request additional tax deductions from monthly honorarium payments by written communication (email) to the Town Manager.

B. Per Diems:

1. Per Diem rates (not including Per Diems for Intermunicipal Subdivision and Appeal Board Members) are as follows:

Timeframe (including travel time)	Per Diem Rate
Two hours or less	\$37.50
Half Day (more than 2 hours up to 4 hours)	\$75
Full Day (4 hours or more)	\$150

1. Attendance at any eligible Per Diem activity in excess of 8 hours, except a Networking Event, will be paid a \$300 Per Diem.
2. Per Diem rates will be paid for the following activities if attendance or appointment has been approved by Council:
 - i. Training and Professional Development: Council Workshops, Orientation, Seminars, Courses, Webinars, Conferences or Conventions.
 - ii. Board, Commission, and Committee Meetings as outlined in **Schedule A**.
 - iii. Regional community events as approved by Council (including but not limited to parades, golf tournaments, or other special events hosted by other municipalities).
 - iv. Meet Your Council events that are a full day (4 hours or more).
 - v. Other events as approved by Council.
3. Intermunicipal Subdivision and Appeal Board Per Diems and expense reimbursement are established in **Schedule B**.
4. Per Diems will not be paid for Town or school event attendance except for Meet Your Council events that are 4 hours or more in length.
5. Councillors must submit Per Diem claims using the prescribed form as per **Schedule C**.

C. Councillor Expense Reimbursement:

1. Councillors may claim meal expenses up to \$100 per day, with receipts, for meetings held within or outside the Town and where meals are not provided.
2. Claims without a receipt are limited to:

Meal	Reimbursement
Breakfast	\$15
Lunch	\$20
Supper	\$25

3. Spousal tickets or expenses for spouses (defined as "adult interdependent relationships") are at Council's discretion.
4. Mileage shall be paid at \$0.61/km.
5. Parking expenses will be reimbursed with receipt.
6. The Town will book and pay for Councillor accommodation and flights in advance, as approved by Council.
7. Councillors must submit expense claims using the prescribed form and include receipts where possible as per **Schedule D**.

D. Expense and Per Diem Approval Policy Statements:

1. Per Diems and Councillor Expenses, excluding the Mayor, are approved by the Mayor and Town Manager as per this policy.
2. Per Diems and Councillor Expenses submitted by the Mayor are approved by the Deputy Mayor and the Town Manager as per this policy.
3. Council will decide appeals of non-payment of Per Diem or Councillor Expense claims.

Schedule A: Boards/Commissions and Committees

Council Board and Committee meetings are not eligible for Per Diems. External and Intermunicipal Board, Commission, and Committee meetings are eligible for Per Diems only as outlined in sections II and III, below.

I. Council Boards and Committees

Board or Committee (not Per Diem eligible)
Community Services Advisory Board
Veteran's Memorial Park Committee
Parks and Trails Committee
Joint Use Committee

II. External Boards, Commissions and Committees

Board, Committee or Commission (not eligible for Per Diems except as shown)
Rosieridge Waste Management Services Commission
Capital Region Northeast Water Services Commission
Arrow Utilities Commission
Bon Accord Library Board
Northern Lights Library System (per diem eligible)
Capital Region Assessment Services Commission
Edmonton Salutes Committee (per diem eligible)
Homeland Housing Board

III. Intermunicipal Boards and Committees

Committee, Board or Caucus (Per Diem eligible if not in Town)
Intermunicipal Collaboration Committee
Sturgeon Regional Emergency Advisory Committee
Municipal Emergency Advisory Committee
Sturgeon Region Partnership Committee
Intermunicipal Subdivision and Appeal Board
Northern Alberta Mayor's Caucus

Schedule B: Intermunicipal Subdivision and Appeal Board Remuneration

Councillors and Members at Large that have been appointed by Council as Intermunicipal Subdivision and Appeal Board (ISDAB) members shall be compensated for ISDAB meeting attendance as follows:

Length of Meeting	Remuneration Rate
Half Day (4 hours or less)	\$110
Full Day (more than 4 hours)	\$220

Councillor Expenses shall be reimbursed as per this policy and Members at Large will be eligible for the same expense reimbursement including mileage and meals.

Members at Large appointed to the ISDAB must complete the required training before serving on this board. The Town will cover the cost of any training fees for Members at Large and will pay Per Diems at the same rate as Councillor Per Diems for training and professional development.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 20, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Spring Municipal Leaders Caucus
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The annual Alberta Municipalities Spring Municipal Leaders Caucus is being held March 26 and 27, 2026 at the Edmonton Convention Centre. Full details are available here: [Spring 2026 Municipal Leaders Caucus event page.](#)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2026 interim budget allows for all 5 council members to attend the caucus. Those who wish to attend the caucus may also request hotel accommodation for 1 night (March 26). Hotel accommodation is not budgeted for, but the 2026 final budget could be updated to reflect the additional costs.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

Caucus Cost: \$275 per person, no virtual options available.

