

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**May 19, 2026 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1. May 5, 2026; Regular Council Meeting (enclosure)
- 4. DELEGATION**
  - 4.1. 9:05 a.m. Susan Berry – Roseridge Regional Waste Program (enclosure)
- 5. DEPARTMENTS REPORT**
  - 5.1. May 2026 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - 7.1. Planner's Memo: Sturgeon County Land Use Bylaw Amendment for Prairie Gardens (enclosure)
  - 7.2. Mid-Size Towns' Mayors Caucus Membership (enclosure)
  - 7.3. Regional Waste Collection Model (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - 8.1. 2026-01 Procedural Bylaw – 2<sup>nd</sup> and 3<sup>rd</sup> Readings (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1. Mayor Holden (enclosure)
  - 10.2. Deputy Mayor Bidney (enclosure)
  - 10.3. Councillor Gallant (enclosure)
  - 10.4. Councillor Larson (enclosure)
  - 10.5. Councillor May (enclosure)
- 11. CORRESPONDENCE**
  - 11.1. 524 Sturgeon Royal Canadian Air Cadet Squadron Ceremonial Review Invitation (enclosure)
  - 11.2. Redwater Parade Invitation (enclosure)
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**May 19, 2026 9:00 a.m. in Council Chambers**  
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**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 5, 2026, 6:00 p.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**

Falon Fayant – Corporate Services Manager, Acting CAO  
Terry Doerkson – Infrastructure Manager  
Jessica Spaidal – Legislative Services & Communications Supervisor

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Holden called the meeting to order at 6:00 p.m.

**ADOPTION OF AGENDA**

There were no objections to adding correspondence items 10.1, 10.2, 10.3, and 10.4 to the agenda.

COUNCILLOR LARSON MOVED THAT Council adopt the May 5, 2026, agenda as amended.

**CARRIED UNANIMOUSLY RESOLUTION 26-086**

**PROCLAMATIONS**

*Emergency Preparedness Week*  
*Economic Development Week*  
*National Mental Health Awareness Week*  
*National Public Works Week*  
*National AccessAbility Week*

COUNCILLOR GALLANT MOVED THAT Council accept the proclamations as information.

**CARRIED UNANIMOUSLY RESOLUTION 26-087**

**ADOPTION OF MINUTES**

*April 21, 2026; Regular Council Meeting*

COUNCILLOR MAY MOVED THAT Council adopts the April 21, 2026 Regular Council Meeting minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-088**

*April 28, 2026; Committee of the Whole Meeting*

**Town of Bon Accord  
Regular Meeting of Council Minutes  
May 5, 2026, 6:00 p.m.  
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR GALLANT MOVED THAT Council adopts the April 28, 2026 Committee of the Whole Meeting minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-089**

Mayor Holden called a short recess at 6:10 p.m.

Mayor Holden called the meeting back to order at 6:15 p.m.

**DELEGATION**

***Matt Roblin, Sturgeon County Enforcement Services – Quarterly Bylaw Reports***

COUNCILLOR LARSON MOVED THAT Council reschedules Matt Roblin's report for the next regular meeting.

**CARRIED UNANIMOUSLY RESOLUTION 26-090**

**UNFINISHED BUSINESS**

***Approval Of Final Budget 2026***

COUNCILLOR LARSON MOVED THAT Council approves the final 2026 operating and capital budget as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-091**

***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.

**CARRIED UNANIMOUSLY RESOLUTION 26-092**

**BYLAWS/POLICIES/AGREEMENTS**

***2026-01 Procedural Bylaw***

COUNCILLOR MAY MOVED THAT Council gives 1st reading to 2026-01 Procedural Bylaw as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-093**

***2026-03 Taxation Bylaw***

COUNCILLOR LARSON MOVED THAT Council gives 1st reading to Bylaw 2026-03 Taxation Rates as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-094**

COUNCILLOR GALLANT MOVED THAT Council gives 2nd reading to Bylaw 2026-03 Taxation Rates as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-095**

**Town of Bon Accord  
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May 5, 2026, 6:00 p.m.  
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COUNCILLOR MAY MOVED THAT Council gives unanimous consent to hear all three readings of Bylaw 2026-03 Taxation Rates in one meeting.

