

**Town of Bon Accord
AGENDA
Regular Council Meeting
July 7, 2026 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
- 4. ADOPTION OF MINUTES**
 - 4.1. June 16, 2026; Regular Council Meeting (enclosure)
 - 4.2. June 23, 2026; Committee of the Whole Meeting (enclosure)
- 5. DELEGATION**
 - 5.1. 5:05pm – Matt Roblin and Karen Mann – Sturgeon County Protective Services – Q1 and Q2 Bylaw Updates (enclosure)
 - 5.2. 5:25 p.m. Amanda Houlihan – Harvest Days Committee Financial Request (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1. Quarterly Financial Report – Operating (enclosure)
 - 7.2. Quarterly Financial Report – Capital (enclosure)
 - 7.3. May 2026 Bank Reconciliation (enclosure)
 - 7.4. Harvest Days Committee – Donation Request (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Data Classification Policy & Personal Information Bank (PIB) Policy (enclosure)
 - 8.2. Block Party Policy (enclosure)
 - 8.3. Fees and Charges Bylaw – 1st Reading (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
 - 10.1. Invest Alberta Information Session Invitation (enclosure)
 - 10.2. Town of Redwater Mayor & Council Golf Tournament Invitation (enclosure)
 - 10.3. Minister of Municipal Affairs, 2026 Funding Allocations Letter (enclosure)
 - 10.4. Urgent Request for Provincial Support – Letter from Minister Nally to Minister Dreeshen (enclosure)
- 11. CLOSED SESSION**
- 12. ADJOURNMENT**

**Town of Bon Accord
Regular Meeting of Council Minutes
June 16, 2026, 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 – Chief Administrative Officer
Falon Fayant – Corporate Services Manager
Kyle Miller – Planning & Development Officer
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services & Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:02 a.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the June 16, 2026, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-129

ADOPTION OF MINUTES

June 2, 2026; Regular Council Meeting

COUNCILLOR LARSON MOVED THAT Council approves the June 2, 2026 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-130

DELEGATION

Mike Krim, Tanmar Consulting – Assessments Presentation

COUNCILLOR GALLANT MOVED THAT Council accepts the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 26-131

Tim Duhamel, Bloom CME – Strategic Planning Presentation

COUNCILLOR LARSON MOVED THAT Council accepts the presentation as information.

CARRIED UNANIMOUSLY RESOLUTION 26-132

DEPARTMENTS REPORT

June 2026

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

**Town of Bon Accord
Regular Meeting of Council Minutes
June 16, 2026, 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CARRIED UNANIMOUSLY RESOLUTION 26-133

UNFINISHED BUSINESS

Town of Morinville – Canada Day Invitation

NEW BUSINESS

Chinese Heritage Month Initiative (CHMI)

COUNCILLOR LARSON MOVED THAT Council direct administration to draft a letter to Michael Cooper, MP, and the Honourable Dale Nally, MLA, in support of declaration of Chinese Heritage Month in Canada AND FURTHER THAT Council direct administration to add Chinese Heritage Month to the Special Days, Weeks and Months Policy and bring forward at a future meeting for approval.

2 Opposed

CARRIED RESOLUTION 26-134

COUNCIL REPORTS

COUNCILLOR MAY MOVED THAT Council accepts the reports as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-135

CORRESPONDENCE

Minister of Municipal Affairs – PERC and DIRC Extension Letter

COUNCILLOR LARSON MOVED THAT Council accepts the letter as information.

CARRIED UNANIMOUSLY RESOLUTION 26-136

CLOSED SESSION

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

COUNCILLOR MAY MOVED THAT Council move into closed session to discuss *Land Purchase Negotiation – Access to Information Act Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body* at 10:12 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-137

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 10:54 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-138

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the June 16, 2026, Regular Meeting of Council adjourn at 10:54 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-139

**Town of Bon Accord
Regular Meeting of Council Minutes
June 16, 2026, 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

DRAFT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
June 23, 2026, 4:15 p.m. in Council Chambers
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 – Chair

ADMINISTRATION

Bill Rogers, Chief Administrative Officer
Falon Fayant, Corporate Services Manager
Jessica Spaidal, Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

COUNCILLOR MAY called the meeting to order at 4:16 p.m.

ADOPTION OF AGENDA

COUNCILLOR GALLANT MOVED THAT Council adopt the agenda for June 23, 2026, as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-140

BYLAWS | POLICIES | AGREEMENTS

2026-04 Fees and Charges Bylaw Updates

COUNCILLOR LARSON MOVED THAT administration bring the bylaw back at the next regular meeting of Council for first reading.

CARRIED UNANIMOUSLY RESOLUTION 26-141

New Data Classification Policy & Personal Information Bank (PIB) Updates

MAYOR HOLDEN MOVED THAT administration bring both policies to the next regular meeting of Council for approval.

CARRIED UNANIMOUSLY RESOLUTION 26-142

Block Party Policy

DEPUTY MAYOR BIDNEY MOVED THAT administration bring the policy back at an upcoming regular meeting of Council for approval.

CARRIED UNANIMOUSLY RESOLUTION 26-143

CLOSED SESSION

Land Acquisition, Stormwater Park Project – 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
Committee of the Whole Meeting Minutes
June 23, 2026, 4:15 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

MAYOR HOLDEN MOVED THAT Council move into closed session to discuss *Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information* at 4:45 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-144

MAYOR HOLDEN MOVED THAT Council come out of closed session at 5:05 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-145

ADJOURNMENT

DEPUTY MAYOR BIDNEY MOVED THAT the June 23, 2026, Committee of the Whole Meeting adjourn at 5:05 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-146

Mayor Holden

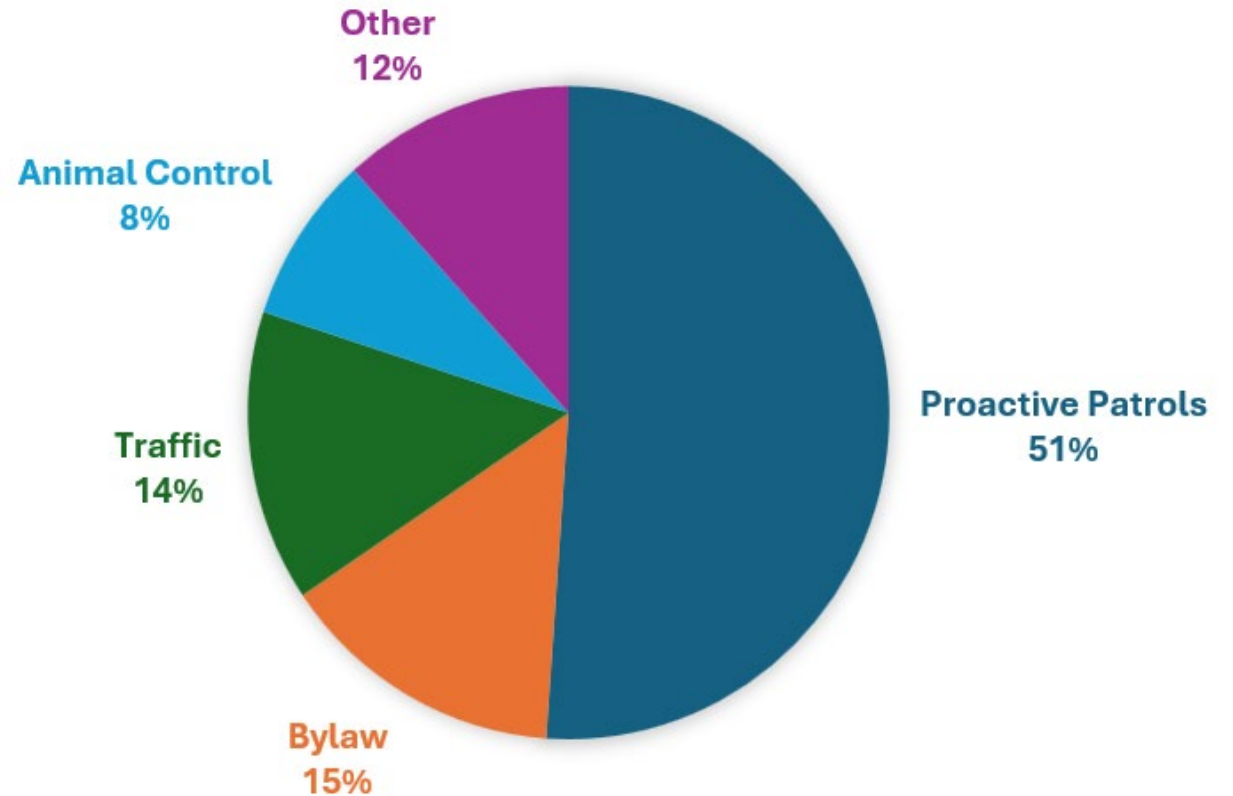
Bill Rogers, Chief Administrative Officer

Enforcement Services – Bon Accord

Total incidents reported

184

INCIDENT TYPES



Enforcement Citations – Bon Accord

Total citations issued

30

Total fine amount

\$3575.00



Citations by offence type



Speeding

10



Other traffic violations

11



Failing to obey traffic lights or signs

2



Other bylaw offences

2



Community standards-related offences

2



Animal-related offences

3

Sturgeon County

Statistics from: 1/1/2026 12:00:00AM to 3/31/2026 11:59:00PM

Citation Printout Report by Violation

Total Citations of (ROR S.37(B) FAIL TO STOP FOR STOP SIGN AT CROSS WALK OR STOP LINE): 1
Total Mandatory Appearances: 0

Total Citations of (SEC 4(B) 1352/15 DOG CONTROL BITE ATTEMPT TO BITE BARK AT ANY PERSON CHASE LIVE): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 5
Total Mandatory Appearances: 0

Total Citations of (TSA S.115.1(1)(A) DR/OPERATE VEH HOLDING/VIEWING/MANIPULATIONG CELL/): 1
Total Mandatory Appearances: 0

Grand Total

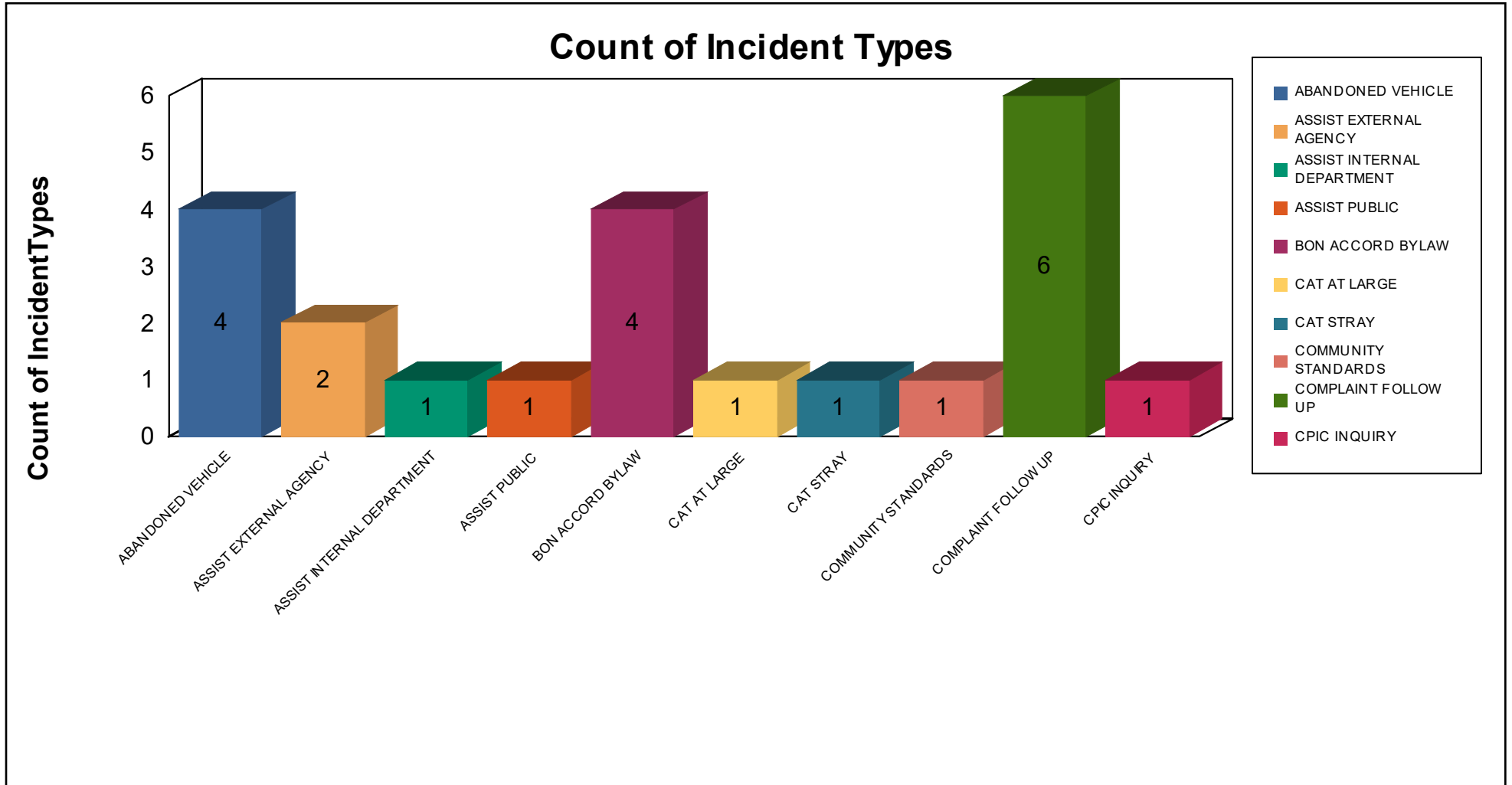
Total Number of Citations Reported: **8**
Total Fine Amounts Reported: **\$362.00**
Total Money Collected: **\$0.00**
Total Money Still Due: **\$362.00**
Total Mandatory Appearances: **0**

