

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

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
3.1. June 17, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
6.1. Approval of Councillor Per Diem Allowance for Prepaid Webinars (Bloom CME) (enclosure)
6.2. Fire Hall Renovation Proposal: Kitchen Addition (enclosure)
6.3. Emergency Lighting Repair/Replacement Project (Town Office) (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**
7.1. Film Production Bylaw (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**
- 9. CORRESPONDENCE**
ACTION REQUIRED
9.1. Dancing Through the Decades Redwater Parade (enclosure)
9.2. Deutschland Day Parade (enclosure)
9.3. Redwater Council Golf Tournament (enclosure)
9.4. BACS Playground Support Letter (enclosure)
GENERAL
9.5. Legal Community & SVF Sports Centre Save the Date (enclosure)
- 10. NOTICE OF MOTION**
10.1. Parks and Trails Phased Purchasing – Councillor Laing (enclosure)
- 11. CLOSED SESSION**
11.1. Development Matter – *Access to Information Act, Section 19 Disclosure harmful to business interests of a third party*
11.2. Land Purchase Negotiation – *Access to Information Act, Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body*
- 12. ADJOURNMENT**

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

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson 9:02
Councillor Lynn Bidney
Councillor Lacey Laing 9:09
Councillor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jay Nagra – Economic Development & Safe Communities Coordinator
Paul Hanlan – Development Officer
Terry Doerkson – Infrastructure Manager
Brea Tallman – Receptionist

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 June 17, 2025 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-263

ADOPTION OF MINUTES

June 3, 2025; Regular Council Meeting

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

CARRIED UNANIMOUSLY RESOLUTION 25-264

DEPARTMENT REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 25-265

UNFINISHED BUSINESS

School Bus Safety Concern

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

CARRIED UNANIMOUSLY RESOLUTION 25-266

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

School Bus Stop Sign Extender Proposal

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

2 opposed

CARRIED UNANIMOUSLY RESOLUTION 25-267

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

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

Transfer to Tax Roll

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

Councillor Laing requested a recorded vote.

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

Opposed: Councillor Laing & Councillor May

CARRIED RESOLUTION 25-268

NEW BUSINESS

Request for Approval: Town Office Air Conditioner Unit Replacement

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

Councillor May requested a recorded vote.

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

Opposed: Councillor May

CARRIED UNANIMOUSLY RESOLUTION 25-269

Parks and Trails Infrastructure Plans

COUNCILLOR BIDNEY MOVED THAT Council accept information as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-270

COUNCILLOR MAY MOVED THAT Council amend Councillor Bidney's motion & direct administration to request insurance quote for zipline play equipment for council consideration.

CARRIED UNANIMOUSLY RESOLUTION 25-271

**Town of Bon Accord
Regular Meeting of Council Minutes
June 17, 2025 9:00 a.m.
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COUNCILLOR BIDNEY MOVED THAT Council accept the information as presented & direct administration to request insurance quote for zipline play equipment for council consideration.

CARRIED UNANIMOUSLY RESOLUTION 25-272

Committee of the Whole Meetings Schedule

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

CARRIED UNANIMOUSLY RESOLUTION 25-273

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 25-274

CLOSED SESSION

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

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

CARRIED UNANIMOUSLY RESOLUTION 25-275

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

CARRIED UNANIMOUSLY RESOLUTION 25-276

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

COUNCILLOR MAY MOVED THAT Council accepts as information.

CARRIED UNANIMOUSLY RESOLUTION 25-277

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

COUNCILLOR LAING MOVED THAT Council accepts as information.

**Town of Bon Accord
Regular Meeting of Council Minutes
June 17, 2025 9:00 a.m.
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CARRIED UNANIMOUSLY RESOLUTION 25-278

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the June 17, 2025 Regular Meeting of Council adjourn at 12:13 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-279

Mayor Brian Holden

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 2, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Approval of Councillor Per Diem Allowance for Prepaid Webinars (Bloom CME)
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

The 2025 Operating Budget has a \$5,000 contingency specifically for Councillor per diems. As Bloom Centre for Municipal Education (CME) webinars are now prepaid and require no mileage, establishing a defined per-Councillor budget would streamline access and reduce administrative burden associated with frequent Council approvals.

Per Diem Rates:

- \$37.50 for 2 hours or less
- \$150 per full day
- \$75 per half day

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Options for Consideration:

Option 1: Allocate Equal Per Diem Budgets to Each Councillor

- Each of the five Councillors would be allocated a budget of \$1,000 (or less) from the existing \$5,000 contingency to be used exclusively for Bloom CME webinar participation.

Benefits:

- Reduces administrative delays and Council meeting time.
- Encourages professional development and self-directed learning.
- Budget neutral—utilizes existing contingency.
- All Bloom CME webinars are municipal-focused and relevant.

Considerations:

- May result in some Councillors not using their full allocation, while others may wish to exceed theirs.
- If Council approves \$1,000 per Councillor for Bloom CME webinars, the contingency budget will be fully expended, and no additional funding would be available for any future unplanned opportunities.

Alternate Options:

Council may continue with the existing process requiring Council approval for each request for per diem related to webinar attendance.

Benefits:

- Maintains traditional oversight and control.
- Ensures alignment with priorities on a case-by-case basis.

Disadvantages:

- Slower process may discourage participation.
- Additional time required for administrative processes and Council Meeting time.
- Could result in missed learning opportunities due to the timing of Council meetings.

STRATEGIC ALIGNMENT

Value Statement: Financial Stewardship

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

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

\$5,000 Contingency Budget

RECOMMEND ACTION (by originator)

Option 1: THAT Council allocates \$1,000 (or lesser amount _____) per Councillor for Bloom CME webinar-related per diems.

OR

THAT Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 2, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Fire Hall Renovation Proposal: Kitchen Addition
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

The Town is the owner of the building that houses the Town Office, Fire Hall, and Library. Under the existing fire services agreement with Sturgeon County, the Fire Hall portion of the facility is leased to the County for fire services operations.