**CARRIED UNANIMOUSLY RESOLUTION 26-096**

DEPUTY MAYOR BIDNEY MOVED THAT Council gives 3rd and final reading to Bylaw 2026-03 Taxation Rates as presented.

**CARRIED UNANIMOUSLY RESOLUTION 26-097**

**CORRESPONDENCE**

***Town of Morinville – National Indigenous People’s Day Invitation***

COUNCILLOR MAY MOVED THAT Council directs administration to RSVP Mayor Holden, Councillor Gallant and Councillor Larson for the National Indigenous People’s Day in Morinville.

**CARRIED UNANIMOUSLY RESOLUTION 26-098**

***Town of Morinville – Pancake Breakfast Invitation***

COUNCILLOR LARSON MOVED THAT Council directs administration to RSVP Mayor Holden, Deputy Mayor Bidney, Councillor Gallant, Councillor Larson and Councillor May for the Morinville Pancake Breakfast.

**CARRIED UNANIMOUSLY RESOLUTION 26-099**

***Town of Morinville – Canada Day Invitation***

COUNCILLOR GALLANT MOVED THAT Council postpones the decision-making on Canada Day in Morinville to a later date.

**CARRIED UNANIMOUSLY RESOLUTION 26-100**

***Town of Legal – Fete Au Village Invitation***

COUNCILLOR GALLANT MOVED THAT Council directs administration to RSVP Mayor Holden, Deputy Mayor Bidney, Councillor Gallant, Councillor Larson and Councillor May for the Town of Legal Fete au Village.

**CARRIED UNANIMOUSLY RESOLUTION 26-101**

**CLOSED SESSION**

***Ball Diamond #1 Agreement – ATIA Section 29 Advice from officials***

COUNCILLOR LARSON MOVED THAT Council move into closed session to discuss *Ball Diamond #1 Agreement – ATIA Section 29 Advice from officials* at 6:50 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 26-102**

DEPUTY MAYOR BIDNEY MOVED THAT Council come out of closed session at 7:43 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 26-103**

**Town of Bon Accord  
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May 5, 2026, 6:00 p.m.  
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COUNCILLOR GALLANT MOVED THAT Council directs administration to proceed as directed.

**CARRIED UNANIMOUSLY RESOLUTION 26-104**

**ADJOURNMENT**

COUNCILLOR MAY MOVED THAT the May 5, 2026, Regular Meeting of Council adjourn at 7:44 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 26-105**

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Mayor Brian Holden

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Bill Rogers, Chief Administrative Officer

DRAFT

# Regional Waste Services Initiative

Including Curbside Collection, Customer Service and Future Procurement

## Council Information Presentation

Prepared by Roseridge Waste Commission



# Who Roseridge Is

Roseridge Waste Commission is a regional waste commission operating a **Class II Landfill** and a **Class I Compost Facility**.

The logo for Roseridge, featuring the word "ROSERIDGE" in a bold, white, sans-serif font. The text is centered within a blue rectangular background that is flanked by two horizontal white bars above and below it.

ROSERIDGE

Its governance board is composed of representatives from six member municipalities: **Bon Accord, Gibbons, Legal, Morinville, Redwater, and Sturgeon County**.

Roseridge supports the region through two facilities, diversion programs, organics processing, facility education for area residents, and long-term waste planning.

The Regional Waste Services Initiative builds on Roseridge's existing regional role.



## Why This Initiative Is Being Explored

Curbside collection is currently managed separately by each municipality, with five of the six municipalities using the same hauler to provide residential curbside garbage and organics collection.

The question over the past 18 months has been whether some of this work can be coordinated regionally to reduce duplication, improve service clarity, and prepare for future procurement.



# What Roseridge Is Trying To Do

Roseridge has developed a draft regional waste services framework, including curbside collection, on behalf of its member municipalities.

The framework is intended to improve coordination while preserving local decision-making.

This model is intended to:

- Reduce administrative duplication
- Improve consistency for residents across the region
- Support better procurement outcomes
- Provide a single point of contact for service questions
- Strengthen public education on waste, recycling, and organics
- Maintain municipal authority over participation, rates, and local decisions



# What Is Being Proposed

The proposed model is a centre-led regional approach to waste services, including curbside collection administration, communication, customer service, and future procurement.