Sturgeon County

Statistics from Occurred Date: 1/1/2026 12:00:00AM to 3/31/2026 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT -



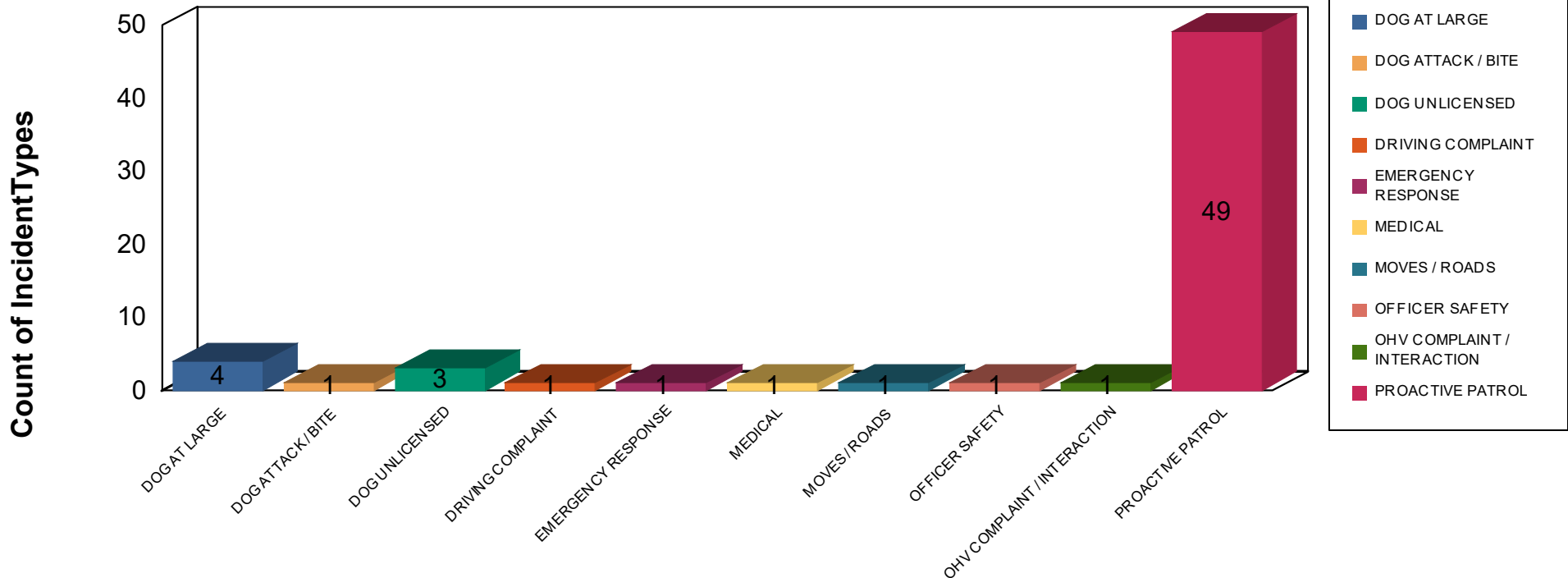
ABANDONED VEHICLE: 4 4%

Incident Report

STURGEON COUNTY ENFORCEMENT -

ASSIST EXTERNAL AGENCY: 2	2%
ASSIST INTERNAL DEPARTMENT: 1	1%
ASSIST PUBLIC: 1	1%
BON ACCORD BYLAW: 4	4%
CAT AT LARGE: 1	1%
CAT STRAY: 1	1%
COMMUNITY STANDARDS: 1	1%
COMPLAINT FOLLOW UP: 6	5%
CPIC INQUIRY: 1	1%

Count of Incident Types



DOG AT LARGE: 4 4%

DOG ATTACK / BITE: 1 1%

DOG UNLICENSED: 3 3%

DRIVING COMPLAINT: 1 1%

Incident Report

STURGEON COUNTY ENFORCEMENT -

EMERGENCY RESPONSE: 1 1%

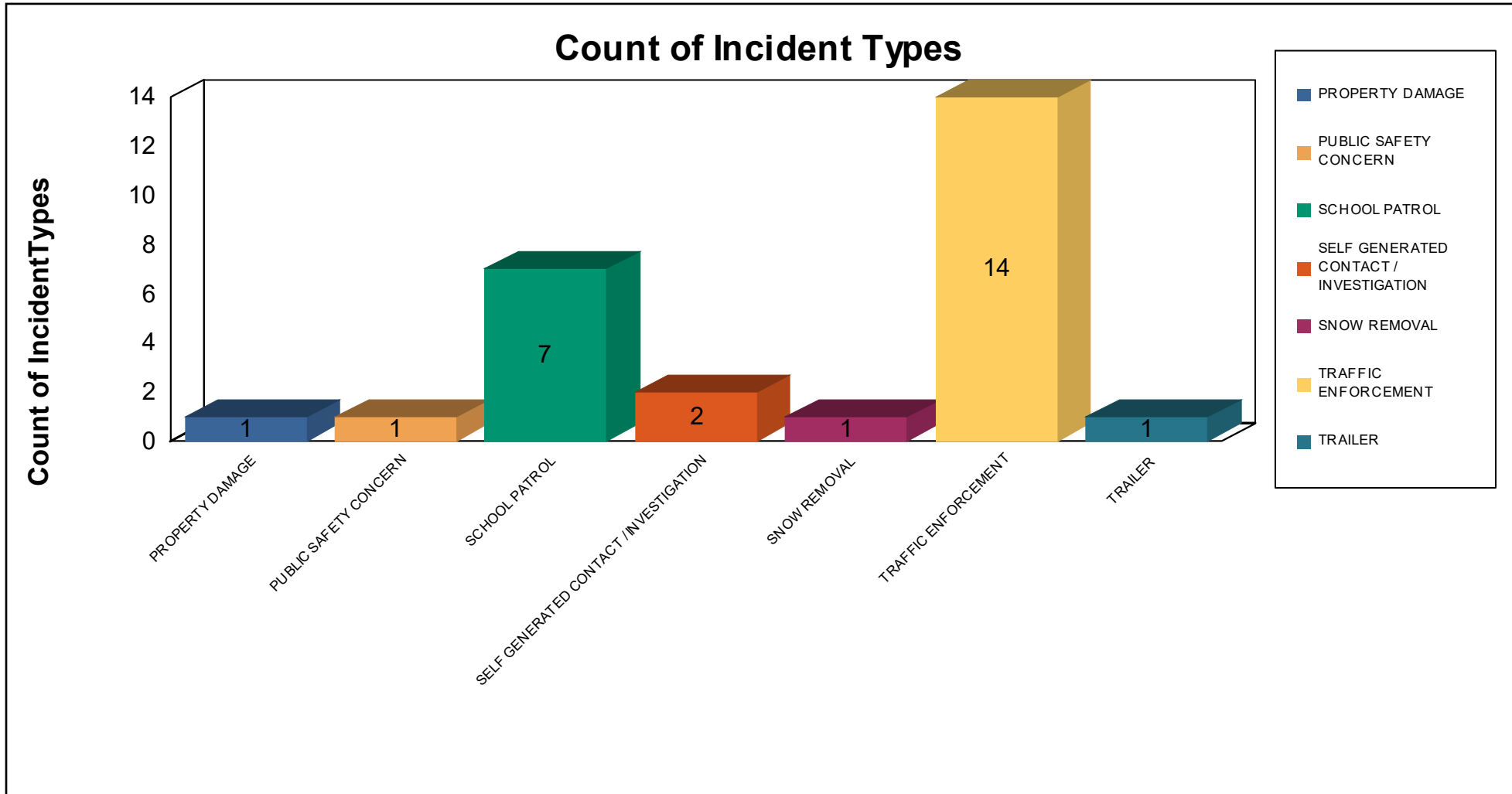
MEDICAL: 1 1%

MOVES / ROADS: 1 1%

OFFICER SAFETY: 1 1%

OHV COMPLAINT / INTERACTION: 1 1%

PROACTIVE PATROL: 49 44%



PROPERTY DAMAGE: 1 1%

PUBLIC SAFETY CONCERN: 1 1%

SCHOOL PATROL: 7 6%

SELF GENERATED CONTACT / INVESTIGATION: 2 2%

Incident Report

STURGEON COUNTY ENFORCEMENT -

SNOW REMOVAL: 1 1%

TRAFFIC ENFORCEMENT: 14 13%

TRAILER: 1 1%

Grand Total: 100.00% Total # of Incident Types Reported: 112

Hello Mayor and Council,

I am writing on behalf of Bon Accord Harvest Days, sub-committee of Bon Accord and District Ag Society. We have been organizing and running Bon Accord Harvest Days for 10 years. I myself have been chair of the board for 16 years, and have assisted in organizing the town event.

This is our annual summer event which will take place on August 7, 8, 9, 2026 that has been around for over 50 years. This event is ran by a board of volunteers, donations and grants. We work hard to make this a huge success every year for our community. This event provides 3 days of fun and activities to families attend yearly, free. The only cost is food and beverages.

Other groups in our community support with set-up of event, assisting at the gate entrance, as well as events taking place supports fundraising for our library and food bank

The town has supported Harvest Days from the beginning here are some key supports-

- manual labor support
- staffing on the weekend of the event
- Arena and grounds area
- Parade
- Fireworks
- Grant donation

Just to name a few the town continues to support the event.

We are reaching out to request a donation of \$4500 towards our event. The donation will be used for providing activities for families to access free on Saturday 11:00 AM- 4:00 PM. We consistently are reaching out to businesses in our area, as well as began a 50-50 over the last couple years. The expenses keep growing and it has become challenging to get donations. This year we are going to have a Donation Box at both entrances to try and assist in raising funds towards next year. Our goal is to remain a free event for our families and community. We are scaling back on activities and seeking FREE activities as well to assist in this. With out our towns support, this event would not be possible.

Bon Accord Harvest Days, thanks you for your consideration and look forward to hearing from you. If anyone would like additional information, please do not hesitate to contact me directly.

Thank you,

Amanda Houlihan

Bon Accord Harvest Days, Chair

s. 20 ATIA



COMMUNITY GRANT APPLICATION

ORGANIZATION

Organization Name: Bon Accord Harvest Day (Ag Society)

Organization Address: Box 576, Bon Accord, AB T0A 0K0

Contact Person: Amanda Howihan

Phone: S. 20 ATIA Email: S. 20 ATIA

Select ONE item in the list below that best represents your organization:

- Ad hoc group of citizens
- Group of citizens who meet regularly
- Registered society (umbrella under Ag Society)
- Non-profit group
- Registered charity

If your group is registered, please provide:

Date of incorporation: _____

Incorporation #: _____

What is the date of your most recent annual return? (for Alberta Corporate Registry)

EVENT/PROJECT

Name of Event/Project: Bon Accord Harvest Days

Project Type:

- Event
- Project

Date of Event (if applicable): August 7, 8, 9, 2025 - Access both

Anticipated Event Attendance (if applicable): 3000 ~~300~~ setup

Total amount requested: \$ 4500

Funding Category:

- Community Grant
- FCSS Grant (see www.alberta.ca/family-and-community-support-services-fcss-program)



COMMUNITY GRANT APPLICATION

Has your organization received a Community Grant or other funding from the Town of Bon Accord in the last two (2) years?

Yes

No

If yes, complete the following:

Project Name	Funding Received
Harvest Days 2025	\$3500
Harvest Days 2024	\$3500

WRITE UP CRITERIA

Please complete the following (please attach another sheet).

1. Briefly describe the primary objectives of your organization.
2. Provide as much detail as possible to give a clear idea of what your event/project will include.
3. Are there any other Town of Bon Accord groups that will contribute to the event/project? If so, please give a brief overview of their contribution (financial or otherwise).
4. How will the grant funding be used?
5. Who will be served by your event/project? How many individuals will participate and directly benefit from your event/project?
6. Are there physical or financial barriers that would prevent anyone from participating in the event/project?
7. Is the event/project available to all Town of Bon Accord residents? Please provide details.
8. How many volunteer hours will be contributed **specifically** to this event/project?
9. The Town of Bon Accord tagline is "Building for Tomorrow". Organizations receiving grant funding must acknowledge receipt of the grant through project promotion and advertising and promote the Town's brand where possible. Describe how your organization and/or event/project plans to promote the Town of Bon Accord.

I certify that the information provided on this application is correct to the best of my knowledge.

Amanda Houlihan
Print name

Chair - President
Title

Amanda Houlihan
Signature

March 30 / 2026
Date



COMMUNITY GRANT APPLICATION

VOLUNTEERS

<i>List your group's volunteer roles and hours below.</i>	Hours
Children Activities (6)	30
Market (5)	60
Board of Volunteers (15)	100
Beer Gardens (6)	200
50/50 (5)	40
Bench Show (3)	40 50
(10) Organizing Grounds Setup & Take down	80
Total Volunteer Hours	560

Each category is assessed out of five (5) points. The application must receive a minimum of 13 points to be eligible to receive grant funding.