Hotel Cost: At the time of writing, hotels listed below had availability for March 26.

- Westin Hotel for \$209 per night (official hotel block for caucus), 5 min walk from Convention Centre.
- Marriott Hotel for \$242 per night, 3 min walk
- Hyatt Place \$198 per night, 6 min walk
- Sandman Hotel \$176 per night, 12 min walk

RECOMMENDED ACTION (by originator)

That Council direct administration to register [names of council members attending] for the 2026 Spring Municipal Leaders Caucus on March 26 and 27, 2026.

OPTIONAL, WITH HOTEL: AND FURTHER THAT administration book hotel accommodations for March 26 for [names of council members].

TOWN OF BON ACCORD

Mayor Report – December 10, 2025 – January 14, 2026

December 10, 2025	Interview for CAO
December 10, 2025	Attended Community Services Advisory Board monthly meeting. Wrapped up the year and discussed the many events for 2026.
December 11, 2025	Chaired monthly Roseridge meeting. This was partially an Organizational Meeting where I was elected Chair of the Commission.
December 12, 2025	Attended Staff Christmas party. Always a nice time for all of Staff and Council to get together to celebrate the season.
December 16, 2025	Chaired Regular Meeting of Council.
December 18, 2025	Attended MP Michael Cooper's open house in St. Albert.
January 8, 2026	Chaired Roseridge monthly meeting. Discussed 2026 Capital Budget. After a deep dive into the budget regarding Waste Diversion and circularity, we moved the approval date to our next meeting in February.
	Note: Pretty quiet during the holiday season and the first week of 2026.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD*Deputy Mayor Report – Dec 10, 2025 to Jan 13, 2026*

Dec 10, 2025	Participated in Interview for CAO
Dec 12, 2025	Attended the staff Christmas Party. It was very nice. Thank you to those who organized it. Great job!
Dec 16, 2025	Attended the Regular Meeting of Council. Participated in interview for CAO
Dec 18, 2025	Attended the Homeland Housing Board Meeting and Christmas Lunch. The budget was approved for 2026 with a requisition of 6.3%.
Note:	We had a nice break over the holidays. Looking forward to Strategic Planning and continued search for a new CAO. Thank you to Bloom and Bill Rogers for continued support as Interim CAO.

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for December 11, 2025 - January 12, 2026

December 10, 2025	CAO interview
December 12, 2025	Attended Staff Christmas Party
December 16, 2025	Attended Regular Meeting of Council
January 6, 2026	Coffee with Mayor Holden
January 12, 2026	Attended Board Meeting Bon Accord Library

Note: Had a great time at the Christmas party! The girls did a great job organizing the event!

Very quiet start to the year, looking forward to the strat planning.

Cindy Gallant
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report Dec-09, 2025-Jan-14 2026

December 08-10, 2025	Participated in first set of interviews for New CAO
December 16, 2025	Attended Regular Meeting of Council.
December 22, 2025	Attended CRNWSC (Capital Regional Northeast Water Service Commission) meeting
	Very short report; hope everyone had a great Christmas and New years.

Timothy J Larson Councillor

TOWN OF BON ACCORD
December 8, 2025 – January 13, 2026

December 8 Library Board Christmas dinner.

December 10 CAO Interview.

December 11 CRASC Christmas / Board Meeting.

December 16 Attended regular meeting of Council.

December 16 CAO Interview.

Note: It was very quiet over the holidays but is starting to get busy again. I hope everyone had a great holiday. A very big THANK YOU to our public works team for trying their best to keep our roads maintained. Even though we got a very large amount of snowfall in a very short period.

Tanya May
Councillor
Town of Bon Accord

January 12, 2026

Mayor Brian Holden
5025 50 Avenue
Bon Accord, Alberta T0A 0A9

Dear Mayor Brian Holden:

Subject: Recreation Agreement Payment

On behalf of Sturgeon County, I would like to express our sincere appreciation for the continued cooperation and partnership extended by the Town of Bon Accord in the delivery of recreation services to our residents.

Through collaborative planning, shared resources, and open communication, our municipalities have been able to provide accessible, inclusive, and high-quality recreation opportunities that enhance quality of life and foster community well-being. This partnership reflects a shared commitment to meeting the diverse recreational needs of residents of all ages and abilities.

In accordance with our Recreation Cost Sharing Agreement, a payment of **\$352,256** will be transferred by EFT by the end of January 2026. This amount includes a contribution of **\$60,000** towards the Capital Replacement Reserve and shall be matched by your municipality per agreement.

Thank you for your continued collaboration and support. We look forward to strengthening this partnership and exploring future opportunities to further enhance recreation services for our residents.

Sincerely,



Alanna Hnatiw
Mayor

C: Council, Sturgeon County
Bill Rogers, Interim CAO Bon Accord
Travis Peter, Chief Administrative Officer Sturgeon County