Rosieridge would coordinate selected administrative functions, communication, and future procurement on behalf of participating municipalities.

Participating municipalities will be asked to pass a common regional waste bylaw, similar in approach to the Sturgeon Region Emergency Management Partnership (SREMP) model.

The intent is coordination on behalf of municipalities and residents, not a transfer of local authority.



# What Remains Local

The proposed model centralizes coordination, not municipal authority.

- Council authority is not transferred to Roseridge
- Each council decides whether its municipality participates
- Municipal rate-setting remains with each municipality
- Existing municipal billing structures remain in place unless council chooses another approach
- A common regional waste bylaw creates consistency across participating municipalities

**Key Point:** The regional model creates a shared service framework while preserving local council decision-making.

# Current Hauler Alignment

All five municipalities currently offering curbside collection are using the same hauler; however, some contracts end before others. The longest remaining contract is 2029.

The current hauler serving the five municipalities has committed to providing the same rates across participating municipalities and extending that to 2029.



This creates a shared transition period that allows municipalities to join the regional waste initiative now and have the confidence that those rates and conditions extend to 2029.

**Prior to 2029 the contract for services would go to public tender on behalf of the participating municipalities as one coordinated procurement.**



# What Bon Accord Residents and Customers Would Experience

Residents would see the following services for a modest increase in monthly rates

- Friday weekly garbage collection
- Friday weekly curbside organics from May 1 to Oct. 31
- Friday biweekly curbside organics from Nov. 1 to Apr. 30
- The option to continue local big-bin or move to large-item events, with pricing adjusted based on the selected service level



**Roseridge would become the point of contact for missed pickups, cart concerns, pickup schedules, accepted items, and general collection questions. This would reduce duplicated work for municipal frontline staff and provide more consistent information for residents.**

# Additional Service Benefits

- Renters would have clearer access to service, either through Roseridge-managed accounts or through municipal billing, depending on municipal preference.
- Commercial accounts would have access to improved regional rates and clearer service pathways
- Residents across the region would receive the same core information on schedules, carts, sorting, and accepted materials



# Communications and Resident Support Plan

A communications plan has been developed to support councils, administrations, frontline staff, residents, renters, and commercial customers through the transition.

The plan includes:

- Resident-facing notices and FAQs
- Municipal speaking notes and administration support materials
- Customer service scripts and quick-reference tools
- Organics sorting and contamination-prevention materials
- A dedicated **roseridge.org/collection** landing page for service issues
- Coordinated messaging with municipal communications teams

**Key point:** Your residents would receive clear, consistent information before, during, and after implementation.



# Decision and Next Steps

Council is being asked to consider whether administration should continue advancing the Regional Waste Services Initiative for further review and participation.

Council direction at this stage would allow administration to continue working through:

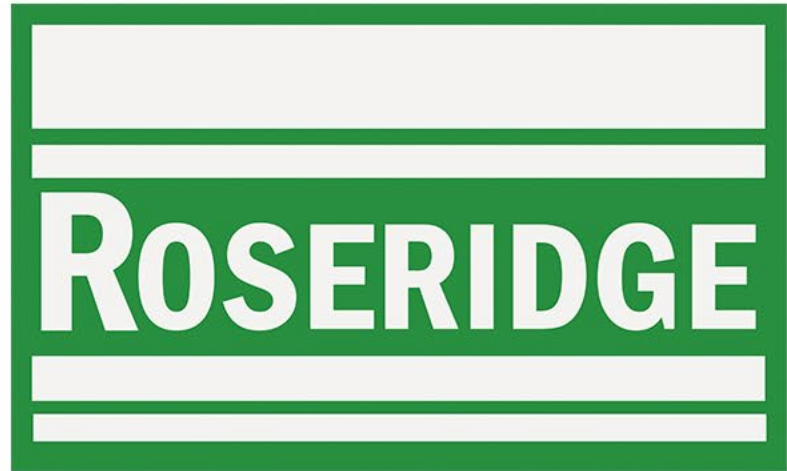
- Confirming municipal participation
- Finalizing the administrative and operational details
- Finalizing the common regional waste bylaw
- Continuing resident-facing communication planning with comms teams
- Confirming implementation timelines

Any final participation requirements would return through the appropriate municipal decision-making process.