	Points	Justification of points awarded
Benefit to Citizens	5 /5	Activities & events for all ages. Runs for 3days and free event to attend.
Impact of Event/Project	5 /5	It is a high impact event bring all ages together over 3days
% of Funds Matched	5 /5 100 %	Ag Society is donating \$4500 to Harvest Days and we are continuing working on donations
Accessibility of Event/Project	5 /5	Grounds, Arena and Beer Gardens, Jewel Box The whole event is fully accessible to all
Organization's Community Impact	5 /5	We include and reach out to all organizations business, and community member/neighbors to join us for the weekend
Total	25 /25	

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	July 7, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Quarterly Financial Report - Operating
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Attached is the quarterly report for the period January 1st to June 30th, 2026, comparing actuals to budget figures and providing a variance and detailed information.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration provides a detailed quarterly financial report to Council.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

2026 operating budget.

RECOMMENDED ACTION (by originator)

THAT ... Council accepts the attached quarterly financial operating report for information.



Finance Quarterly Report

Q2 – January 1 to June 30, 2026

The following report presents departmental operating and capital revenues and expenditures for the second quarter of the 2026 fiscal year, encompassing actual financial results from January 1 to June 30, 2026.

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.

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.

GENERAL MUNICIPAL

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TAXATION (INCLUDING REQUISITIONS)	2,545,716	2,562,787	- 17,071	-1%
FRANCHISE FEES	130,851	245,396	- 114,545	-88%
INVESTMENTS	62,879	102,000	- 39,121	-62%
TOTAL REVENUES	2,739,446	2,910,183	- 170,737	-6%
Expenses:				
TAXATION REQUISITIONS	124,720	493,139	- 368,419	-295%
TOTAL EXPENSES	124,720	493,139	- 368,419	-295%
Net Surplus (Deficit)	2,614,726	2,417,044	197,682	8%

YTD from January 1, 2026 to June 30, 2026

Variances (Actual to Budget to date)

Tax notices were mailed in May and the deadline was June 30th. Penalties will be levied on outstanding current amounts not paid after the deadline. Penalties collected to date are \$17,492, which was collected on outstanding amounts at the end of December 2025.

Franchise fees are above budget to date by \$8,153. These fees can fluctuate throughout the year based on the delivery tariff revenue from ATCO and the transmission and distribution revenue from Fortis and they are also affected by customer usage as well as weather conditions.

Investment revenue is collected from the funds in our ATB Business operating account. Currently, investment revenue is over the expected budget by \$11,879. This fluctuates as well throughout the year based on the balance in the account and on the rate of interest. Generally, we receive an average of \$12,000 per month.

Taxation requisitions include the ASFF school requisitions and the Homeland Housing seniors' requisition. Both requisitions are on budget.

ADMINISTRATION

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	11,143	19,730	(8,587)	-44%
TRANSFERS FROM RESERVES	5,500	5,500	0	0%
TOTAL REVENUES	16,643	25,230	(8,587)	-34%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	157,441	454,169	(296,728)	-65%
CONSULTANTS & PROFESSIONAL FEES	71,481	35,085	36,396	104%
CONTRACTED SERVICES & RENTALS	37,594	103,049	(65,455)	-64%
GOODS & SUPPLIES	4,409	17,532	(13,123)	-75%
INSURANCE	32,138	32,139	(1)	0%
LEGAL SERVICES	2,908	15,000	(12,092)	-81%
MEMBERSHIPS & REGISTRATIONS	2,222	8,005	(5,783)	-72%
OTHER - FINANCE CHARGES/DEBENTURES	914	29,280	(28,366)	-97%
UTILITIES	4,039	13,842	(9,803)	-71%
TOTAL EXPENSES	313,145	708,101	(394,956)	-56%
Net Surplus (Deficit)	(296,502)	(682,871)	386,369	-57%

YTD from January 1, 2026 to June 30, 2026

Variiances (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. Sales also include the rental income from the basement rental to the Bon Accord Out of School Care program of \$1,200 per month.

The transfer from reserves is a transfer from last year's surplus to cover the emergency lighting upgrade costs approved by council resolution. (*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.*)

Consultants and professional fees include the services for the auditor of \$8,800 to date, and assessment fees of \$8,409 to date, both of which are within budget. The Consultants' total of \$52,500 is for services from Bloom and contracted CAO services. These are unbudgeted but offset by the CAO wages and salaries budget.

Memberships and registration fees include Brownlee Emerging Trends, Alberta Municipal Clerks Association membership, Municipal Leader's Caucus, and staff training.

There are no *unplanned expenses* to date.

EV CHARGERS

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	89	750	(661)	-88%
TOTAL REVENUES	89	750	(661)	-88%
Expenses:				
CONTRACTED SERVICES & RENTALS	1,984	6,244	(4,260)	-68%
GOODS & SUPPLIES	0	1,200	(1,200)	-100%
TOTAL EXPENSES	1,984	7,444	(5,460)	-73%
Net Surplus (Deficit)	(1,895)	(6,694)	4,799	-72%

YTD from January 1, 2026 to June 30, 2026

Variance (Actual to Budget to date)

Sales and user fees have been minimal to date.

Contracted services and rentals include monthly fees from customer usage of the chargers as well as the yearly network fee of \$1,944.

There are no *unplanned expenses* to date.

COUNCIL

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0		
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	49,066	117,726	(68,660)	-58%
CONTRACTED SERVICES & RENTALS	1,840	4,416	(2,576)	-58%
GOODS & SUPPLIES	522	2,600	(2,078)	-80%
INSURANCE	2,468	2,622	(154)	-6%
MEMBERSHIPS & REGISTRATIONS	5,515	22,550	(17,035)	-76%
UTILITIES	578	1,547	(969)	-63%
TOTAL EXPENSES	59,989	151,461	(91,472)	-60%
Net Surplus (Deficit)	(59,989)	(151,461)	91,472	-60%

YTD from January 1, 2026 to June 30, 2026

Variations (Actual to Budget to date)

Contracted services are the IT managed services allocation for Council, which are on budget for the quarter.

Memberships and registrations include the ABMunis membership, Brownlee Emerging Trends, and the Alberta Municipal Leader's Caucus, FCM Membership and the Alberta Mid-sized Town Mayor's Membership.

There are no *unplanned expenses* to date.

ELECTION

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
GOODS & SUPPLIES	(150)	2,000	(2,150)	-108%
TOTAL EXPENSES	(150)	2,000	(2,150)	-108%
Net Surplus (Deficit)	150	(2,000)	2,150	-108%

YTD from January 1, 2026 to June 30, 2026

Variations (Actual to Budget)

The credit is for the damage deposit cheque that was returned from the Jewel Box rental last year. There are no *unplanned expenses* to date.

BYLAW

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	1,656	3,050	(1,394)	-46%
GRANTS	0	46,000	(46,000)	-100%
TOTAL REVENUES	1,656	49,050	(47,394)	-97%
Expenses:				
CONTRACTED SERVICES & RENTALS	23,088	152,890	(129,802)	-85%
GOODS & SUPPLIES	0	250	(250)	-100%
LEGAL SERVICES	0	22,000	(22,000)	-100%
TOTAL EXPENSES	23,088	175,140	(152,052)	-87%
Net Surplus (Deficit)	(21,432)	(126,090)	104,658	-83%

YTD from January 1, 2026 to June 30, 2026

Variances (Actual to Budget to date)

Sale and user fee revenue includes fines distributions received from the government from RCMP/bylaw fines issued in the area as well as animal licenses.

The portion of the LGFF operating grant, \$46,000, is budgeted to offset bylaw services, but has not yet been received.

Contracted services expenses are the bylaw services from Sturgeon County, which are in line with the budget.

There are no *unplanned expenses* to date.

EMERGENCY MANAGEMENT

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0		#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	10,125	20,893	(10,768)	-52%
GOODS & SUPPLIES	0	500	(500)	-100%
MEMBERSHIPS & REGISTRATIONS	0	6,200	(6,200)	-100%
TOTAL EXPENSES	10,125	27,593	(17,468)	-63%
Net Surplus (Deficit)	(10,125)	(27,593)	17,468	-63%

YTD from January 1, 2026 to June 30, 2026

Variance (Actual to Budget to date)

Memberships and registrations include the expense for SREMP membership, which hasn't been received yet.

There are no *unplanned expenses* to date.

FIRE

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	11,141	11,141	0	0%
TOTAL REVENUES	11,141	11,141	0	0%
Expenses:				
CONTRACTED SERVICES & RENTALS	33,077	41,686	(8,609)	-21%
TRANSFERS TO RESERVES	0	10,000	(10,000)	-100%
UTILITIES	2,727	7,811	(5,084)	-65%
TOTAL EXPENSES	35,804	59,497	(23,693)	-40%
Net Surplus (Deficit)	(24,662)	(48,356)	23,694	-49%

YTD from January 1, 2026 to June 30, 2026

Variance (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 are \$156 over budget. The contract states that the increase for the budget year will be 2% or CPI, whichever is greater, and the budget estimated an increase of 3%.

There are no *unplanned expenses* to date.

PLANNING

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	5,131	7,000	(1,869)	-27%
GRANTS	0	12,784	(12,784)	-100%
TOTAL REVENUES	5,131	19,784	(14,653)	-74%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	252	2,300	(2,048)	-89%
CONSULTANTS & PROFESSIONAL FEES	15,868	75,000	(59,132)	-79%
CONTRACTED SERVICES & RENTALS	3,874	11,210	(7,336)	-65%
GOODS & SUPPLIES	250	2,860	(2,610)	-91%
LEGAL SERVICES	2,016	35,000	(32,985)	-94%
MEMBERSHIPS & REGISTRATIONS	0	180	(180)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	0	12,590	(12,590)	-100%
UTILITIES	95	125	(30)	-24%
TOTAL EXPENSES	22,354	139,265	(116,911)	-84%
Net Surplus (Deficit)	(17,222)	(119,481)	102,259	-86%

YTD from January 1, 2026 to June 30, 2026

Variations (Actual to Budget to date)

Sales and user fees are from licenses and permits.

The consultants and professional fees include the following:

- Planning and development services, \$14,501
- Engineering services, \$1,367

Legal services are for development agreements and contract review.

There are no *unplanned expenses* to date.

DEVELOPMENT

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	12,870	101,092	(88,222)	-87%
CONTRACTED SERVICES & RENTALS	4,328	16,229	(11,901)	-73%
GOODS & SUPPLIES	222	5,120	(4,898)	-96%
MEMBERSHIPS & REGISTRATIONS	0	2,660	(2,660)	-100%
UTILITIES	1,188	5,053	(3,865)	-76%
TOTAL EXPENSES	18,607	130,154	(111,547)	-86%
Net Surplus (Deficit)	(18,607)	(130,154)	111,547	-86%

YTD from January 1, 2026 to June 30, 2026

Variances (Actual to Budget to date)

Contracted services and rentals include expenses for IT managed services and the allocation for the website, which are in line with the budget.

There are no *unplanned expenses* to date.

SAFE COMMUNITIES

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	0	60	(60)	-100%
TOTAL REVENUES	0	60	(60)	-100%
Expenses:				
GOODS & SUPPLIES	0	950	(950)	-100%
TOTAL EXPENSES	0	950	(950)	-100%
Net Surplus (Deficit)	0	(890)	890	-100%

YTD from January 1, 2026 to June 30, 2026

Variances (Actual to Budget to date)

Currently there are no expenditures to date.

FCSS

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	5,961	7,650	(1,689)	-22%
GRANTS	11,099	49,996	(38,897)	-78%
TOTAL REVENUES	17,060	57,646	(40,586)	-70%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	36,256	88,292	(52,036)	-59%
CONTRACTED SERVICES & RENTALS	4,912	9,284	(4,372)	-47%
GOODS & SUPPLIES	5,847	24,765	(18,918)	-76%
INSURANCE	250	300	(50)	-17%
MEMBERSHIPS & REGISTRATIONS	0	975	(975)	-100%
TOWN DONATIONS	0	1,500	(1,500)	-100%
UTILITIES	784	2,747	(1,963)	-71%
TOTAL EXPENSES	48,049	127,863	(79,814)	-62%
Net Surplus (Deficit)	(30,989)	(70,217)	39,228	-56%

YTD from January 1, 2026 to June 30, 2026

Variance (Actual to Budget to date)

Revenue from the sales and user fees includes program revenue collected from community art night and community field trips. Other revenues are a \$1,000 donation towards the seniors' BBQ. Summer youth program revenue is \$2,700 to date.

The FCSS grant for the year is \$44,396, and the first quarter payment of \$11,099 has been received. The second quarter payment is outstanding.

Contracted services for IT are currently within budget.

Supplies include expenses for art nights, community field trips, and Easter programming, and the first expenses for summer programming.

There are no *unplanned expenses* to date.

RECREATION

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	865	9,200	(8,335)	-91%
DONATIONS & SPONSORSHIPS	3,850	4,700	(850)	
GRANTS	209,763	199,083	10,680	5%
TOTAL REVENUES	214,478	212,983	1,495	1%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	31,332	68,823	(37,491)	-54%
CONTRACTED SERVICES & RENTALS	6,167	38,343	(32,176)	-84%
GOODS & SUPPLIES	2,871	15,135	(12,265)	-81%
MEMBERSHIPS & REGISTRATIONS	300	285	15	5%
TOWN DONATIONS	5,325	10,125	(4,800)	-47%
TRANSFERS TO RESERVES	0	120,000	(120,000)	-100%
UTILITIES	611	2,049	(1,438)	-70%
TOTAL EXPENSES	46,606	254,760	(208,154)	-82%
Net Surplus (Deficit)	167,872	(41,777)	209,649	-502%

YTD from January 1, 2026 to June 30, 2026

Variiances (Actual to Budget to date)

Sales are from pickleball user fees from the first quarter. The grant is the allocation from the Sturgeon Recreation Grant. Donations have been received for Music in the Park \$3,500 to date and for the popcorn machine \$350 for programs and events.