Sturgeon County has been evaluating options to enhance the Fire Hall to support a full-time fire services model. As part of this initiative, the County is proposing a renovation project to add a kitchen to the facility. The attached proposal outlines the scope and intent of the renovation.

Sturgeon County will be fully responsible for all costs associated with the proposed renovation.

As the building owner and landlord, the Town's Council approval is required before Sturgeon County may proceed with the planned improvements.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Improved Support for Full-Time Operations: A dedicated kitchen supports the County's efforts to move toward a full-time fire service model, enabling staff to remain on-site for extended periods and respond more quickly to emergencies.

Enhanced Emergency Readiness: On-site meal preparation facilities allow fire personnel to stay operational during long calls, emergency events, or extended shifts, improving response times and public safety.

Attraction and Retention of Personnel: A fully equipped Fire Hall with essential amenities, like a kitchen, makes the workplace more attractive to qualified full-time or part-time staff, aiding in recruitment and retention.

Better Facility Utilization: Upgrading the Fire Hall improves functionality of the Town-owned asset, contributing to a higher standard of care and use of municipal infrastructure.

No Financial Impact to the Town: The County will assume all costs associated with the renovation, meaning the Town benefits from an improved facility without any capital expenditure or budget impact.

Stronger Intermunicipal Collaboration: Supporting the County's proposal demonstrates the Town's commitment to regional collaboration and shared service delivery, aligning with long-term intermunicipal goals.

Potential Future Community Benefit A kitchen-equipped Fire Hall could potentially serve as a community support site during emergencies (e.g., warming centre, emergency coordination location).

Considerations:

Building Capacity and Infrastructure Upgrades: The existing facility may require upgrades to electrical systems, plumbing, or ventilation to accommodate kitchen appliances and equipment. Any necessary infrastructure improvements will be evaluated in advance.

Increased Utility Usage: Installation and regular use of a kitchen will likely lead to higher utility consumption, including electricity, water, and natural gas. While capital costs are covered by the County, ongoing operational impacts may need to be monitored.

Maintenance and Wear: A functioning kitchen will introduce new maintenance demands (e.g., appliance servicing, fire safety compliance, cleaning). Roles and responsibilities for maintenance will need to be clearly defined.

Impact on Shared Building Operations: As the facility is shared with the Town Office and Library, potential impacts such as odours, noise, or venting requirements should be monitored to ensure minimal disruption to other users.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

Staff time to provide support as required for the project.

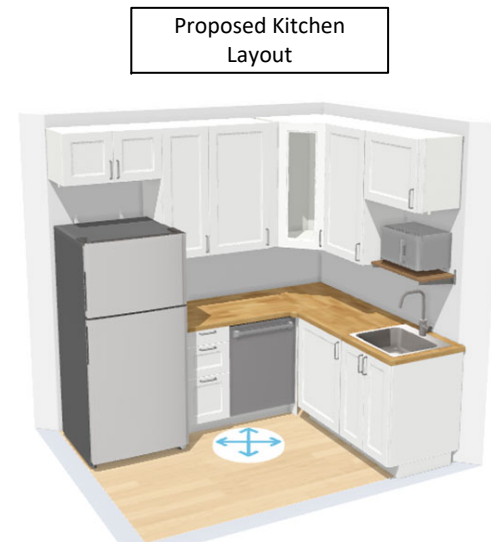
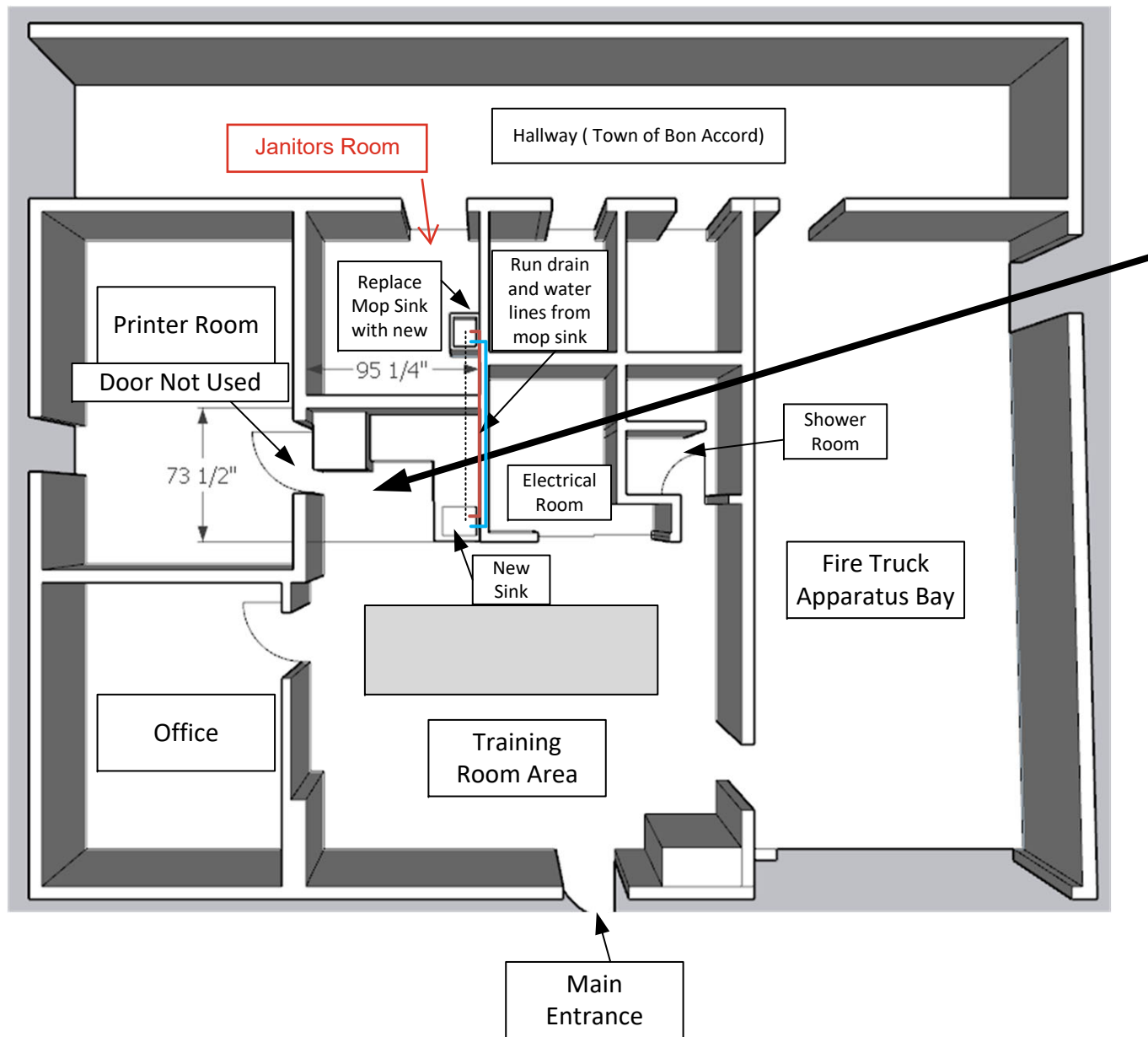
Operational cost considerations: possibly increased maintenance and utility costs.