**Key takeaway:** The initiative is about coordination, consistency, service clarity, and stronger regional procurement, while preserving local council authority.

# QUESTIONS



[roseridge.org](https://roseridge.org)



## News | Projects | Events

### News

- As residents are now no doubt aware, the Tim Hortons/Esso and retail development project on 51<sup>st</sup> Street is underway. Council is very excited to welcome new business development to Bon Accord.

### Projects

- Tenders have been issued for the rebuild and repaving of 50<sup>th</sup> Ave, 53<sup>rd</sup> street area. This has been planned for many years and we hope to have the work done this year.
- Stantec Engineering has been awarded the Regional Transportation Plan project for 2026. In partnership with Sturgeon County, this project will look at and identify main arterial routes and throughfares in Bon Accord, make recommendations for future upgrades and improvements, and will help identify priorities for the Town's 10-year capital maintenance plans.

### Events & Programs

#### Recent programs and events:

- April 18th Community Field Trip to the Old Strathcona Antique Mall; there were 14 attendees for this field trip.
- April 26th Rooted in Wellness – 81 participants enjoyed a burger bar, salad, and dessert. This is the largest turnout that we've had so far for this event.
- May 7th Mothers' Day Floral Arrangement; 12 attended.
- May 8th Town Wide Clean-Up; this event was a success in coordination with the schools. The Town provided the bags and gloves, and the kids got a free freezie.
- May 9th Community Compost Pick-up Day & Electronics Drop-off
- May 14th Stuff a Bus Food Bank Fundraiser
- May 15th Youth PD Day Makers' Studio. Currently, there are over 30 youth registered.
- The pickleball season has concluded and will start again in October.

#### Upcoming programs and events include:

- The Plant, Grow, Share-a-Row program is ongoing while supplies last. Stop by the Town office for FREE vegetable and herb seeds.
- The Great Sunflower Showdown is accepting registrations until June 1<sup>st</sup>.
- May 27 Seniors Info Session feat. Bon Accord Pharmacy staff at the Jewel Box
- May 31 Rooted in Wellness Community Dinner – last one until the fall
- June 4th Seniors BBQ, sponsored by the Bon Accord Pharmacy
- June 14th Community Field trip – Edmonton Riverhawks Game
- June 30th Music in the Park first performance – Tin Fish

- June 30th Canada Day Flag planting
- July 1st Canada Day programming
- August 8th – 9th Harvest Days
- August 15th Community Field Trip to Devonian Gardens

## Key Meetings

- May 7: All-Staff Meeting

## Conferences and Training

- April 22-24: AMCA Conference – attended by 1 staff member

## Department Highlights

### Planning | Development

- Met with developer regarding potential rezoning to accommodate potential redistricting application.
- Met with developer regarding potential development of vacant lands.
- Met with CAO and Magna Engineering re: stormwater management project.
- Met with developer to finalize Development Agreement.
- Respond to general resident inquiries.
- Start review of planning and development permit fees.
- Complete review of Sturgeon County LUB amendment referral.

### Corporate Services

- Administration met with Sturgeon County regarding the fire services agreement. The current agreement expires at the end of this year. Information will be forthcoming to Council as discussions progress.
- Staff are working on preparing the combined assessment and tax notices.

### Community Services

- The Music in the Park line-up has been confirmed. This program will run from June 30th through to September 1st with new bands and some returning favorites. Thank you to Long & McQuade for donating the use of the sound equipment throughout the summer (approx.\$2,000 value).
- Planning is underway for the Canada Day programming which will take place at the Bon Accord Arena and includes the popular pancake breakfast, crafts, a

wandering clown and children's performer, and BBQ bingo. Programming concludes with a band performance in Centennial Park.

- Our summer staff is hard at work planning for the summer youth programs.

## Operations | Public Works

- Public Works staff have commenced with the 2026 seasonal maintenance schedule.
- Street sweeping started on May 4 and was completed by end of day on May 8. Public Works thanks the residents for their help in moving vehicles, objects, curb mats, etc. off the roadways to ease with the clean-up.
- Crack sealing started on May 11 and is expected to be completed by month's end.
- Initial grading of 54 Avenue by Lilian Schick school and 49 Street has been completed. A dust suppression product was applied on May 13 by Sturgeon County to 54Ave. The road will now be graded only on an "as needed" basis through the remainder of the summer season.
- Alley grading will be completed after crack sealing is finished, potentially during the last week of May.
- Tender bids were received for the 2026 Capital Road project. Recommendations and discussions are ongoing and expect the project to be awarded soon.
- Dealing with contractors to get the 2026 approved projects started.
- Cremation plot and a full burial opening/closing completed.
- Summer staff have started. Ongoing orientation and training are in progress. Regular parks/greenspace maintenance ongoing.