Contracted services include IT managed services currently which are in budget.

Supplies include items purchased for the Rooted in Wellness dinners.

Town donations include:

- \$200 towards student memberships at the Bon Accord public library.
- \$1,460 Communities in Bloom
- \$3,675 Harvest Days Committee (Ag Society)

There are no *unplanned expenses* to date.

ROADS

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
GRANTS	0	13,250	(13,250)	-100%
OTHER REVENUES	50	0		#DIV/0!
TOTAL REVENUES	50	13,250	(13,200)	-100%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	91,177	182,145	(90,968)	-50%
CONTRACTED SERVICES & RENTALS	29,261	82,503	(53,242)	-65%
FUEL	3,222	28,550	(25,328)	-89%
GOODS & SUPPLIES	11,848	51,500	(39,652)	-77%
INSURANCE	17,590	15,090	2,500	17%
OTHER - FINANCE CHARGES/DEBENTURES	0	18,886	(18,886)	-100%
REPAIRS & MAINTENANCE	6,040	19,500	(13,460)	-69%
TRANSFERS TO RESERVES	0	50,000	(50,000)	-100%
UTILITIES	28,355	105,867	(77,512)	-73%
TOTAL EXPENSES	187,493	554,041	(366,548)	-66%
Net Surplus (Deficit)	(187,443)	(540,791)	353,348	-65%

YTD from January 1, 2026 to June 30, 2026

Variiances (Actual to Budget to date)

Other revenue includes funds received from Fortis for the streetlights being out for repair.

Contracted services and rentals include general monthly expenses for managed IT services, Work Alone app, and cleaning services. Contracted services also include the following:

- Line painting \$3,647 (Budget \$7,500)
- Street sweeping \$8,412 (Budget \$7,000, overage offset by savings in line painting or contingency)
- Dust Control \$3,139 (Budget \$4,000)

The goods & supplies budget includes general shop supplies.

Repairs and maintenance include repairs to the 2017 International 4300 of \$3,080 and heavy equipment maintenance supplies of \$2,669.

There are no *unplanned expenses* to date.

STORM

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	12,232	25,243	(13,011)	-52%
CONTRACTED SERVICES & RENTALS	22,491	0	22,491	#DIV/0!
GOODS & SUPPLIES	336	2,000	(1,664)	-83%
REPAIRS & MAINTENANCE	400	1,000	(600)	-60%
TRANSFERS TO RESERVES	0	30,797	(30,797)	-100%
TOTAL EXPENSES	35,458	59,040	(23,582)	-40%
Net Surplus (Deficit)	(35,458)	(59,040)	23,582	-40%

YTD from January 1, 2026 to June 30, 2026

Variances (Actual to Budget to date)

Contracted services include expenses for the 51st and Hwy 28 drainage project. The expense of \$230,000 was approved by Council with funding to come from the Stormwater reserve, Resolution #25-494. This reserve transfer will be completed with the year end entries.

There are no *unplanned expenses* to date.

WATER

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	258,042	595,831	(337,790)	-57%
GRANTS	0	13,250	(13,250)	-100%
TOTAL REVENUES	258,042	609,081	(351,040)	-58%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	72,136	151,384	(79,248)	-52%
CONTRACTED SERVICES & RENTALS	7,651	63,555	(55,904)	-88%
GOODS & SUPPLIES	535	5,323	(4,788)	-90%
INSURANCE	8,143	8,143	0	0%
MEMBERSHIPS & REGISTRATIONS	0	490	(490)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	50,049	106,392	(56,343)	-53%
REPAIRS & MAINTENANCE	0	14,000	(14,000)	-100%
TRANSFERS TO RESERVES	0	38,444	(38,444)	-100%
UTILITIES	94,551	212,615	(118,064)	-56%
TOTAL EXPENSES	233,064	600,346	(367,282)	-61%
Net Surplus (Deficit)	24,977	8,735	16,242	186%

YTD from January 1, 2026 to June 30, 2026

Variiances (Actual to Budget to date)

Water sales are under budget by \$5,428 to date and bulk water sales are under budget by \$3,658 to date. 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 under budget by \$789.

Contracted services include expenditures to date for IT managed services, the Work Alone app, and bulk water web services through Flowpoint.

Utilities include water purchases from the commission, which are under budget by \$4,950 as well as power and gas. Power is over budget by \$1,269 while gas is under budget by \$136.

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

There are no *unplanned expenses* to date.

WASTEWATER

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	187,260	466,523	(279,263)	-60%
GRANTS	0	28,000		-100%
TOTAL REVENUES	187,260	494,523	(307,263)	-62%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	58,939	120,981	(62,042)	-51%
CONTRACTED SERVICES & RENTALS	4,602	90,614	(86,012)	-95%
GOODS & SUPPLIES	892	2,322	(1,430)	-62%
INSURANCE	2,785	2,785	0	0%
OTHER - FINANCE CHARGES/DEBENTURES	0	18,886	(18,886)	-100%
REPAIRS & MAINTENANCE	49	2,500	(2,451)	-98%
TRANSFERS TO RESERVES	0	42,296	(42,296)	-100%
UTILITIES	100,912	273,349	(172,437)	-63%
TOTAL EXPENSES	168,179	553,733	(385,554)	-70%
Net Surplus (Deficit)	19,082	(59,210)	78,292	-132%

YTD from January 1, 2026 to June 30, 2026

Variiances (Actual to Budget to date)

Wastewater sales are currently under budget by \$7,099 to date. 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 and the Work Alone app, maintenance for the blower motor on furnace \$274, and funds to empty the holding tanks at public works \$300.

Wastewater services to Arrow Utilities are under budget by \$6,399. These numbers are affected by usage. Power is over budget by \$2,123 and gas is under budget by \$100.

There are no *unplanned expenses* to date.

WASTE COLLECTION

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	52,239	127,840	(75,601)	-59%
TOTAL REVENUES	52,239	127,840	(75,601)	-59%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	15,581	32,177	(16,596)	-52%
CONTRACTED SERVICES & RENTALS	27,029	110,999	(83,970)	-76%
GOODS & SUPPLIES	319	1,173	(854)	-73%
TRANSFERS TO RESERVES	0	10,880	(10,880)	-100%
UTILITIES	19	109	(90)	-83%
TOTAL EXPENSES	42,948	155,338	(112,390)	-72%
Net Surplus (Deficit)	9,291	(27,498)	36,789	-134%

YTD from January 1, 2026 to June 30, 2026

Variances (Actual to Budget to date)

Waste collection sales are under budget by \$1,028 to date. These numbers are affected by landfill usage, bin replacement costs, and increases or decreases in households utilizing the service.

Contracted services include expenditures of GFL Environmental for waste collection, which is under budget to date by \$ 3,967 and Roseridge landfill, which is under budget by \$1,603 for the first quarter.

There are no *unplanned expenses* to date.

CEMETERY

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	8,830	10,000	(1,170)	-12%
TOTAL REVENUES	8,830	10,000	(1,170)	-12%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	5,897	12,263	(6,366)	-52%
CONTRACTED SERVICES & RENTALS	456	500	(44)	-9%
GOODS & SUPPLIES	0	500	(500)	-100%
REPAIRS & MAINTENANCE	0	1,500	(1,500)	-100%
TOTAL EXPENSES	6,353	14,763	(8,410)	-57%
Net Surplus (Deficit)	2,477	(4,763)	7,240	-152%

YTD from January 1, 2026 to June 30, 2026

Variance (Actual to Budget to date)

Open and close fees are \$5,280, which is \$2680 over budget to date and plot sales are \$,3550, which is \$1,450 under budget to date.

There are no *unplanned expenses* to date.

PARKS

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	7,897	17,617	(9,720)	-55%
GRANTS	66,384	63,239	3,145	5%
TOTAL REVENUES	74,281	80,856	(6,575)	-8%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	53,729	130,967	(77,238)	-59%
CONTRACTED SERVICES & RENTALS	4,613	21,244	(16,631)	-78%
GOODS & SUPPLIES	1,264	8,800	(7,536)	-86%
MEMBERSHIPS & REGISTRATIONS	0	716	(716)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	0	5,780	(5,780)	-100%
REPAIRS & MAINTENANCE	67	6,000	(5,933)	-99%
TRANSFERS TO RESERVES	0	30,667	(30,667)	-100%
UTILITIES	229	694	(465)	-67%
TOTAL EXPENSES	59,901	204,868	(144,967)	-71%
Net Surplus (Deficit)	14,380	(124,012)	138,392	-112%

YTD from January 1, 2026 to June 30, 2026

Variiances (Actual to Budget to date)

Sales and user fees are the revenue from the rental of ball diamond #1 from Absolute Human Performance. The revenue is still receivable. The agreement has been cancelled, and collection efforts are ongoing.

Grants include the Sturgeon Recreation Grant of \$59,884.

Contracted services include IT managed services and the porta potty rentals for Centennial Park and the sports grounds. To date, the rental is \$1,111 for the spring/summer season.

Goods and supplies include paint for the sports ground lines \$666 and additional items such as garbage bags and maintenance supplies.

There are no *unplanned expenses* to date.

ARENA

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	56,541	160,000	(103,459)	-65%
GRANTS	95,109	99,769	(4,660)	-5%
TOTAL REVENUES	151,650	259,769	(108,119)	-42%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	83,502	195,326	(111,824)	-57%
CONTRACTED SERVICES & RENTALS	14,932	40,991	(26,059)	-64%
GOODS & SUPPLIES	136	8,000	(7,864)	-98%
INSURANCE	15,880	15,880	0	0%
MEMBERSHIPS & REGISTRATIONS	63	842	(779)	-93%
OTHER - FINANCE CHARGES/DEBENTURES	25,822	57,939	(32,117)	-55%
REPAIRS & MAINTENANCE	0	7,500	(7,500)	-100%
TRANSFER TO CAPITAL	0	6,000	(6,000)	-100%
UTILITIES	19,304	61,529	(42,225)	-69%
TOTAL EXPENSES	159,640	394,007	(234,367)	-59%
Net Surplus (Deficit)	(7,989)	(134,238)	126,249	-94%

YTD from January 1, 2026 to June 30, 2026

Variations (Actual to Budget to date)

Arena sales for the first part of the year are under budget by \$23,459, however it is expected that the total sales will be in line with budget by year end. The past few years have been either close to or over budget. The grant is an allocation of the Sturgeon Recreation grant.

Contracted services and rentals include managed IT services and security monitoring and the following expenditures to date:

- Lift services \$5,690
- Ice blade sharpening services \$240
- Cimco services (pump services and glycol) \$3,995
- Compressor services \$698

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

There are no *unplanned expenses* to date.

LIBRARY

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	-	-	-	#DIV/0!
Expenses:				
CONTRACTED SERVICES & RENTALS	-	1,000	(1,000)	-100%
INSURANCE	-	1,456	(1,456)	-100%
MEMBERSHIPS & REGISTRATIONS	11,597	11,597	(0)	0%
OTHER GRANTS - LIBRARY	49,889	49,889	0	
UTILITIES	1,332	4,701	(3,369)	-72%
TOTAL EXPENSES	62,818	68,643	(5,825)	-8%
Net Surplus (Deficit)	(62,818)	(68,643)	5,825	-8%

YTD from January 1, 2026 to June 30, 2026

Variance (Actual to Budget to date)

Memberships and registrations include our payment to the Northern Lights Library system (NLLS) of \$8,486 and payment to the Bon Accord Public Library for the NLLS membership.

There are no *unplanned expenses* to date.

RESERVES		Actual	Actual	Budgeted
Schedule Per Policy :		2024	2025	2026
OPERATING				
General Reserve	Schedule A-1	847,920	708,170	708,170
Community Services	Schedule A-2	6,917	4,417	4,417
Facility Infrastructure Reserve	Schedule A-3	56,628	47,301	44,401
Parks & Recreation Reserve	Schedule A-4	25,101	11,050	11,050
Protective Services - COPS	Schedule A-5	2,255	2,255	2,255
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
CAPITAL				
Gateway Plan Reserve	Schedule B-1	14,471	11,496	11,496
Fleet & Equipment Reserve	Schedule B-2	10,552	1,577	7,697
Parks , Recreation, and Culture	Schedule B-3	100,000	333,881	472,668
Protective Services - Fire Reserve	Schedule B-4	86,506	72,350	52,350
Sewer System Projects	Schedule B-5	225,273	252,569	294,865
Storm Water System Projects	Schedule B-6	91,456	98,252	129,049
Transportation Projects	Schedule B-7	509,765	806,584	852,464
Veterans Park Reserve	Schedule B-8	11,853	11,853	11,853
Water System Projects	Schedule B-9	345,156	153,600	192,044
TOTALS		\$ 2,348,855	\$ 2,530,357	\$ 2,809,781
Unrestricted Surplus		\$ 1,478,507	\$ 1,072,807	\$ 1,070,189

*The reserve balance projected for 2026 includes the following impacts:

NEW BUSINESS		
Purchase of New Floor Scrubber for the Arena COUNCILLOR LARSON MOVED THAT Council approves the purchase of the Karcher floor scrubber at a cost of \$9,880.00 with \$6,000.00 of it from the LGFF grant in the 2026 capital interim budget and the remaining \$3,880.00 coming from Recreation Reserve funding.		26-018
Veterans' Memorial Park Stone Replacement COUNCILLOR LARSON MOVED THAT Council approves the stonework replacement project at Veterans' Memorial Park at the cost of \$5,565.00 to be funded from unrestricted reserves AND FURTHER THAT Council directs administration to research additional funding opportunities.		26-092

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	July 7, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Quarterly Financial Report - Capital
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Attached is the year-to-date financial information up to June 30th for the capital projects for the Town for 2026. The report details the budgeted figures for each approved project, the spend to date, as well as project status and any other applicable notes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The report details the budgeted figures for each approved project, the spend to date, as well as project status and any other applicable notes.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

2026 capital budget.