RECOMMEND ACTION (by originator)

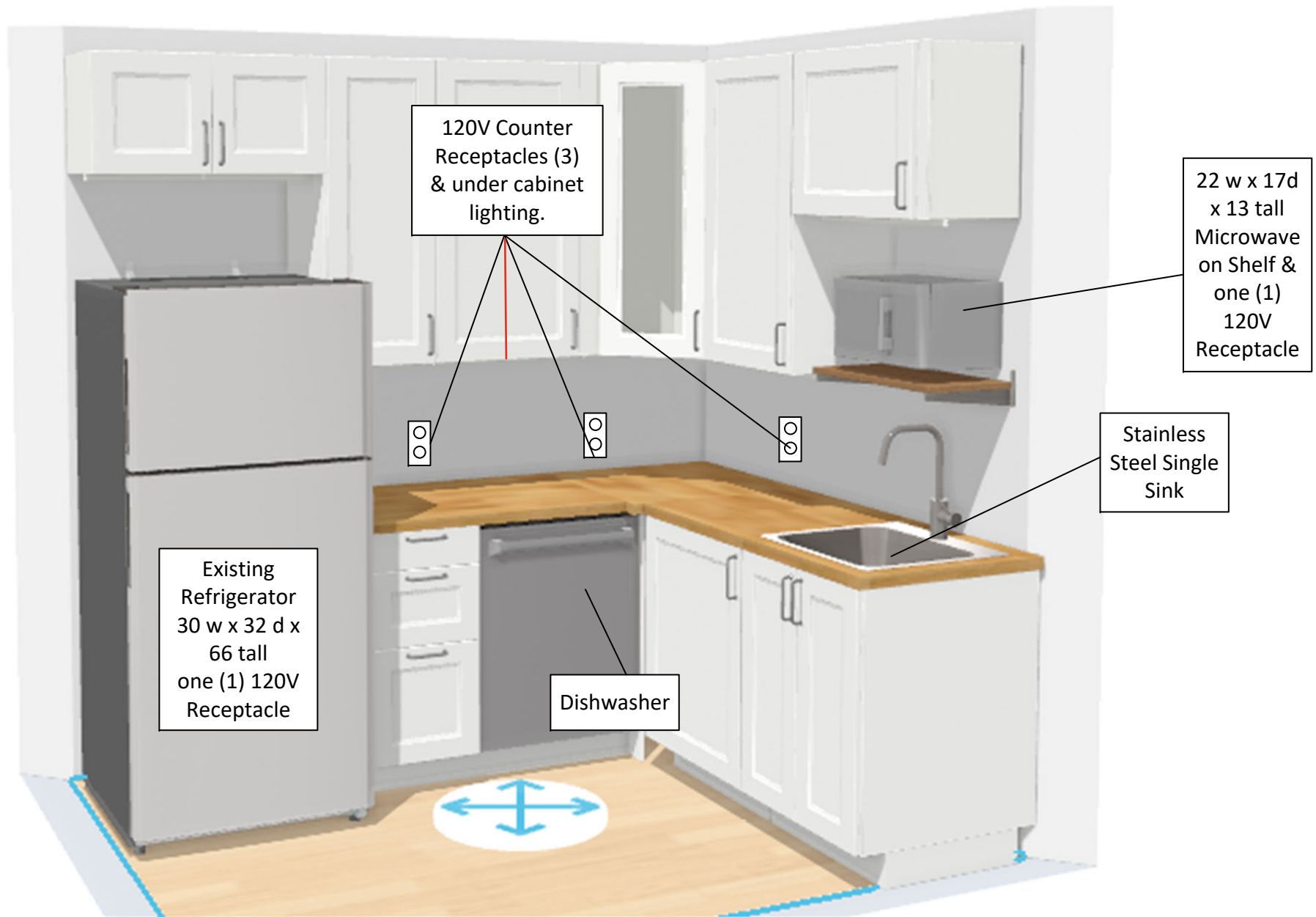
That Council approve the proposed kitchen renovation to the Fire Hall, as outlined in the attached proposal, subject to all costs being the responsibility of Sturgeon County.