## Attachments

- Town Manager:
  - Action Item List
- Corporate Services Manager:
  - Variance Report

# Town Manager Action List

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**Date:** May 19, 2026  
**Reporting Period:** April 18 – May 15, 2026  
**Submitted by:** Bill Rogers, Chief Administrative Officer

Action Item	Status
<p><b>Rosieridge Waste Management Services Commission</b>            Council resolved to direct administration to enter into conversations with Rosieridge Waste Management Services Commission to explore coordinating waste collection across the region.</p>	<p>Request for Decision coming to Council May 19<sup>th</sup></p>
<p><b>Proposed Park Renaming Survey Results</b>            Council accepts this report as information and directs administration to investigate the cost of signage for said parks.</p>	<p>Cost to be included as part of the 10-year capital plan.</p>
<p><b>Joint Use and Planning Agreement</b>            Council directs that the Town Manager and the Mayor sign the Joint Use and Planning Agreement.</p>	<p>JUPA meeting forthcoming to include the Greater St. Albert Catholic School Board.</p>
<p><b>Nature-Based Stormwater Project</b>            Council approved engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.</p>	<p>Preliminary work has begun on this project, including Biological Impact Assessments</p>
<p><b>Resident Concern re: Neighbour Video Surveillance</b>            Council directs administration to consult legal and begin to plan for possible bylaw regarding video surveillance and drones.</p>	<p>In progress</p>
<p><b>Transport Trucks</b>            Council directs administration to look into alternatives to parking for transport trucks along Highway 28 and bring back at the February 24, 2026 Committee of the Whole meeting.</p>	<p>To be included as part of the Regional Transportation Study.</p>



**Year-to-Date Variance Report (Unaudited)**  
 for the year ending December 31, 2026  
 Reporting period: up to May 11, 2026