RECOMMENDED ACTION (by originator)

THAT ... Council accepts the attached quarterly financial capital report as information.

2026 Capital Budget Financial Report

Capital Budget Projects		
General Capital Projects	Funding Source	Budgeted Cost
Transportation:		
50th Avenue Full Depth Reclamation	LGFF Grant/CCBF Grant	\$ 861,511
Sidewalk Replacement	CCBF Grant	\$ 40,000
Regional Transportation Project	Alberta Community Partnership Grant	\$ 200,000
Buildings:		
Administration Building Window Replacement	Facility Infrastructure Reserve	\$ 17,400
Arena Exit Door Replacement	Recreation Reserve	\$ 8,000
Fleet & Equipment:		
Arena Floor Scrubber	LGFF Operating Grant/Recreation Reserve	\$ 9,880
Indoor Station Compressor	General Reserve	\$ 5,000
Water:		
Vault Relocation	CCBF Grant	\$ 25,000
Fire Hydrant Replacement	Protective Services Reserve	\$ 30,000
Stormwater:		
Stormwater Park	DFPP Grant/FCM Grant/General Reserve/Unrestricted Surplus	\$ 2,000,000
51st Street Hwy 28 Drainage	Stormwater Reserve	\$ 230,000
Total Capital Projects		\$ 3,426,791

Variances (Actual to Budget to date)

50th Avenue Road Project:

- Actual cost to date: \$29,751
- Status: Project ongoing

Floor Scrubber purchase

- Actual cost to date: \$9,880
- Status: Project completed
- The floor scrubber was originally in the budget for \$6,000 and required a council resolution (Resolution #26-018) to purchase at a higher than expected cost. This was an *unplanned increase in expense*.

51st Street Hwy 28 Drainage

- Actual cost to date: \$22,034
- Status: Project ongoing

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	July 7, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	May 2026 Bank Reconciliation
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

Attached is May 2026 bank reconciliation statement showing our account at ATB Financial.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As of May 30th, 2026, the ATB Financial account balance was \$5,748,583.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT ... Council accepts the May 2026 Bank Reconciliation as information.



Monthly Bank Reconciliation

for the month ending May 31, 2026

ATB General BANK Account Balance	\$ 5,748,583		
<u>ADD: Outstanding Deposits (1)</u>			
		<i>Subtotal</i>	\$ 8,936
<u>DEDUCT: Outstanding Cheques/EFTs</u>			
		<i>Subtotal</i>	\$ 48,195
Adjusted ATB Bank Account Balance			<u>\$ 5,709,324</u>
GL General BANK Account Balance	\$ 5,625,429.83		
<u>ADD: Outstanding Deposits (2)</u>			
Add Outstanding Deposits		<i>Subtotal</i>	\$ 134,414
<u>DEDUCT: Outstanding Withdrawals (3)</u>			
		<i>Subtotal</i>	\$ 50,520
Adjusted GL Bank Account Balance			<u>\$ 5,709,324</u>
		variance	\$ -

Notes

(1) Outstanding deposits to the bank account include items such as cash/cheque deposits entered near the end of the month that are not reflected on the bank statement until the following month (timing).

(2) Outstanding deposits to the system GL bank account balance include items such as Government of Alberta deposits, as the funds are often received weeks before the deposit information statement. This also includes EFT payments from residents near the end of the month that are deposited in the bank but payment information is sent in the next couple of days.

(3) Outstanding withdrawals to the system GL bank statement include such items as EFT or pre-authorized bill payments that have not yet been entered.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	July 7, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Harvest Days – Donation Request
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

Earlier in this meeting, Council heard from the delegation regarding a presentation for additional funding for the 2026 Harvest Days. The 2026 budget allocated \$3,675 towards the Harvest Days event. The committee is looking for an additional \$825 donation from the Town.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the 2026 budget deliberations, administration and Council reviewed requests for donations. The Harvest Days Committee (a committee of the Bon Accord & District Ag Society) requested \$4,500 towards the event, an increase from the 2025 amount awarded of \$3,500. Their increased ask for 2026 represented a \$1,000 or a 29% increase. At this time, administration presented information regarding Town donations:

Presented during the budget discussions:

Town Donations include the following:

Bon Accord Harvest Days (Ag Society) \$3,675, which is a 5% increase.

- This organization received \$3,500 in 2025. They have asked for \$4,500, which would have been a 29% increase. The application specified inflation as the reason for their increased ask. The Harvest Days group is also given access to Town facilities at no charge.

Communities in Bloom \$1,450, which is a 5% increase.

- This organization received \$1,380 in 2025 (plus \$600 for dark sky readings). They have asked for \$1,966, which would be a 42% increase. Their program budget in the application stated a total expense of \$1,410.

Community Grants contingency of \$5,000. Historical grants have included:

- Bon Accord Community Church for their community dinner \$650 (yearly for multiple years).
- Sturgeon Composite High School graduation ceremony \$150 in 2024 and 2025.
- Bon Accord Library – student library memberships \$200 in 2025 and 2026.
- Bon Accord Golden Gems \$1,600 towards their insurance in 2025.
- Sturgeon County Golf Tournament \$750 in 2025 (included advertising for the town).
- Bon Accord Gibbons Food Bank \$1,500 in 2024.
- Sturgeon Victim Services \$478 in 2023.
- Bon Accord Community School Program Support \$1,000 in 2023.
- Edmonton Garrison silent auction item \$55 in 2022.

The final budget awarded a 5% increase to both the Harvest Days Committee and the Communities in Bloom Committee (CiB). The library had also asked for, and received, a 5% increase in their Town grant.

For Harvest Days, the 2026 amount allocated of \$3,675 was \$175 or 5% more than 2025.

The Town also provides full funding for the fireworks during Harvest Days and in-kind donations of staff time and facility rentals every year.

Non-profit community organizations have a wider access to grants in comparison to municipalities.

Given that the donation towards Harvest Days is an item that has historically been budgeted for annually, a 5% increase per year for inflation is reasonable. That said, the donation for Harvest Days has been \$3,500/year since 2023.

Administration is recommending that Council not award additional funding, but instead consider small inflationary increases budgeted per year for the following reasons:

- The Town strives to keep our budget conservative and fiscally responsible.
- There are multiple non-profit organizations in the area that the Town could support through donations.
- Non-profit organizations have access to a wide range of grants and community opportunities.
- While we recognize and appreciate the benefit and impact of the Ag Society, the Harvest Days Committee, and the Harvest Days event, the Town already supports Harvest Days in multiple ways including financially through direct donation, providing fireworks, providing Town facility access and Town staff during the weekend, and organizing the parade.

STRATEGIC ALIGNMENT

Priority # 5 Collaboration: The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

The total 2026 budget for town donations is \$10,215, which includes the \$3,675 donation to Harvest Days, \$1,450 donation to CiB and a \$5,000 contingency for other donation requests throughout the year.

To date, actual expenditures for town donations totals \$5,325, which includes the following:

- \$200 to the Bon Accord Public Library for the cost of 40 student memberships.
- \$3,675 annual donation for Harvest Days.
- \$1,450 annual donation for CiB.

The remaining budget funding available is \$4,800.

Other financial and financial in-kind commitments towards Harvest Days include:

- Fireworks \$5,500
- Staff time – the total in-kind donation cost for 4 staff members throughout the weekend is \$1,455
- Facility Rental – the total in-kind donation cost for facility rental throughout the weekend is \$1,700 including the arena slab and sportsgrounds.

RECOMMENDED ACTION (by originator)

THAT ... Council declines additional funding for Harvest Days and FURTHER that Council directs administrations to bring funding increase options for 2027 to the budget discussions.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 7, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	New Data Classification Policy & Personal Information Bank (PIB) Policy Updates
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Freedom of Information and Protection of Privacy Act (FOIP) was repealed effective June 11, 2025, and replaced with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). As part of the new legislation, each municipality in Alberta must have a Privacy Management Program (PMP) in place by June 11, 2026. This program is to consist of documented policies and procedures that promote the Town's compliance with its duties under privacy legislation.

Council approved the PMP Policy at the June 2, 2026, regular meeting.

Both policies were reviewed by Council at the June 23, 2026, Committee of the Whole meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As part of the legislative PMP requirements, each municipality must develop and implement a Data Classification Policy. To support application of the Data Classification Policy, updates to the existing Personal Information Bank (PIB) Policy are also required. Both policies are attached for council's review.

The Data Classification Policy includes a chart that outlines the various classification levels with descriptions, examples, and security and storage requirements for each. As noted in the policy, determination of a particular classification is based not on individual labelling of records, but on the assessment by the individual based on the content of the record. This supports the methodology already used by staff and council but provides written clarification to avoid uncertainty and support legislative requirements.

The PIB Policy Updates enable the use of the PIB Procedures to assist in classifying the personal information categories in accordance with the Data Classification Policy.

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

STRATEGIC ALIGNMENT

Value Statements of:

INTEGRITY A Town of great moral character that promotes consistency, truthfulness, and trust.

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.

TRANSPARENCY Open and accountable to our residents and encourage open communication.

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

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

COSTS/SOURCES OF FUNDING

Currently, no costs are associated with the program. However, if needs arise for things like physical or administrative safeguards, systems upgrades, or similar, these costs would be communicated in future budget planning.

RECOMMENDATION (by originator)

Both of the following:

THAT Council approves the Data Classification Policy as presented.

THAT Council approves the Personal Information Bank Policy as presented.

DATA CLASSIFICATION

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: [DATE]

LAST REVIEWED BY COUNCIL: [DATE]

POLICY STATEMENT

In accordance with the Privacy Management Program Policy and procedures, the Town is committed to ensuring that records under the Town's custody and control are handled with due care and that their classification reflects the level of sensitivity each document requires, including records containing personal information.

PURPOSE

To establish standards for classifying and securely storing Town records, ensuring appropriate protection is aligned with sensitivity, risk, and legal requirements.

SCOPE

This policy applies to all data and information assets created, received, stored, processed, or transmitted by employees, contractors, and partners of the Town.

DEFINITIONS

"Councillors" means the elected officials of the Town of Bon Accord.

"Employee" means Town employees, and any person who performs a service for the Town as an appointee, volunteer, student, or under a contract or agency relationship with the Town.

"Privacy Legislation" means collectively: the Access to Information Act, Access to Information Act Regulation, Protection of Privacy Act, Protection of Privacy (Ministerial) Regulation, and Protection of Privacy Regulation, as amended from time to time.

"Privacy Management Program" means the Town's documented policies and procedures that promote its compliance with its duties under Privacy Legislation, as outlined in the Town's Privacy Management Program Procedures.

RESPONSIBILITIES

I. Roles and Responsibilities

1. Employees and Councillors must:

- a. Determine appropriate classification levels and ensure data is stored and handled in accordance with the classification levels outlined in this policy.
- b. Understand and apply required security and storage controls for the classification of data they handle.
- c. Notify the Privacy Officer if the security classification of personal information has changed so that the Personal Information Bank procedure may be updated.

2. Third Party IT must:

- a. Implement and maintain technical storage controls including encryption, access management, backup, and recovery.

3. Privacy Officer must:

- a. Ensure compliance with Privacy Legislation and oversee classification adherence for personal and sensitive information.
- b. Monitor how classifications are used by Employees and Councillors to assess risk of security breaches.
- c. Request information from the Town's IT provider twice annually to ascertain that backups, data encryption and other security measures are in compliance with this policy.

II. Classification

1. Classification of documents and information does not require manual labelling.
2. Employees and Councillors are responsible for assessing the appropriate classification level based on the content of individual documents and the context

for which it is being used.

3. A classification level may change as the context in which it exists changes. For example, a closed session policy may be confidential during Council discussions but may be released to the public once the policy is approved for public viewing.
4. Access to files containing personal information, as defined in Privacy Legislation, is limited to the department, Employee or Councillor as outlined in the Town's Personal Information Bank procedure.

III. Compliance and Review

1. Regular reviews of classification and storage requirements are to be completed in conjunction with review of the Privacy Information Bank Policy and Procedures.
2. Non-compliance may result in disciplinary or legal consequences.

IV. Classification Levels

1. Examples described in the chart below are not an exhaustive list.

Classification Level	Description	Examples	Security Requirements	Storage Requirements
Public	Information intended for public disclosure with no adverse impact.	Bylaws, public policies, agenda packages (excluding closed session), public meeting minutes.	Basic administrative controls. Store in access-controlled internal systems or rooms. Hard copies of permanent documents stored in a secure environment to ensure safe handling. Freely accessible and shareable.	Storage environment does not require special controls except hard copies of permanent records such as bylaws and minutes which will be kept in the vault. Can be stored on general IT infrastructure or public-access systems. Proactively shared on the Town website where appropriate.
Internal Use Only	Information intended for internal use with minimal risk if disclosed.	Internal policies, memos, third party contacts.	Basic administrative controls. Store in access-controlled internal systems or rooms. Access limited to internal personnel.	Stored in environments with basic physical access controls (e.g., locked cabinets). Secure handling and destruction recommended.
Protected	Information that could cause harm if compromised.	Personal contact information, third party contracts, operational data, financial information	Access restricted to authorized users. Administrative and physical controls in place. Encryption and back ups required.	Stored in secure, access-controlled rooms or internal systems. Secure destruction of records required.
Restricted	Information that could cause extreme harm if compromised.	Closed session records, law enforcement data, HR and employee files, WCB claims.	Strict access restrictions. Data must be encrypted. Backup and recovery with secure offsite storage.	Stored in limited access areas in accordance with the Town's Personal Information Bank Policy and Procedures. Only shared with authorized individuals on as needed basis. Secure destruction of records required.