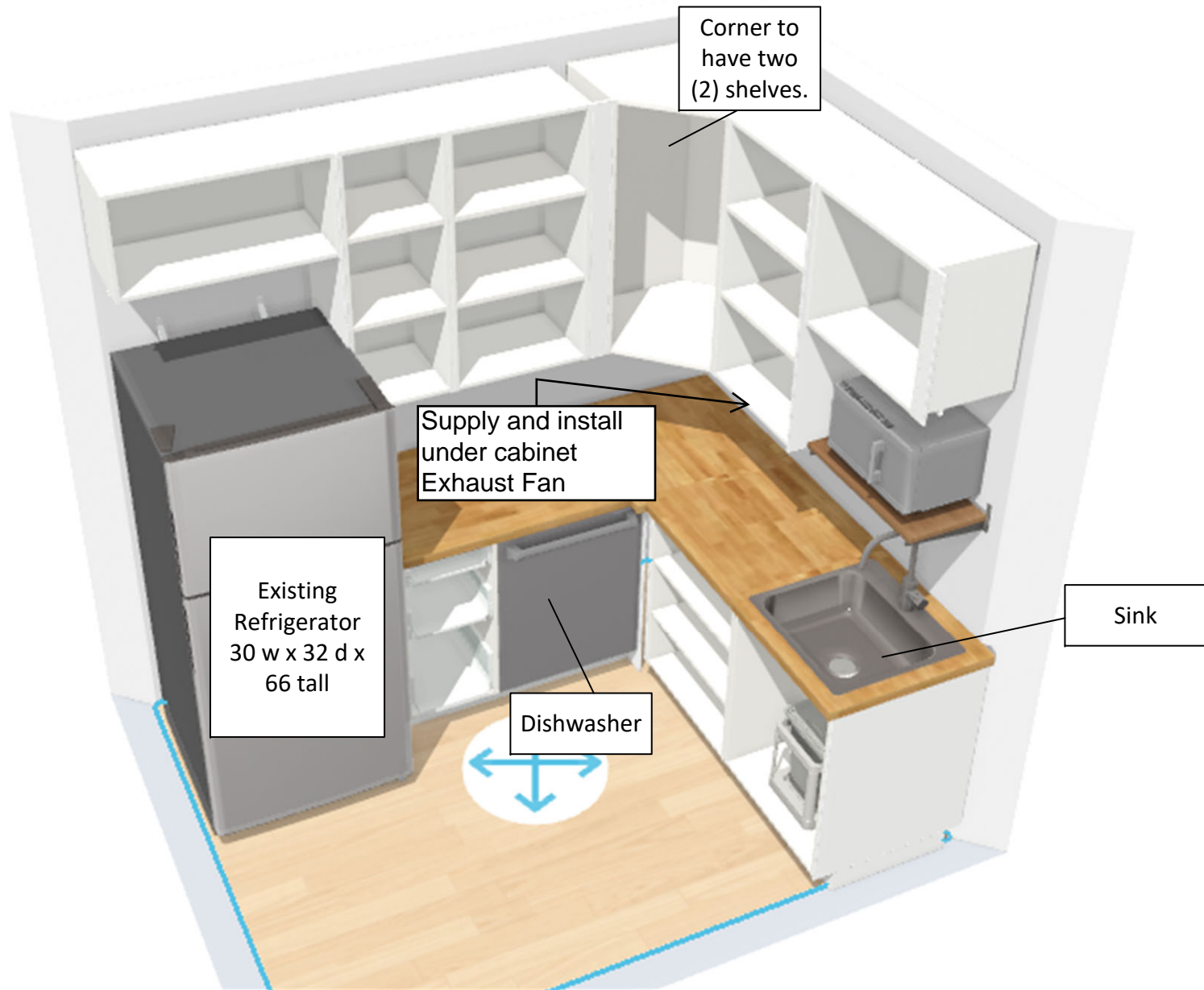
OR

THAT Council directs administration to..



Note:
Drop ceiling height 105"





TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 2, 2025
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	Emergency Lighting Repair/Replacement Project (Town Office)
Agenda Item No.	6.3

BACKGROUND/PROPOSAL

Building code inspections and internal reviews conducted in 2024/2025 have indicated concerns with the condition and functionality of emergency lighting systems in the Town Office and Library.

To ensure continued compliance with the Alberta Fire Code and OH&S requirements, and to plan a full repair/replacement initiative, a phased approach is recommended.

Phase I: Administration recommends hiring a local electrician to complete an investigative report and replace battery packs that have failed. This approach addresses immediate risks while ensuring thorough planning for long-term remediation.

Phase II: The completed report will inform the 2026 operating and/or capital budget for replacement or upgrades. Additionally, the report will assist with establishing a long-term preventative maintenance plan and may assist administration to apply for grant opportunities (for example, energy efficient LED lighting grants).

With the approval of the 2025 Rates of Taxation Bylaw, an additional \$3,425 of taxation revenue over the budgeted amount of revenue required was collected. \$100 of this revenue was allocated to another project. These funds could be transferred to reserves, however given the lower value this amount could also be allocated towards this project.

Therefore, administration recommends that Council allocate this \$3,300 to this project.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

This plan provides Safety: Ensures emergency lighting systems remain functional in the event of power outages, enhancing safety for the public and staff in Town facilities.

- **Regulatory Compliance:** Aligns with Alberta Fire Code and Occupational Health and Safety (OH&S) requirements for emergency egress lighting, reducing risk of liability.
- **Proactive Planning:** A professional investigation report will provide a clear understanding of system deficiencies and associated costs, enabling the Town to plan strategically for future repairs or replacements through the 2026 budget process.
- **Cost Efficiency:** Replacing only the most critical battery packs in 2025 ensures continued functionality without major immediate expenditures, while allowing for more cost-effective, coordinated work in future years.

Considerations:

- **Deferred Capital Costs:** While full replacement may be required, deferring major spending until 2026 allows time for accurate budgeting but could risk continued degradation of equipment.
- **Facility Impact:** Minimal operational disruption is expected during battery pack replacements and the 2026 assessment, though scheduling will be coordinated to minimize any impact to facility users.

STRATEGIC ALIGNMENT

Priority #3 Infrastructure

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

COSTS/SOURCES OF FUNDING

- \$1000 (approx.) to complete the investigation and report.
- \$2,300 for battery replacement contingency.