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance Actual-Budget	
General Municipal	164,135	158,018	6,117	124,720	134,136	(9,416)	39,415	23,883	15,533	39%
<b>TOTAL MUNICIPAL</b>	<b>\$ 164,135.20</b>	<b>\$ 158,018.33</b>	<b>\$ 6,116.87</b>	<b>\$ 124,719.73</b>	<b>\$ 134,135.75</b>	<b>-\$ 9,416.02</b>	<b>\$ 39,415</b>	<b>\$ 23,883</b>	<b>\$ 15,533</b>	<b>65%</b>
Election	-	-	-	-	-	0	-	-	-	#DIV/0!
Council	-	-	-	45,450	64,393	(18,942)	(45,450)	(64,393)	18,942	-42%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,450</b>	<b>\$ 64,393</b>	<b>-\$ 18,942</b>	<b>-\$ 45,450</b>	<b>-\$ 64,393</b>	<b>\$ 18,942</b>	<b>29%</b>
Administration	13,037	13,721	- 684	248,875	303,662	(54,787)	(235,838)	(289,941)	54,103	-23%
EV Chargers	89	313	- 224	1,969	2,475	(506)	(1,880)	(2,163)	283	-15%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 13,037</b>	<b>\$ 13,721</b>	<b>-\$ 684</b>	<b>\$ 248,875</b>	<b>\$ 303,662</b>	<b>-\$ 54,787</b>	<b>-\$ 235,838</b>	<b>-\$ 289,941</b>	<b>\$ 54,103</b>	<b>19%</b>
Fire Services	11,141	11,141	0	34,394	41,042	(6,647)	(23,253)	(29,901)	6,648	-29%
Emergency Services	-	-	-	7,870	8,942	(1,071)	(7,870)	(8,942)	1,071	-14%
Bylaw	1,361	1,271	90	23,088	32,190	(9,101)	(21,727)	(30,919)	9,191	-42%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 12,502</b>	<b>\$ 12,412</b>	<b>\$ 90</b>	<b>\$ 65,353</b>	<b>\$ 82,173</b>	<b>-\$ 16,820</b>	<b>-\$ 52,851</b>	<b>-\$ 69,761</b>	<b>\$ 16,910</b>	<b>24%</b>
Municipal Planning	4,372	3,792	580	18,499	52,458	- 33,959	(14,127)	(48,666)	34,539	-244%
Economic Development	-	-	-	14,117	54,879	- 40,761	(14,117)	(54,879)	40,761	-289%
Safe Communities	-	60	- 60	-	220	- 220	-	(160)	160	#DIV/0!
<b>TOTAL PLANNING &amp; DEVELOPMEN</b>	<b>\$ 4,372</b>	<b>\$ 3,792</b>	<b>\$ 580</b>	<b>\$ 32,616</b>	<b>\$ 107,336</b>	<b>-\$ 74,720</b>	<b>-\$ 28,244</b>	<b>-\$ 103,545</b>	<b>\$ 75,301</b>	<b>73%</b>
Public Works - Roads	50	-	50	127,946	211,944	(83,998)	(127,896)	(211,944)	84,048	-66%
Storm Sewer & Drain	-	-	-	31,435	10,680	20,755	(31,435)	(10,680)	(20,755)	66%
Water	187,994	198,610	- 10,617	178,100	221,525	(43,425)	9,894	(22,915)	32,809	332%
Sewer	147,638	155,508	- 7,869	126,862	207,622	(80,760)	20,776	(52,114)	72,891	351%
Garbage	40,961	42,613	- 1,652	32,225	60,397	(28,172)	8,737	(17,784)	26,520	304%
Cemetery	7,250	2,000	5,250	4,527	6,355	(1,828)	2,723	(4,355)	7,078	260%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 383,894</b>	<b>\$ 398,731</b>	<b>-\$ 14,838</b>	<b>\$ 501,093</b>	<b>\$ 718,522</b>	<b>-\$ 217,429</b>	<b>-\$ 117,200</b>	<b>-\$ 319,791</b>	<b>\$ 202,591</b>	<b>63%</b>
FCSS	14,290	14,287	4	26,473	52,260	- 25,787	(12,183)	(37,974)	25,791	-212%
<b>TOTAL FCSS</b>	<b>\$ 14,290</b>	<b>\$ 14,287</b>	<b>\$ 4</b>	<b>\$ 26,473</b>	<b>\$ 52,260</b>	<b>-\$ 25,787</b>	<b>-\$ 12,183</b>	<b>-\$ 37,974</b>	<b>\$ 25,791</b>	<b>68%</b>
Parks	67,756	66,379	1,376	34,186	66,710	(32,524)	33,570	(330)	33,900	101%
Arena	149,575	173,769	- 24,194	129,035	164,959	(35,925)	20,541	8,810	11,731	57%
Recreation	211,628	202,816	8,812	28,745	55,780	(27,034)	182,883	117,989	64,893	35%
<b>TOTAL REC &amp; COMMUNITY SERVIC</b>	<b>\$ 428,959</b>	<b>\$ 240,148</b>	<b>-\$ 14,006</b>	<b>\$ 191,966</b>	<b>\$ 287,449</b>	<b>-\$ 95,483</b>	<b>\$ 236,993</b>	<b>\$ 126,469</b>	<b>\$ 110,524</b>	<b>87%</b>
Library	-	-	-	61,878	65,317	(3,440)	(61,878)	(65,317)	3,440	-6%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,878</b>	<b>\$ 65,317</b>	<b>-\$ 3,440</b>	<b>-\$ 61,878</b>	<b>-\$ 65,317</b>	<b>\$ 3,440</b>	<b>5%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 857,053</b>	<b>\$ 683,091</b>	<b>-\$ 28,854</b>	<b>\$ 1,173,704</b>	<b>\$ 1,681,113</b>	<b>-\$ 507,409</b>	<b>-\$ 316,651</b>	<b>-\$ 998,023</b>	<b>\$ 681,372</b>	<b>-215%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 1,021,189</b>	<b>\$ 841,109</b>	<b>-\$ 22,737</b>	<b>\$ 1,298,424</b>	<b>\$ 1,815,249</b>	<b>-\$ 516,825</b>	<b>-\$ 277,236</b>	<b>-\$ 974,140</b>	<b>\$ 696,904</b>	

## Variance Report Notes

Reporting Period: up to May 11, 2026

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### Municipal:

Penalties collected on taxes are \$4,221 over budget.  
Franchise fee revenues are currently under budget by \$5,109 and investment revenue is \$7,005 over budget.