V. Related Documents

- Privacy Management Program Policy and Procedures
- Personal Information Bank Policy and Procedures
- Records Retention and Disposition Bylaw

PERSONAL INFORMATION BANK (PIB)

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: October 18, 2022

LAST REVIEWED BY COUNCIL: August 19, 2025 [new date]

POLICY STATEMENT

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

PURPOSE

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

SCOPE

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

DEFINITIONS

“Consent” means a deliberate and free act of the mind; an act of reason accompanied by deliberation. Written or verbal Consent is required for the collection, use or disclosure of an Individual’s Personal Information in accordance with the Town’s Privacy Management Program Procedures, unless otherwise allowable by law.

“Privacy Officer” means the Individual delegated to the responsibility for the overall management of the Access to Information and Protection of Privacy functions for the Town.

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

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

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

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

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

BACKGROUND

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

Section 57 of the Protection of Privacy Act requires all public bodies to have a directory of PIBs and make it available to the public. A PIB lists the type of Personal Information held by the Town which provides the following information:

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

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

RESPONSIBILITIES

Chief Administrative Officer:

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

Privacy Officer:

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

GENERAL PRINCIPLES

1. The Personal Information described in PIBs has been used, is being used or is available for an administrative purpose.

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

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

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	July 7, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Block Party Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Block Party Policy was first approved in 2019. In the 2019 version (attached), the policy consisted of only the “Purpose and Intent” and “Policy Statement”. The remainder of the details were outlined in a separate procedure.

The proposed policy was reviewed by Council at the June 23, 2026, Committee of the Whole meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The updated Block Party Policy (attached) consolidates the policy and procedure and includes the following updates:

- Removed town-provided activity bin as this is no longer available.
- Added responsibilities for applicable town departments and applicants.
- Outlines the times of year that block parties may be held.
- Outlines the town’s right to reject applications that conflict with certain town events like parades, waste collection days, etc.
- Limits road closures to non-arterial roads due to emergency vehicle access.

Administration is seeking the committee’s feedback on the policy, if any, with a recommendation to Council to approve the policy at an upcoming regular meeting.

STRATEGIC ALIGNMENT

Priority #2: Community

The residents of Bon Accord live in a safe, connected, and attractive community.

Priority #4: Identity

Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

The 5 \$100 gift cards are part of the annual budget.

RECOMMENDATION (by originator)

THAT Council approves the Block Party Policy as presented.

BLOCK PARTY

SECTION: Administration

DEPARTMENT: Community Services

COUNCIL APPROVAL DATE: March 19, 2019

LAST REVIEWED BY COUNCIL: March 19, 2019 [new date]

POLICY STATEMENT

The Bon Accord Block Party program helps create stronger community foundations, promote inclusivity, and create community awareness – all of which is the basis of the Bon Accord Community Services department's values.

PURPOSE

To establish clear guidelines for community members who wish to host a Block Party.

SCOPE

This policy applies to all individuals who wish to host a Block Party within Town limits.

DEFINITIONS

“Applicant” means the Block Party organizer who is responsible for ensuring all Block Party rules are followed during the event.

“Block Party” means a public daytime event organized by residents, often involving closing a road to vehicle traffic for the purpose of community socializing, music, food, and games.

“Town” means the Town of Bon Accord.

I. RESPONSIBILITIES

1. The Community Services department is the main contact for Block Parties and is responsible for

- a. Accepting and reviewing Block Party applications;
 - b. Communicating decisions with applicants;
 - c. Advising Public Works of the dates of any road closures required;
 - d. Informing Sturgeon County Protective Services/Bylaw Services of any road closures; and
 - e. Providing a \$100 gift card to the first 5 approved Block Parties, per calendar year, to help with the cost of food and supplies.
2. The Public Works department is responsible for
- a. Dropping off road closure barricades outside the homes noted on the Block Party application 1 business day prior to the date of the Block Party;
 - b. Picking up the barricades the next business day after the Block Party, and
 - c. Inspecting barricades after a Block Party for any damage and communicating any such damage with Corporate Services for invoicing.
3. Applicants are responsible for
- a. Arranging barricades on the street during the time of the event to adequately warn approaching vehicles of road closure;
 - b. Removing the barricades at the conclusion of the event;
 - c. The safe return of barricades. The Town will invoice the cost of any damages to barricades to the applicant;
 - d. Any damage to public or private property relative to the Block Party;
 - e. Clean up after the Block Party; and
 - f. Remaining at the Block Party until its conclusion.

II. APPLICATIONS

1. Applicants must complete a Bon Accord Block Party application a minimum of 3 weeks prior to the event date.
2. Applicants must be 18 years of age or older.
3. At least 15 households that are directly impacted by the Block Party must be

notified and agree to the Block Party before the event can take place. Signatures and addresses must be obtained prior to the approval of the event and/or road closure. The Town reserves the right to reject incomplete or seemingly fraudulent applications.

4. All households that are directly impacted by the Block Party must be notified of the date and time of the event and applicable road closure by the Block Party organizer(s) at least 4 days prior to the Block Party.

III. RESTRICTIONS

1. All Block Parties must:
 - a. Adhere to the Town's Community Standards Bylaw and all other applicable Town bylaws;
 - b. Take place between the hours of 10:00 am and 10:00 pm. No Block Party may continue past 10:00 pm;
 - c. Maintain access for emergency vehicles. All structures/items on the street must be easy to move; and
 - d. Be held during warmer months, approximately mid-May through mid-September.
2. No alcohol is permitted on Town property.
3. Fire pits are only permitted with an approved Fire Pit Permit issued by the Bon Accord Fire Department and cannot be placed on the road.
4. Fireworks are not permitted.
5. Bouncy houses/castles are not permitted on Town property.
6. No road closures are permitted on arterial roads to ensure emergency vehicle access.
7. The Town reserves the right to reject applications that conflict with Town events including, but not limited to parades, garbage pickup days, large item pick up, traffic-heavy events, etc.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	July 7, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2026-04 Fees and Charges Bylaw – First Reading
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

The Fees and Charges Bylaw was last updated in 2024 and was due for review to keep costs in line with inflation and services available to the public.

Feedback from each department resulted in multiple changes and updates to the bylaw, as shown in the attached document and explained further below.

The proposed bylaw updates were presented to Council at the June 23, 2026, Committee of the Whole meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Key updates to the Fees and Charges Bylaw include:

- Replaced specific reference to Inspections Group with a generalized reference.
- Update references of “Town Manager” to “Chief Administrative Officer”.
- Addition of Utility Bill and Tax Notice Reprints charge.
 - Multiple people will call around income tax season to request a full year’s worth of reprints, which is time consuming for staff. Some of those requesting reprints are on e-billing. Many municipalities in the area charge fees for this service.
- Clarification that GST is included for Tax Certificates and Verbal Tax Searches.
- Updates for costs under Schedule “C” Public Works for labour.
 - Due to hourly rates differing between roles, removing specific costs/hourly rates and adding a 20% administrative fee allows for more effective cost recovery.
- Updates to Schedule “D” Planning and Development include:
 - Addition of section explanation.
 - Addition of the word “permit” after each type of permit for clarification.
 - Planner-recommended increases for 3 fees under Commercial Development. Our planner notes that these updated costs still allow us to be the lowest cost in the region while realizing some additional cost

recovery but not be so costly as to encourage non-compliance with the requirement to get a permit.

- Deletion of Schedule “E” Commercial Electronic Sign, as the sign no longer exists.
- Updates to Schedule "G" Facility Rentals include:
 - Removal of Arena Meeting Room, as it is used for town business;
 - Clarification of when the mezzanine is available for rentals;
 - Addition of Birthday Parties and Family Skates as an ice rental option;
 - Local and Non-Local definitions more clearly described and noted; and
 - Clarification of tournament rate time block.
- Grammatical updates for flow and consistency.

Updates Following the June 23, 2026, Committee of the Whole Meeting:

Further to Council’s inquiry of the Master Servicing Plan (MSP), administration has received clarification from the Town’s planner that the Town’s MSP consists of design standards and other supporting documents. Currently, the Town uses the City of Edmonton’s design standards, as prepared by Associated Engineering, as well as the Water Master Plan, Sanitary Master Plan, Stormwater Master Plan, and Transportation Master Plan. Mention of the MSP in the Fees and Charges Bylaw has been replaced with these specific Master Plans to correspond with the documents available on our website.

One additional amendment has been made to the description and cost for the Area Structure Plan (ASP) in Schedule “D”, Other Fees section, as per the Town’s planner.

STRATEGIC ALIGNMENT

Value Statements of:

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

TRANSPARENCY Open and accountable to our residents and encourage open communication.

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDATION (by originator)

THAT Council gives first reading to 2026-04 Fees and Charges Bylaw.

Clean Copy

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes Bon Accord Town Council to establish and adopt bylaws for municipal purposes respecting services provided by or on behalf of a municipality and the establishment of fees for license permits and approvals.

AND WHEREAS, the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Fees and Charges Bylaw" of the Town of Bon Accord.

2. DEFINITIONS

2.1. The following terms shall have the following meanings in this Bylaw:

- a. "Bylaw" means this Fees and Charges Bylaw established by the municipality.
- b. "Council" means the municipal Council for the Town of Bon Accord.
- c. "Town" means the municipal corporation of the Town of Bon Accord.
- d. "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Bon Accord or designate.

3. APPLICATIONS

3.1. The fees and charges shall be as detailed in the following Schedules, which are attached to and form part of this Bylaw:

- a. Schedule "A" Administration
- b. Schedule "B" Taxation & Assessment
- c. Schedule "C" Public Works
- d. Schedule "D" Planning & Development
- e. Schedule "E" Community Event Sign
- f. Schedule "F" Safety Codes Permits
- g. Schedule "G" Facility Rentals

3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

3.3.Despite Section 3.2, in the event a fee, rate or charge referenced in another Town bylaw has not been included in this Bylaw, the Town may continue to levy a fee, rate or charge that is prescribed in that bylaw.

3.4.In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.

3.5.Safety Code Permit fees shall be prescribed by the applicable safety code agency Service Agreement.

3.6.The method of payment for fees, rates, and charges is at the discretion of the Town.

4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION

4.1.Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.

4.2.Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.

4.3.Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

5. SEVERABILITY

5.1.It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

6. Bylaw 2024-11 is hereby repealed.

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 TIME THIS ____ day of _____ 2026.

SIGNED AND PASSED THIS ____ day of _____ 2026.

Mayor Brian Holden

Chief Administrative Officer, Bill Rogers

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

Schedule "A": Administration

All prices include GST unless otherwise stated.

PHOTOCOPYING	
<p>The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.</p> <p>Free use will also be provided for mandated FCSS courses, training programs, and FCSS support clients as approved by the Corporate Services Manager or designate. An ongoing record will be kept so the related costs can be charged back to the department at year end.</p> <p>Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:</p>	
Copies (colour, black & white; up to 10 pages)	\$2.00
Copies – Non-profit (colour, black & white; up to 10 pages)	\$1.00
Copies (colour, black & white; 11+ pages)	\$3.00
Copies – Non-profit (colour, black & white; 11+ pages)	\$2.00
FAXING	
<p>Faxing services will be free for mandated FCSS courses, training programs, and FCSS support clients as approved by the Corporate Services Manager or designate. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end.</p>	
Faxing (up to 10 pages)	\$2.00
Faxing – Non-profit (up to 10 pages)	\$1.00
Faxing (11+ pages)	\$3.00
Faxing – Non-profit (11+ pages)	\$2.00
SCANNING	
Scan to email	\$0.50/page
DOCUMENT COPY FEES	
Land Use Bylaw	\$40.00/copy
Municipal Development Plan	\$50.00/copy
Area Structure Plan	\$40.00/copy
Water Master Plan	\$8.00/copy
Sanitary Master Plan	\$10.00/copy
Stormwater Master Plan	\$13.00/copy
Transportation Master Plan	\$14.00/copy
Note: All the above documents are available free of charge on our website	
MISCELLANEOUS	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each
Processing returned EFT/Returned Cheques	\$25.00/transaction (GST exempt)
Fund Transfer (e.g. Utility Account to Tax Roll)	\$25.00 each (transfer amount minimum \$35)
Utility Bill Reprints (more than 2 months)	\$25
Tax Notice Reprints	Current Year: No Charge Any Prior Year: \$5 per notice

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

Schedule "B" Taxation & Assessment

GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST included)
Verbal Tax Search	\$15.00/property (GST included)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

Schedule "C" Public Works

GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	Costs + 20%

Schedule "D" Planning and Development

Planning and development services manage land and building development, building permits, subdivision planning and all matters related to construction. Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full. Fees up to \$500 may be waived at the discretion of the Chief Administrative Officer.