The current Building Maintenance budget for the Town Office is \$1,000. The recommended option of allocating \$3,300 to the Emergency Lighting Repair/Replacement Project will maintain some funding for other building maintenance.

RECOMMEND ACTION (by originator)

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

OR

THAT Council directs administration to..

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 2, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Filming Bylaw
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

In 2024, Paul Salvatore of Municipal Experts Inc. completed an Economic Development Assessment for the Town. This assessment included the recommended strategies of:

1. Adding Bon Accord to the Alberta Film Commission location database and
2. Creating “film-friendly” policies that would allow the Town to ready itself for motion picture productions.

Excerpts from page 9 of the **Economic Development Assessment** are shown below:

“The Town may also want to attract motion picture production as a unique small-town backdrop for film crews to consider. Creating ties to Alberta’s film commissioner and location scouts would be logical steps for keeping Bon Accord top of mind in future productions.”

“The Town can create ‘Film Friendly’ policies that make it easy for film crews to shoot over extended production sessions at a minimal cost. Some examples include the Town of Crossfield (Ghostbusters), and the newly formed Mountain View Regional Film Office www.mountainviewfilm.ca which is a partnership with Mountain View County, the Town of Sundre, and the Town of Didsbury.”

These recommendations and the actions taken to forward these initiatives are outlined below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

1. The Alberta Film Commission

This organization supports the growth of film, television, and digital media industries in Alberta. A scout from the Commission visited the Town for photos (approx. 2020), and the Town is now highlighted as a potential location for film and media productions on [this page](#). The Bon Accord Arena was given its own page [here](#).

2. Filming Bylaw

Based on advice from the Town's Economic Development Assessment by Paul Salvatore to create "film-friendly" policies, administration has researched a variety of Filming Bylaws. A Filming Bylaw would include a range of costs which would serve as a source of revenue for the Town. For example, the application fee in many municipalities is \$1000+.

At the February 26, 2025 Committee of the Whole meeting, administration presented a report to Council with this information and Council indicated interest in pursuing the next step of drafting a Filming Bylaw. Please see attached proposed bylaw for Council's review.

Council may wish to do only first reading of the bylaw or all three readings with unanimous approval.

STRATEGIC ALIGNMENT

Priority #1: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

COSTS/SOURCES OF FUNDING

No costs are expected.

RECOMMEND ACTION (by originator)

Resolution #1

THAT Council gives first reading to Film Production Bylaw 2025-03.

OR, if Council wishes to proceed with all three readings:

Resolution #2

THAT Council gives second reading to Film Production Bylaw 2025-03.

Resolution #3

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

Resolution #4

THAT Council gives third and final reading to Film Production Bylaw 2025-03.

**TOWN OF BON ACCORD
BYLAW 2025-03
FILM PRODUCTION BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH GUIDELINES AND PERMIT FILM PRODUCTION WITHIN THE TOWN OF BON ACCORD.

WHEREAS pursuant to section 7(a) of the Municipal Government Act, RSA 2000, c M- 26, a Council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

WHEREAS, pursuant to section 7(b) of the Municipal Government Act, RSA 2000, c M- 26, a Council of a municipality may pass bylaws for municipal purposes respecting people, activities and things in, on or near a public place or place that is open to the public; and

WHEREAS, pursuant to section 7(f) of the Municipal Government Act, RSA 2000, c M- 26, a Council of a municipality may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality;

WHEREAS, the Town of Bon Accord recognizes the positive impact the film industry may have on the Town and region;

AND WHEREAS, the Council of the Town of Bon Accord wishes to provide opportunities for both independent and major film producers to utilize the unique aspects of the Town of Bon Accord to produce films locally.

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

1. Title

This Bylaw may be cited as the "Film Production Bylaw".

2. Purpose of this Bylaw

The purpose of this Bylaw is to establish a guideline for Film Production in the Town of Bon Accord.

3. Definitions

- a. "Armourer" means a licensed professional, qualified weapons handler, or firearms safety coordinator, who is responsible for transportation, storage, and safe use of weaponry and firearms on film sets.
- b. "Complex Film Production" means a Film Production that is held on or impacts Public Property that utilizes additional Town resources or support from multiple departments, or a film requiring closure of roadways.
- c. "Film Permit" means a Permit issued by the Film Official for a Film Production within the Town.

**TOWN OF BON ACCORD
BYLAW 2025-03
FILM PRODUCTION BYLAW**

- d. "Film Official" means the Town Manager, or designate, who is responsible for the issuance of a Film Permit.
- e. "Film Production" means the audiovisual creative production of an advertisement, TV series, motion picture, or other video-based medium, and includes all preparation activities, set up, dismantling, removal, and/ or restoration activities in connection with the creative procedure.
- f. "Fire Chief" means the individual appointed by Sturgeon County as fire chief for the Town, in accordance with the Town's Fire Services Bylaw.
- g. "Fireworks" means the pyrotechnics classified as fireworks pursuant to the Explosives Act and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices.
- h. "Fireworks Permit" means a permit issued by the Fire Chief in accordance with the Town's Fire Services Bylaw.
- i. "Non-Profit Film Production" means a Film Production led by a registered non-profit that is held on either Private Property or Public Property that does not require Town resources nor Town support.
- j. "Notification" means correspondence distributed to all businesses and residences to inform them about upcoming Film Production activities in their area and what to anticipate during the process.
- k. "Permit" means a document that allows the holder to perform a specified activity within the Town.
- l. "Private Property" means property, including land, buildings, vehicles, and other assets, that is owned by an individual, partnership, or corporation and is not accessible to the general public without the owner's permission.
- m. "Proponent" means the Film Production company or individual responsible for the Film Production.
- n. "Public Property" means real or personal property, facilities owned, held by, leased, or in possession of the Town, including but not limited to, lands, roads, sidewalks, parks, buildings, signs, and vehicles.
- o. "Scope of Use" means a description and timeline of activities that will occur on Private Property or Public Property as part of a Film Production.
- p. "Simple Film Production" means a Film Production that is held on Public Property or Private Property and utilizes minimal Town resources and support and does not require closure of roadways.
- q. "Town" means the Town of Bon Accord.