### Administration

Sales of goods and services are over budget by \$515.  
Consultants is over budget by \$52,500 for temporary CAO services, but this is offset by wages and salaries. Consultants was not budgeted for.

### Roads, Water & Sewer:

Water sales are under budget by \$5,632.  
Bulk water sales are under budget by \$6,375.  
Penalties are over budget by \$872.  
Sewer sales were under budget by \$7,879.  
Revenues in water and sewer fluctuate throughout the year;  
Bulk water sales can fluctuate based on seasons.  
Garbage sales are under budget by \$1,652. This can fluctuate throughout the seasons as well, due to landfill usage.  
Expenses overall are currently under budget for water, wastewater, and garbage services.

### Storm Water

Expenses for contracted services are for the 51st street drainage project.  
Revenues for this project are approved from reserves.  
Reserve transfers are completed at year-end.

### Economic Development & Planning:

Municipal planning sales are over budget by \$1,645, and business licenses are under budget by \$440. Permits are over budget by \$1,229.

### FCSS & Community Services:

The first quarterly payment of the FCSS grant has been received, \$11,099.  
Rentals and program fees are under budget by \$996, mainly due to timing.

### Cemetery:

Plot sales are over budget by \$1,575 and open and close fees are over budget by \$3,675.

### Recreation, Parks & Arena

The Sturgeon Recreation Funding Grant has been received, a total of \$352,256 which includes \$60,000 towards capital. The operating funds are allocated between parks, recreation, and the arena. The budgeted amount for the grant was \$350,791.  
The arena sales are under budget by \$25,500.  
Funding of \$12,500 for the community needs assessment has been received.

## Sturgeon County Redistricting Application Referral - Summary

### APPLICANT:

Tam Anderson (Prairie Gardens & Adventure Farm)

### LANDOWNER:

Tam Anderson

### STURGEON COUNTY FILE NO.:

LUB2026-0003

### PROPOSAL:

To amend Sturgeon County *Land Use Bylaw 1385/17* (the LUB) as it applies to 56311 Lily Lake Road (Lot A, Plan 2986 KS within SW-20-56-23-4) to redistrict the parcel from “AG – Agriculture” District to “AG2 – Agriculture 2 District” to accommodate an existing intensive agriculture operation.

### BACKGROUND:

The Town of Bon Accord has received a referral from Sturgeon County in accordance with the requirements of the *Town of Bon Accord and Sturgeon County Intermunicipal Development Plan Bylaw 2021-03* (the IDP). The IDP was adopted by the Sturgeon County and the Town of Bon Accord in March 2021. Amongst other things, the purposes and objectives of the IDP include:

- a) Establish a framework for sub-regional economic development;
- b) Ensure there are is a mechanism for intermunicipal referrals and dispute resolution;
- c) Develop land use policies that support agriculture and agricultural practices; and
- d) Ensure good communication mechanisms and ongoing dialogue regarding planning and development matters exist between the Parties.

The lands within the IPD Plan Area extend 1.6 km (1 mile) from the Town’s boundary. The IDP confirms that the predominant land use within the Plan Area shall remain Agricultural - General, as identified within the County’s *Land Use Bylaw*.



Amendments to land uses within the Plan Area shall be referred to the Town, per Section J of the IDP. The proposed amendment proposes an

amendment to the Land Use Bylaw to redistrict the parcel from “AG – Agriculture” District to “AG2 – Agriculture 2 District” to accommodate an existing intensive agriculture operation.

Prairie Gardens & Adventure Farm is a longstanding agricultural, horticultural, and agritourism business that has been in operation since 1956. The property is a 20.6 acre parcel currently zoned AG – Agriculture District. Surrounding lands are also zoned AG – Agriculture, with the Town of Bon Accord located directly south west of the parcel.