RESIDENTIAL DEVELOPMENT	
Single Family Permit	\$250.00
Multi Family Permit	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping Permit	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence Permit	\$75.00
Garage Permit	\$150.00
Basement Development Permit	\$93.50
Discretionary Uses Permit	\$150.00 plus regular permit fees
Signage Permit	\$110.00
Residential/Home Based Business Permit	\$150.00
Demolition Permit	\$150.00
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use Permit	\$250.00
Discretionary Use Permit	\$550.00

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

Accessory Development/Buildings Permit	\$200.00
Temporary Development/Structure Permit	\$100.00
Demolition Permit	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage Permit	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
“RUSH” Compliance Certificate (within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
OTHER FEES	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) Application	\$1100.00 plus third party review costs & advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
Subdivision and Development Appeal Fee	\$330.00/appeal Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration \$110.00/day for a meeting 4 hours or less in duration

GST to be added on the following items.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00.
The fee payable for a business license issued after the 30 th day of September in any year shall be one-half of the fee listed above.	

Schedule "E" Community Event Sign

GST to be added on all items. These fees are in accordance with the Town's Community Event Sign Policy.

COMMUNITY SIGN RENTAL FEES	
Personal messages (birthdays, anniversaries, etc.)	\$10 per week
Local* non-profits	Free
Non-local** non-profits	\$10 per week
Local* business	\$10 per week
Non-local** business	\$20 per week

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

Schedule "F" Safety Codes Permits

GST to be added on all items.



TOWN OF BON ACCORD
PO Box 779
BON ACCORD, AB T0A 0K0
Phone: (780) 921-3550
Fax: (780) 921-3585
www.bonaccord.ca



BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft.
	\$ 131.25 (minimum fee)
Accessory Buildings	
Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
Relocation of Home (set-up on basement or foundation)	\$ 00.39 per sq. ft. (min \$131.25)
Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: January 11, 2024)

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**



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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

Propane and Small Installations

Propane Tank Sets (New or Replacements)
Temporary Propane/Natural Gas Heating (Includes Tank Set)
Gas/Propane Cylinder Refill Centers
Replacement Commercial or Industrial Appliances (per unit)
1 - 400,000 BTU Input
400,001 - 3,000,000 BTU Input
Over 3,000,000 BTU Input

\$94.50 Per Appliance
\$94.50 Per Appliance
\$299.25 Per Appliance
\$131.25 per Unit
\$183.75 per Unit
\$341.25 per Unit

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: January 11, 2024)

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BYLAW 2026-04
FEES AND CHARGES BYLAW**



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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 – 3	\$99.75	22 – 24	\$210.00
4 – 6	\$115.50	25 – 27	\$225.75
7 – 9	\$131.25	28 – 30	\$241.50
10 – 12	\$147.00	31 – 33	\$257.25
13 – 15	\$162.75	34 – 36	\$273.00
16 – 18	\$178.50	37 – 40	\$294.00
19 – 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00
Holding Tanks - \$150.00

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 – 54	\$367.50
3 – 6	\$115.50	55 – 57	\$383.25
7 – 9	\$131.25	58 – 60	\$399.00
10 – 12	\$147.00	61 – 63	\$414.75
13 – 15	\$162.75	64 – 66	\$430.50
16 – 18	\$178.50	67 – 69	\$446.25
19 – 21	\$194.25	70 – 72	\$462.00
22 – 24	\$210.00	73 – 75	\$477.75
25 – 27	\$225.75	76 – 78	\$493.50
28 – 30	\$241.50	79 – 81	\$509.25
31 – 33	\$257.25	82 – 84	\$525.00
34 – 36	\$273.00	85 – 87	\$540.75
37 – 39	\$288.75	88 – 90	\$556.50
40 – 42	\$304.50	91 – 93	\$572.25
43 – 45	\$320.25	94 – 96	\$588.00
46 – 48	\$336.00	97 – 100	\$603.75
49 – 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

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When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit..

(Effective Date: January 11, 2024)

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**



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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: January 11, 2024)

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

Schedule "G" Facility Rentals

GST to be added on all items. Arena will be staffed during rentals. A damage deposit of \$500 is required at the time of booking for **each** rental unless staffed by a Town employee. Weekend is considered from Friday at 4pm to Sunday at 6pm. Facility rentals must be accompanied by a contract, adequate insurance, and compliance with all Facility Rentals Procedures. Please be advised public spaces will remain open to the public during rentals (i.e.: amphitheatre, arena and sportsgrounds).

ARENA MEZZANINE [^]		
Room Capacity	120 pp	
	Local*	Non-Local**
Per Day	\$125	\$150
Per Hour	\$25	\$30
Weekends & After 4pm	\$250 includes Friday evening	\$300

[^] Mezzanine is available during the month of April weekdays and weekends. Winter season availability is before 4pm on weekdays only.

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 49 th Avenue)	
Local*	\$20/hr. \$180/day \$570/weekend
Local* with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local**	\$25/hr. \$225/day \$712.50/weekend
Non-Local** with Power	\$30/hr. \$270/day \$855/weekend

BALL DIAMONDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per season	\$125 per season
\$175 per tournament	\$100 per tournament

SOCCER FIELDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per season	\$125 per season
\$175 per tournament	\$100 per tournament

**TOWN OF BON ACCORD
BYLAW 2026-04
FEES AND CHARGES BYLAW**

ARENA ICE RENTAL FEES		
All rates per hour	Prime (4pm-10pm weekdays & 8am-9pm weekends)	Non-Prime
Local* Minor	\$135	\$120
Non-Local** Minor	\$195	\$160
Junior	\$195	\$160
Adult	\$215	\$195
Birthday Parties, Family Skates	\$135	\$100
Tournament – Local* Minor	\$110	n/a
Tournament – Non-Local** Minor	\$130	n/a
Tournament – Junior	\$135	n/a
Tournament – Adult	\$135	n/a

ARENA SLAB RENTAL FEES (APRIL – AUGUST)	
Local*	\$100/hr. \$750/day
Non-Profit	\$100/hr. \$750/day
Non-Local**	\$145/hr. \$1,087.50/day
Birthday Parties	\$57/hour

*Local is Bon Accord, Sturgeon County and communities within Sturgeon County

**Non-Local is outside Sturgeon County

Tournament Rate is charged as a block of time from the start of the tournament to the end of each day. E.g.:
8am-8pm is 12 hours at Tournament Rate.

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TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes Bon Accord Town Council to establish and adopt bylaws for municipal purposes respecting services provided by or on behalf of a municipality and the establishment of fees for license permits and approvals.

AND WHEREAS, the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Fees and Charges Bylaw" of the Town of Bon Accord.

2. DEFINITIONS

2.1. The following terms shall have the following meanings in this Bylaw:

- a. "Bylaw" means this Fees and Charges Bylaw established by the municipality.
- b. "Council" means the municipal Council for the Town of Bon Accord.
- c. "Town" means the municipal corporation of the Town of Bon Accord.
- d. "~~Town Manager~~Chief Administrative Officer" means the Chief Administrative Officer of the Town of Bon Accord or designate.

3. APPLICATIONS

3.1. The fees and charges shall be as detailed in the following Schedules, which are attached to and form part of this Bylaw:

- a. Schedule "A" Administration
- b. Schedule "B" Taxation & Assessment
- c. Schedule "C" Public Works
- d. Schedule "D" Planning & Development
- ~~e. Schedule "E" Commercial Electronic Sign~~
- ~~f.e.~~ Schedule "~~FE~~" Community Event Sign
- ~~g.f.~~ Schedule "~~GE~~" Safety Codes Permits
- ~~h.g.~~ Schedule "~~HG~~" Facility Rentals

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.

3.3. Despite Section 3.2, in the event a fee, rate or charge referenced in another ~~Municipal Town~~ bylaw has not been included in this Bylaw, the ~~Municipality-Town~~ may continue to levy a fee, rate or charge that is prescribed in that bylaw.

3.4. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.

3.5. Safety Code Permit fees shall be prescribed by the ~~Inspections Group~~ applicable safety code agency Service Agreement.

3.6. ~~The Method~~ of payment for fees, rates, and charges ~~are~~ is at the discretion of the Town.

4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION

4.1. Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.

4.2. Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.

4.3. Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

5. SEVERABILITY

5.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

6. Bylaw ~~2023-06~~2024-11 is hereby repealed.

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 TIME THIS ____ day of _____ 2026.

SIGNED AND PASSED THIS ____ day of _____ 2026.

Mayor Brian Holden

Chief Administrative Officer, Bill Rogers

TOWN OF BON ACCORD
BYLAW 2024-112026-xx
FEES AND CHARGES BYLAW

Schedule "A": Administration
 All prices include GST unless otherwise stated.

PHOTOCOPYING	
The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.	
Free use will also be provided for mandated FCSS courses, training programs, and FCSS support clients as approved by the Corporate Services Manager or designate. An ongoing record will be kept so the related costs can be charged back to the department at year end.	
Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:	
Copies (colour, black & white; up to 10 pages)	\$2.00
Copies – Non-profit (colour, black & white; up to 10 pages)	\$1.00
Copies (colour, black & white; 11+ pages)	\$3.00
Copies – Non-profit (colour, black & white; 11+ pages)	\$2.00
FAXING	
Faxing services will be free for mandated FCSS courses, training programs, and FCSS support clients as approved by the Corporate Services Manager or designate. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end.	
Faxing (up to 10 pages)	\$2.00
Faxing – Non-profit (up to 10 pages)	\$1.00
Faxing (11+ pages)	\$3.00
Faxing – Non-profit (11+ pages)	\$2.00
SCANNING	
Scan to email	\$0.50/page
DOCUMENT COPY FEES	
Land Use Bylaw	\$40.00/copy
Municipal Development Plan	\$50.00/copy
Area Structure Plan	\$40.00/copy
<u>Master Servicing Plan/Water Master Plan</u>	<u>\$250.00/copy \$8.00/copy</u>
<u>Sanitary Master Plan</u>	<u>\$10.00/copy</u>
<u>Stormwater Master Plan</u>	<u>\$13.00/copy</u>
<u>Transportation Master Plan</u>	<u>\$14.00/copy</u>
Note: All the above documents are available free of charge on our website	
MISCELLANEOUS	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each
Processing returned EFT/Returned Cheques	\$25.00/transaction (GST exempt)
Fund Transfer (e.g. Utility Account to Tax Roll)	\$25.00 each (transfer amount minimum \$35)
Utility Bill Reprints (more than 2 months)	\$25
Tax Notice Reprints	Current Year: No Charge Any Prior Year: \$5 per notice

Commented [FF1]: Add this charge as multiple people will call around income tax season to request a full years' worth of reprints for utility bills, which is time consuming for staff. Some of the requestors are on e-billing. Many municipalities in the area charge fees for this service (data is available).

TOWN OF BON ACCORD
BYLAW 2024-112026-xx
FEES AND CHARGES BYLAW

Schedule "B" Taxation & Assessment
 GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST included)
Verbal Tax Search	\$15.00/property (GST included)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

Schedule "C" Public Works
 GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	<p style="color: red; margin: 0;">\$65.00 if required during regular business hours</p> <p style="color: red; margin: 0;">\$100.00 if required outside of regular business hours</p> <p style="color: red; margin: 0;">Per hour plus any additional costs that may be incurred in attending to non-emergent issues Costs + 20%</p>

Schedule "D" Planning and Development

Planning and development services manage land and building development, building permits, subdivision planning and all matters related to construction. Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full. Fees up to \$500 may be waived at the discretion of the ~~Town Manager~~ Chief Administrative Officer.

RESIDENTIAL DEVELOPMENT	
Single Family <u>Permit</u>	\$250.00
Multi Family <u>Permit</u>	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping <u>Permit</u>	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence <u>Permit</u>	\$75.00
Garage <u>Permit</u>	\$150.00
Basement Development <u>Permit</u>	\$93.50
Discretionary Uses <u>Permit</u>	\$150.00 plus regular permit fees
Signage <u>Permit</u>	\$110.00
Residential/Home Based Business <u>Permit</u>	\$150.00

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

Demolition <u>Permit</u>	\$150.00
Compliance Certificate	\$110.00
“RUSH” Compliance Certificate (within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use <u>Permit</u>	\$200.00 250.00
Discretionary Use <u>Permit</u>	\$450 550.00
Accessory Development/Buildings <u>Permit</u>	\$150 200.00
Temporary Development/Structure <u>Permit</u>	\$100.00
Demolition <u>Permit</u>	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage <u>Permit</u>	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
“RUSH” Compliance Certificate (within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
OTHER FEES	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) <u>Amendment Application</u>	\$1100.00 plus <u>third party review costs &</u> advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
Subdivision and Development Appeal Fee	\$330.00/appeal Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration \$110.00/day for a meeting 4 hours or less in duration

GST to be added on the following items.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00
Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00.
² The fee payable for a business license issued after the 30 th day of September in any year shall be one-half of the fee listed above.	

Schedule "E" Commercial Electronic Sign

~~GST to be added on all items. These fees are in accordance with the Town's Business License Bylaw.~~

COMMERCIAL ELECTRONIC SIGN FEES	
Bon Accord business license holder (local or non-local)	Free 2-weeks per month per year
Local business with valid Bon Accord business license	\$50 per week
Non-local business with valid Bon Accord business license	\$75 per week
Changes to text or graphics after annual renewal or new license issued (local or non-local)	\$50 per change

Schedule "FE" Community Event Sign

~~GST to be added on all items. These fees are in accordance with the Town's Community Event Sign Policy.~~

COMMUNITY SIGN RENTAL FEES	
Personal messages (birthdays, anniversaries, etc.)	\$10 per week
Local* non-profits	Free
Non-local** non-profits	\$10 per week
Local* business	\$10 per week
Non-local** business	\$20 per week

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

Schedule "GF" Safety Codes Permits
GST to be added on all items.