TOWN OF BON ACCORD
BYLAW 2025-03
FILM PRODUCTION BYLAW

- r. "Town Manager" means the Chief Administrative Officer of the Town of Bon Accord.
- s. "Traffic Management Plan" means a description of how traffic will flow during the Film Production identification of any hazards to vehicles and pedestrians and how any potential issues will be mitigated. This may include communication such as signage or traffic control, methods to enhance safety of the Film Production crew, Town staff and the public.

4. Operative Clause

- 4.1. This Bylaw delegates the authority to the Film Official to approve Film Permits and road closure requests for Complex Film Productions, Simple Film Productions, and Non-Profit Film Productions.
 - a. Every Complex Film Production, Simple Film Production, and Non-Profit Film Production must adhere to all Town Bylaws, Policies, and Procedures, as well as all Provincial and Federal laws and regulations.
 - b. Every Complex Film Production, Simple Film Production, and Non-Profit Film production must ensure they have paid all required fees and applied for all required Permits prior to the start of production.
 - c. Every Complex Film Production, Simple Film Production, and Non-Profit Film Production must adhere to all safety and compliance requirements, including Occupational Health and Safety regulations, and all local laws and regulations pertaining to the safety of all individuals and animals taking part and surrounding the production.
- 4.2. The Proponent must ensure the preservation and re-establishment of any object or setting that is altered or removed for the Film Production.

5. Environment

- 5.1. All Film Productions within 15 metres of any body of water or environmentally sensitive area must be conducted in a manner that prevents any damage to waterways or vegetation.
- 5.2. The Town has the right to impose site-specific restrictions in or near environmentally sensitive areas.
- 5.3. Damage or pruning of Town flora is not permitted, and any flora damage will result in deductions or forfeiture of the Film Production's damage deposit.

6. Restrictions

- 6.1. Film Production activities are restricted from being conducted on statutory holidays.
- 6.2. Film Production activities are not allowed on Private Property without the express, written consent of the owner of the Property as outlined in section 11.3.

**TOWN OF BON ACCORD
BYLAW 2025-03
FILM PRODUCTION BYLAW**

6.3. The Proponent may be required to contract emergency services to be on location during filming and/or comply with any restrictions imposed by any applicable authority.

6.4. *Firearms and Weaponry*

- a. All Film Productions using weaponry and/or firearms must have a licensed professional Armourer present during Film Production and must adhere to all safety and compliance requirements.
- b. The Proponent will incur all costs related to seeking and obtaining a professional Armourer.
- c. The Proponent must submit a notice to utilize firearms or weaponry and provide a safety plan for firearms or weaponry as part of their Film Permit application.
- d. Use of live ammunition is strictly prohibited.

6.5. *Fireworks*

- a. All Complex Film Productions must obtain a Fireworks Permit for Fireworks from the Fire Chief, in accordance with the Fire Services Bylaw, and trained professionals must be on site.
- b. The Proponent will incur all costs related to seeking and obtaining permissions or implementation of Fireworks.

6.6. *Special Effects*

- a. The use of special effects requires a detailed written submission outlining the purpose, scope, risk, and safety plan as part of the Film Permit application.
- b. Special effects must comply with all provincial and federal laws and all such applicable permits must accompany the Film Permit application.
- c. The Proponent will incur all costs related to seeking and obtaining permissions or implementation of special effects.
- d. The use of any chemical or substance for any special effect (e.g.: artificial snow) must be approved, in writing, by the Film Official. The Proponent must provide evidence (e.g.: WHIMIS documentation) that the use of the chemical or substance is safe, biodegradable, and will not adversely affect citizens, vegetation, or property.

7. Revocation

7.1. The Film Official reserves the right to revoke or suspend a Film Permit if the holder fails to comply with this bylaw or any conditions attached to the Permit.

**TOWN OF BON ACCORD
BYLAW 2025-03
FILM PRODUCTION BYLAW**

8. Liability and Indemnification

- 8.1. The Proponent must have:
 - a. Public liability insurance in the minimum amount of five million dollars (\$5,000,000) indemnifying the Town against liability;
 - b. Adequate equipment coverage and employee's bodily injury; and
 - c. Coverage through the Worker's Compensation Board (WCB).
- 8.2. The Proponent will provide proof of section 8.1 to the Film Official as part of the Film Permit application.

9. Fees

- 9.1. Film Permit fees are established in Schedule "A" attached to and forming part of this Bylaw.
- 9.2. Prior to the issuance of a Film Permit, the Proponent must pay to the Town all Film Permit Fees in accordance with Schedule "A".
- 9.3. If the Film Permit holder causes damage, requests additional Town services, or does not meet permit conditions, this may result in partial or full forfeiture of the damage deposit.
- 9.4. Insured post-secondary student Film Productions are exempt from filming fees but are subject to charges if municipal services are utilized (e.g.: facility rentals, utilities, etc.). Proof of post-secondary enrollment is required.

10. Private Property Compensation

- 10.1. Prior to filming, it is expected that Private Property owners will negotiate compensation related to the use of property, impact, etc. directly with the Proponent. All such negotiations are separate from the Town.

11. Permitting Process

11.1. *Film Permit Application*

- a. The Proponent must apply to and receive permission from the Town to film within the Town.
- b. Permits are processed on a first-come, first-served basis.
- c. Permits must be approved
 - i. at least ten (10) business days prior to filming for Complex Film Productions.
 - ii. At least three (3) business days prior to filming for Simple and Non-Profit Film Productions.

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- d. The Town retains the right to limit or refuse any Film Permit or Film Production activity.
- e. All Film Permits are for the temporary use of Public or Private Property and have no effect on zoning.
- f. Once a Film Permit is approved, the Film Official must approve any changes in the Scope of Use. Failure to obtain this approval may result in the cancellation of the existing Film Permit without compensation and require submission of a new Film Permit application and fee payment.