DRAFT

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW



TOWN OF BON ACCORD
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 Phone: (780) 921-3550
 Fax: (780) 921-3585
 www.bonaccord.ca



BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft. \$ 131.25 (minimum fee)
Accessory Buildings	
Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
Relocation of Home (set-up on basement or foundation)	\$ 00.39 per sq. ft. (min \$131.25)
Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: January 11, 2024)

TOWN OF BON ACCORD
BYLAW 2024-142026-xx
FEES AND CHARGES BYLAW



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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

Propane and Small Installations	
Propane Tank Sets (New or Replacements)	\$94.50 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50 Per Appliance
Gas/Propane Cylinder Refill Centers	\$299.25 Per Appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$131.25 per Unit
400,001 - 3,000,000 BTU Input	\$183.75 per Unit
Over 3,000,000 BTU Input	\$341.25 per Unit

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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(Effective Date: January 11, 2024)

TOWN OF BON ACCORD
BYLAW 2024-112026-XX
FEES AND CHARGES BYLAW



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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 – 3	\$99.75	22 – 24	\$210.00
4 – 6	\$115.50	25 – 27	\$225.75
7 – 9	\$131.25	28 – 30	\$241.50
10 – 12	\$147.00	31 – 33	\$257.25
13 – 15	\$162.75	34 – 36	\$273.00
16 – 18	\$178.50	37 – 40	\$294.00
19 – 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00
 Holding Tanks - \$150.00

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 – 54	\$367.50
3 – 6	\$115.50	55 – 57	\$383.25
7 – 9	\$131.25	58 – 60	\$399.00
10 – 12	\$147.00	61 – 63	\$414.75
13 – 15	\$162.75	64 – 66	\$430.50
16 – 18	\$178.50	67 – 69	\$446.25
19 – 21	\$194.25	70 – 72	\$462.00
22 – 24	\$210.00	73 – 75	\$477.75
25 – 27	\$225.75	76 – 78	\$493.50
28 – 30	\$241.50	79 – 81	\$509.25
31 – 33	\$257.25	82 – 84	\$525.00
34 – 36	\$273.00	85 – 87	\$540.75
37 – 39	\$288.75	88 – 90	\$556.50
40 – 42	\$304.50	91 – 93	\$572.25
43 – 45	\$320.25	94 – 96	\$588.00
46 – 48	\$336.00	97 – 100	\$614.25
49 – 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit..

(Effective Date: January 11, 2024)

TOWN OF BON ACCORD
BYLAW 2024-142026-XX
FEES AND CHARGES BYLAW



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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: January 11, 2024)

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

Schedule “HG” Facility Rentals

GST to be added on all items. **Arena will be staffed during rentals.** A damage deposit of \$500 is required at the time of booking for **each rental unless staffed by a Town employee.** “Local” refers to a resident of either ~~Bon Accord or Sturgeon County.~~ Weekend is considered from Friday at 4pm to Sunday at 6pm. Facility rentals must be accompanied by a contract, adequate insurance, and compliance with all Facility Rentals Procedures. Please be advised public spaces will remain open to the public during rentals (I.e.: amphitheatre, arena and sportsgrounds).

ARENA MEZZANINE [^]			ARENA MEETING ROOM	
Room Capacity	120 pp		25 pp	
	Local [*]	Non-Local ^{**}	Local	Non-Local
Per Day	\$125	\$150	\$100	\$125
Per Hour	\$25	\$30	\$20	\$25
Weekends & After 4pm	\$250 includes Friday evening	\$300	\$200	\$250

Commented [FF2]: Remove Arena meeting room. No longer available for rentals as both arena staff and Community Services use this room as a storage and functional multi-purpose staff room.

[^] Mezzanine is available during the month of April weekdays and weekends. Winter season availability is before 4pm on weekdays only.

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 49 th Avenue)	
Local [*]	\$20/hr. \$180/day \$570/weekend
Local [*] with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local ^{**}	\$25/hr. \$225/day \$712.50/weekend
Non-Local ^{**} with Power	\$30/hr. \$270/day \$855/weekend

BALL DIAMONDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per season	\$125 per season
\$175 per tournament	\$100 per tournament

SOCCER FIELDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per season	\$125 per season
\$175 per tournament	\$100 per tournament

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

ARENA ICE RENTAL FEES		
All rates per hour	Prime (4pm-10pm weekdays & 8am-9pm weekends)	Non-Prime
Local* Minor	\$135	\$120
Non-Local** Minor	\$195	\$160
Junior	\$195	\$160
Adult	\$215	\$195
<u>Birthday Parties, Family Skates</u> <u>Parties/Non-Profit</u>	<u>\$135</u>	<u>\$100</u>
Tournament – Local* Minor	\$110	n/a
Tournament – Non-Local** Minor	\$130	n/a
Tournament – Junior	\$135	n/a
Tournament – Adult	\$135	n/a

ARENA SLAB RENTAL FEES (APRIL – AUGUST)	
Local*	\$100/hr. \$750/day
Non-Profit	\$100/hr. \$750/day
Non-Local**	\$145/hr. \$1,087.50/day
Birthday Parties	\$57/hour

*Local is Bon Accord, Sturgeon County and communities within Sturgeon County

**Non-Local is outside Sturgeon County

Tournament Rate is charged as a block of time from the start of the tournament to the end of each day. E.g.:
8am-8pm is 12 hours at Tournament Rate.

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County



**Your MLA & Invest Alberta
invite you to an information session.**

AGENDA

- Welcome remarks from the Hon. Dale Nally
- Invest Alberta 101 Presentation
- Question & Answer Session
- Closing Remarks from the Hon. Dale Nally
- Networking



Hon. Dale Nally
MLA Morinville-St. Albert



Location

Morinville Community
Cultural Centre (Hall A)
9502 100 Ave, Morinville, AB T8R 1T1



Date

Friday, July 31, 2026



Time

2:00 pm - 4:00 pm

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	July 7, 2026
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Town of Redwater Mayor and Council Golf Tournament
Agenda Item No.	10.2

BACKGROUND/PROPOSAL

Town of Bon Accord Council is invited to the Town of Redwater’s 2026 Mayor and Council Golf Tournament on August 6, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Details are available in the attached email correspondence.

STRATEGIC ALIGNMENT

Value Statement of COLLABORATION

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

COSTS/SOURCES OF FUNDING

\$175 per golfer or dinner-only tickets for \$50. The annual budget has \$750 allocated for the Redwater Golf Tournament (sufficient for 4 golfer registrations) and funding for 3 Councillor per diems.

Options:

- 3 Councillors attend: Registration costs are funded from the \$750 golf tournament registration budget, and each Councillor’s per diem is paid from their individual per diem budget.
- 4 Councillors attend: Registration costs are funded from the \$750 golf tournament registration budget, 3 Councillor’s per diems are paid from their individual per diem budgets, and the 4th Councillor’s per diem is funded from the Council per diem contingency budget.

RECOMMENDED ACTION (by originator)

THAT Council direct administration to register [list attendees] for the 2026 Redwater Mayor and Council Golf Tournament.

From: [Charity Melnick](#)
To: [Info](#); [Lacey Laing](#); [Lynn Bidney](#); [Timothy Larson](#); [Brian Holden](#); [Cindy Gallant](#); [Tanya May](#); [Bill Rogers](#); [Jessica Spaidal](#); [Breya Tallman](#); [Jay Nagra](#)
Cc: [Danielle Lapierre](#); [Dede Gordey](#)
Subject: Town of Redwater Mayor and Council Golf Tournament
Date: Monday, June 29, 2026 11:44:27 AM
Attachments: [image.png](#)
[image.png](#)

We would like to extend an invitation to the **Town of Bon Accord** to join us for the Town of Redwater's **2026 Annual Golf Tournament!**

The tournament will take place on **Thursday, August 6th** and will be a **Texas Scramble format**. Check-in and breakfast will be available from **7:00 a.m. to 8:00 a.m.**, with a **shotgun start at 8:30 a.m.**

This is a great opportunity to get out, enjoy a day on the course, connect with other community partners, and have some fun. We will finish the evening with a delicious steak dinner, along with prizes and giveaways.

Registration is now open and can be completed online here:

<https://www.redwater.ca/p/2026-annual-golf-tournament>

The cost is **\$175 per golfer**, which includes the tournament and dinner. If you are unable to golf but would still like to join us for the evening, **dinner-only tickets are available for \$50 per person.**

We will also have lots of fun opportunities throughout the day, including:

- Hole sponsors
- 50/50 ball drop
- Hole-in-one prize
- Additional prizes and giveaways

We are still looking for sponsors and prize donations to help make this event a success. If you or your organization would like to contribute an item for our prize table, sponsor a hole, or learn more about available sponsorship opportunities, please feel free to reach out. We would be happy to provide additional information.

We would love to see members of the **Town of Bon Accord team** join us for a great day of golf, networking, and community connection.

If you have any questions or require any additional information, please feel free to contact me. We look forward to seeing you there!

Thank you,

Charity

Charity Melnick
Community Services Manager

Town of Redwater
4944 - 53 Street | Box 397
Redwater AB T0A 2W0

Phone: 780-942-4101
Cell: 587-988-2213
Fax: 780-942-4415



Find
us
on:


www.redwater.ca

The Town of Redwater is a Healthy and Respectful Workplace: Our team is here to protect the health and safety of everyone. Verbal abuse and aggressive behaviour will not be tolerated. Thank you for respecting us.

Confidentiality Warning: This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR122590

June 17, 2026

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

Dear Mayor Holden:

I am pleased to confirm the 2026 funding allocations for your community.

For the Town of Bon Accord:

- The 2026 Local Government Fiscal Framework (LGFF) Capital allocation is \$393,889.
 - This includes \$49,681 in needs-based funding allocated to local governments with a population less than 10,000 and a limited local assessment base.
- The 2026 LGFF Operating allocation is \$119,284.
- The 2026 Build Communities Strong Fund-Community Stream (BCSF-CS) allocation is \$137,898.

LGFF Capital is a legislated program aimed at providing local governments with advanced notice of their future infrastructure funding. As indicated on the program website, in 2027, your community will be eligible for \$424,515. Information on 2028 LGFF Capital allocations will be shared with local governments this fall, after changes in provincial revenues between 2024/25 and 2025/26 have been confirmed. I would like to also inform you that work is underway to develop a new allocation formula for the LGFF Operating program, which will be announced later this year.

As you may be aware, in 2025, the Government of Canada launched the BCSF, which included a renaming of the Canada Community-Building Fund to the Community Stream under the BCSF. Please note that no program or funding changes are being made apart from the name change.

LGFF and BCSF-CS funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at www.alberta.ca/municipal-affairs-funding-programs.

.../2

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Williams", with a long horizontal flourish extending to the right.

Dan Williams, ECA
Minister of Municipal Affairs

cc: Bill Rogers, Chief Administrative Officer, Town of Bon Accord

LEGISLATIVE OFFICE
Rm #103 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB T5K 2B6
Tel: 780.422.6880



CONSTITUENCY OFFICE
9805 - 100 Street
Morinville, AB T8R 1R3
Tel: 780.572.6161

LEGISLATIVE ASSEMBLY
ALBERTA

Honourable Dale Nally, ECA
MLA for Morinville - St. Albert

June 12, 2026

The Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors
Government of Alberta

RE: Urgent Request for Provincial Support – Critical Safety Improvements in the Town of Bon Accord

Dear Minister Dreeshen,

On behalf of Mayor Holden and Council of the Town of Bon Accord, I am writing to urgently request provincial support for critical transportation infrastructure projects that pose immediate and growing safety concerns for residents—particularly the children.

The Town of Bon Accord is currently advancing engineering studies for improvements along **54 Avenue past Lillian Schick School**, with completion anticipated in the near term. However, despite this progress, the municipality has reached a standstill due to the significant financial requirements of the project. Current engineering estimates indicate costs exceeding **\$3 million**, not including the additional expense of required land acquisition.

This project is not discretionary—it is **fundamentally about public safety**. At present, students travelling to Lillian Schick School are forced to walk along narrow road shoulders with no designated pedestrian infrastructure. While an informal private path exists, it does not provide a safe or reliable alternative. Children remain exposed to traffic hazards in an area with **poor sight lines, narrow roadways, and loose gravel surfaces**, creating dust and debris that further diminish visibility and safety.

The Town intends to apply for funding through the **Strategic Transportation Infrastructure Program (STIP) – Local Municipal Initiatives (LMI)**, and I strongly support this funding. Given the **urgent safety implications and the scale of required investment**, I respectfully request the Minister's strong consideration and prioritization of this application, along with any additional funding mechanisms that may be available.



LEGISLATIVE ASSEMBLY
ALBERTA

This is a critical moment for Bon Accord. Without provincial partnership, the Town cannot move forward on infrastructure improvements that are essential to protecting our residents, especially school-aged children who currently face unacceptable risks simply walking to school each day.

The Government of Alberta needs to act swiftly in supporting these projects and ensuring that safe, reliable transportation infrastructure is available to this community.

Thank you for your attention to this urgent matter. Please reach out to me if you require more information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dale Nally'.



Hon. Dale Nally, ECA

MLA for Morinville-St. Albert Constituency

9805-100 St. Morinville, Alberta T8R 1R3

P 780-572-6161

Morinville.StAlbert@assembly.ab.ca