11.2. *Film Production on Public Property*

- a. As part of the application process, the Proponent must submit a Scope of Use for any Public Property within the Town.
- b. The Proponent must coordinate Film Production activities utilizing Public Property, including accessing and securing public spaces, with the Film Official throughout Film Production.
- c. The Proponent must have written permission from the Film Official for any changes or alterations of Public Property.
- d. The Film Official will coordinate with the Proponent written Notification, as appropriate, to residents and businesses in Town.

11.3. *Film Production on Private Property*

- a. As part of the application process, the Proponent must submit a Scope of Use for any Private Property within the Town.
- b. The Proponent must have written permission from the Private Property owner for any changes or property alterations on Private Property.
- c. The Proponent must provide written Notification to the Private Property owners at least five (5) business days prior to filming for a Complex Film Production and at least two (2) business days prior to filming for a Simple or Non-Profit Film Production. This Notification should clearly outline the dates, locations, and nature of the Film Production activities, as well as any potential impacts or expectations.
- d. The Notification distribution area will be defined by the Film Official.
- e. All initial Notifications and subsequent Notification updates regarding Film Production must be provided to the Town for review:
 - i. at least seven (7) business days in advance for a Complex Film Production

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- ii. at least two (2) business days in advance for a Simple or Non-Profit Film Production.

4.2. Traffic Management

- a. All Proponents must submit a Traffic Management Plan as part of their Film Permit application, including an evaluation of possible traffic hazards and specific control measures for traffic management.
- b. All Complex Film Productions must obtain a Permit for road closures.
- c. Alberta Transportation and/or another appropriate authority may be required for any Permit that alters traffic patterns (e.g.: intermittent traffic control, parking and/or road closures).
- d. Restrictions, conditions and requirements for traffic management services and/or the number of police officers and vehicles will be approved by the Film Official and appropriate authorities to ensure motor vehicle, crew, and pedestrian safety.
- e. At the Town's discretion, complex or large-scale road closures may require professional traffic management services to design a Traffic Management Plan, signage, and/or supply certified personnel to ensure safety.
- f. The Proponent will incur all costs related to seeking and obtaining permissions and implementation of professional traffic management services.

5. Pedestrians

- 5.1. The Proponent must:
 - a. Provide staff to ensure pedestrian safety on location, answer questions and temporarily restrict passage during filming; and
 - b. Cause to be posted signage that indicates:
 - i. Filming is in progress;
 - ii. Contact information for the Film Production manager; and
 - iii. Nearby businesses are open, if applicable.

6. Business License

All Complex and Simple Film Productions must obtain an appropriate Business License from the Town before commencing any Film Production.

7. Complaint Management Process

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All Proponents must establish a process for residents and businesses to file complaints about disruptions and provide contact information to the Film Official for the complaints process.

8. Waste

The Proponent shall properly dispose of all garbage and refuse from all filming locations including parking area(s).

9. Washrooms

The Proponent will provide and maintain temporary portable toilets for personnel and visitors during Film Production.

10. Animals

The use of domestic or exotic animals in a Film Production must be approved by the Film Official and comply with applicable laws and conditions imposed by Alberta filming requirements or other authorities.

11. Construction

The Proponent is not permitted to use Public Property to construct sets without written permission from the Film Official.

12. Harassment

The Film Official may cancel the Film Permit at any time without compensation or advance notice if Town staff are threatened, harassed, or verbally and/or physically abused by Film Production personnel, visitors, agents, and/or contractors.

13. Inspections

- 13.1. The Film Official and/or other authorities are permitted to randomly visit and inspect any Film Production location to ensure compliance with the Film Permit and/or Town bylaws.
- 13.2. Violations of Film Permit conditions or Town bylaws may result in a fine, order, and/or Film Permit revocation.

14. Events

Film Permits will not be issued on dates or in a location that affects civic or community events unless approved by the Film Official in writing.

15. Drones

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15.1. Use of drones for Film Production must follow the rules in the Canadian Aviation Regulations and be operated by a certified drone pilot, who must carry a valid drone pilot certificate issued by Transport Canada.

15.2. All drones used in Film Production must be marked and registered.

16. Use of Protective Services

Protective Services within the Town are operated by Sturgeon County. Film Productions that wish to utilize Sturgeon County Protective Services in their Production must contact Sturgeon County directly.

17. Force and Effect

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS ____ day of ____ 2025.

READ A SECOND TIME THIS ____ day of ____ 2025.

READ A THIRD TIME THIS ____ day of ____ 2025.

SIGNED THIS ____ day of ____ 2025.

Mayor Brian Holden

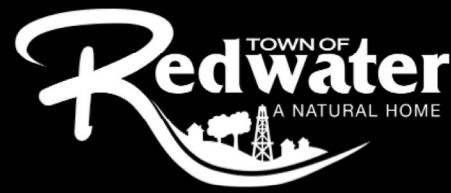
Chief Administrative Officer, Jodi Brown

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**Schedule "A"
Film Production Fees**

Description	Fee	Approval Required From
Complex Film Production	\$1000 + \$3000 damage deposit	Film Official
Simple Film Production	\$750 + \$2000 damage deposit	Film Official
Non-Profit Film Production	\$300 + \$1000 damage deposit	Film Official
Post-Secondary Film Production	No charge	Film Official
Road Closures (as part of a Complex Film Production)	As determined by the Film Official	Alberta Transportation and Film Official
Temporary Permit (Parade, Parking, Obstruction, Off-Road Vehicle or Equipment)	As per the Town's Traffic Bylaw and/or Temporary Permit Policy	Film Official
Fire Permit (fireworks, etc.)	As per the Town's Fire Services Bylaw	Fire Chief and Film Official
Town-Owned Facility Rentals	As per the Town's Fees and Charges Bylaw	Film Official
Town Business License	As per the Town's Business License Bylaw	Film Official

Dancing



Throughout The

Decades

August 16th 2025

2025 Redwater Discovery Days Parade

**Staging and judging
begins at 10 am at
Redwater School
grounds**

Parade Entry Categories

Municipality/Government
Community Group
Business
Kids Entry
Other

Parade Ribbon Categories

Best Interpretation of a Decade
Most Creative Decade
Best Group Participation
Best Overall
Judges Choice

Parade begins at 11 am

Theme:

Celebrate Redwater's 75th Anniversary with us as we journey through the decades! From the fabulous '50s to today, show off your favorite era and take a nostalgic look back at the past 75 years!

Register by August 8th using the QR code or link:

<https://www.eventbrite.ca/e/redwater-discovery-days-parade-float-registration-august-16th-2025-tickets-1402319087139?aff=oddtcreator>

SCAN ME



**For all parade inquiries, contact the Community Services Office
Phone: 780-942-4101
Email: Cmelnick@redwater.ca**

**For all other inquiries about the Discovery Days Weekend, contact the Redwater & District Ag Society
Phone: 780-940-6076
Email: redwaterag@gmail.com**



Town of Bruderheim

Deutschland Day Parade—Entry Form

The Town of Bruderheim invites all clubs, organizations, businesses, surrounding municipalities and individuals to participate in the **Town of Bruderheim Deutschland Day!** The parade will be held on **October 18, 2024 at 1:00PM**

Marshalling starts at 12:00PM in the parking area of Bruderheim Starlight Campground. Judging will take place from 12:45PM to 1:00AM. At which time the parade commences. Categories listed below.

Business/Organization/Persons Name: _____

Contact Person: _____ **Email:** _____

Address: _____

City/Town: _____ **Postal Code:** _____ **Telephone:** _____

Phone Number: _____ **# of People in Entry:** _____

Type of Entry (Please Check One)

Youth

Fall Harvest

Patriotic (can be any culture—German, Canadian, Indigenous, Ukrainian etc.)

Animal Class

Municipal/Commercial/Industrial

Antique Car/Truck/Tractor

Club/Non-Profit Organization

Please provide a detailed description of your parade entry:

Waiver: I/We understand, do hereby exclude the Town of Bruderheim organizers, staff and volunteers from any claim resulting from loss or injury, which may occur during the 2024 parade.

Sign: _____ **Date:** _____

NOTE: The parade route is subject to change or cancellation at the discretion of the Town of Bruderheim with limited notice.

Please check one of the options: **Judged** **Not Judged**

Those who choose not judge will not be eligible for a potential prize for that category.

For updates on the event watch www.bruderheim.ca and the towns Facebook page.

Please return to the address below by September 30th, 2025

Town of Bruderheim
Box 280/5017 Queen Street
Bruderheim, Alberta T0B 0S0
Email: info@bruderheim.ca
Phone: 780-796-3731

From: [Breya Tallman](#)
To: [Breya Tallman](#)
Subject: FW: Join Us for the Annual Council Golf Tournament – Register Today
Date: June 19, 2025 12:43:20 PM
Attachments: [Outlook-Text Desc](#)
[Outlook-jxr2x40r.png](#)

From: Charity Melnick <cmelnick@redwater.ca>

Sent: June 19, 2025 11:51 AM

To: Info <info@bonaccord.ca>; Lacey Laing <llaing@bonaccord.ca>; Lynn Bidney <lbidney@bonaccord.ca>; Timothy Larson <tlarson@bonaccord.ca>; Brian Holden <bholden@bonaccord.ca>; cao <cao@bonaccord.ca>; Tanya May <tmay@bonaccord.ca>; Kaitie Melvin <cssupervisor@bonaccord.ca>; Jay Nagra <ecdev@bonaccord.ca>

Subject: Join Us for the Annual Council Golf Tournament – Register Today

Some people who received this message don't often get email from cmelnick@redwater.ca. [Learn why this is important](#)

Get ready to hit the greens! We're excited to invite you to our **Annual Council Golf Tournament**, a fun-filled day of friendly competition, great networking, and unforgettable moments.

Date: Aug 7th, 2025

Location: Redwater Golf course

 **Start Time:** 7:00 am

This year's tournament promises more than just a great game of golf – we'll have:

- **Prize giveaways**
- **Hole sponsors**
- **Networking opportunities**
- **And much, much more!**

Whether you're a seasoned golfer or just in it for the fun, this is the perfect opportunity to connect with colleagues, community members, and local leaders in a relaxed, enjoyable setting.

Register now to secure your spot!

<https://www.redwater.ca/p/2025-annual-golf-tournament>

We look forward to seeing you on the course!

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: BACS Support Letter
Date: June 27, 2025 1:00:01 PM

From: Christy Condin <cmcmurray@mcmurraygroup.ca>
Sent: June 24, 2025 11:34 AM
To: cao <cao@bonaccord.ca>
Subject: Re: First Aid Course

You don't often get email from cmcmurray@mcmurraygroup.ca. [Learn why this is important](#)

Hi Jodi,

Would it be possible to get a letter of support from the town and/or council that we can submit with our grant applications for a new playground at BACS.

Thanks,

Christy
Parent Support Society Chairperson

Get [Outlook for iOS](#)



SAVE THE DATE 2 DAY EVENT

OCTOBER 3 & 4TH

MEET YOUR COMMUNITY & SVF SPORTS CENTRE **GRAND OPENING**

Join us as we celebrate the grand opening of the Sturgeon Valley Fertilizer Sports Centre (former Legal Arena), Friday, Oct 3rd with a official ribbon cutting event followed by a **FREE FAMILY FUN NIGHT!**



Saturday, Oct 4th, festivities will kick off with the Town of Legal's annual Meet Your Community event followed by a day of **UNFORGETABLE CELEBRATIONS AND HOCKEY!**

EVENT DETAILS TO COME.



Notice of Motion

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

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