The purpose of the application is not to expand operations or introduce new uses, but to redistrict the land to AG2 to address traffic, safety, and visitor management in accordance with existing approvals. Amongst other things recent approvals established a traffic threshold of 50 vehicles, with a requirement for a right-hand turning bay at 51 vehicles on Lily Lake Road and the redistricting application is required to accommodate the required improvements. In the opinion of the Town’s planner, the proposed amendment to the County’s LUB does not change the predominant land use within the Plan Area from Agricultural – General.

## ANALYSIS:

The *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, requires that an amendment to the land use district that applies to a parcel of land must be consistent with any approved Municipal Development Plan and any IDP in respect of land that is identified in both the MDP and the IDP.

The only document adopted by the Town of Bon Accord that affects the proposed redistricting application is the IDP, there is a limited scope of review for the Town.

As identified above, the proposed amendment to the Sturgeon County *Land Use Bylaw 1385/17* redistricts the parcel from “AG – Agriculture” District to “AG2 – Agriculture 2 District” to accommodate an existing intensive agriculture operation (Prairie Gardens).

Section A.3 of the IDP notes that, amongst other things, the purpose of the IDP is to develop land use policies that support agriculture and agricultural practices and regional economic development. Section E.2 of the IDP notes that the predominant land use within the Plan Area shall remain Agricultural – General, as identified in the County’s Land Use Bylaw. While the proposed amendment redistricts the subject site from “AG – Agriculture” District to “AG2 – Agriculture 2 District” there is no proposed change to the existing land use within the parcel, and the proposed redistricting enables the ongoing operation of a strong local business.

**RECOMMENDATION:**

That Council accept the above report for information.

**SUBMITTED BY:**

Kyle Miller | B.A.  
Project Planner  
Scheffer Andrew Ltd.

**TOWN OF BON ACCORD  
BYLAW #2021-03  
INTERMUNICIPAL DEVELOPMENT PLAN BYLAW**

---

**BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ADOPT AN INTERMUNICIPAL DEVELOPMENT PLAN OF THE TOWN OF BON ACCORD AND STURGEON COUNTY**

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**WHEREAS** A Bylaw of the Town of Bon Accord, in the Province of Alberta, for the purpose of adopting the Intermunicipal Development Plan of the Town of Bon Accord and Sturgeon County, pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta 2000, and amendments thereto.

**WHEREAS** The Councils of the Town of Bon Accord and Sturgeon County have recognized the need to cooperate in the planning of future land use and development along the shared common municipal boundary;

**AND WHEREAS** Section 631 of the Municipal Government Act provides for two or more municipalities to jointly prepare an intermunicipal development plan for an area of common interest or concern.

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

1. This Bylaw may be cited as the "IDP Bylaw of the Town of Bon Accord and Sturgeon County".
2. The Intermunicipal Development Plan of the Town of Bon Accord and Sturgeon County, attached to this bylaw as Schedule "A", is hereby adopted.
3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act, as amended.
4. This Bylaw repeals bylaw 2020-10.
5. This Bylaw shall come into effect on the date of the third and final reading.

READ A FIRST TIME THIS 16<sup>th</sup> DAY OF March 2021

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor

ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer

READ A SECOND TIME THIS 20<sup>th</sup> DAY OF April 2021

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor

ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer

READ A THIRD AND FINAL TIME THIS 20<sup>th</sup> DAY OF April 2021

ORIGINAL SIGNED

\_\_\_\_\_  
Mayor

ORIGINAL SIGNED

\_\_\_\_\_  
Chief Administrative Officer

# Intermunicipal Development Plan

## Town of Bon Accord / Sturgeon County

March 11, 2021



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## A. PURPOSE AND OBJECTIVES

- 1) Under requirements identified in the *Municipal Government Act*, the Town of Bon Accord (the Town) and Sturgeon County (the County) have agreed to undertake the process for preparing and adopting an Intermunicipal Development Plan (IDP).
- 2) The Town and the County recognize that all municipalities are equals and have the right to growth and development.
- 3) The purpose of the IDP is to address the requirements listed within the *Municipal Government Act*, and to:
  - a) Establish a framework for sub-regional economic development;
  - b) Ensure there is a mechanism for intermunicipal referrals and dispute resolution;
  - c) Develop land use policies that support agriculture and agricultural practices; and
  - d) Ensure good communication mechanisms and ongoing dialogue regarding planning and development matters exist between the Parties.

## B. MUNICIPAL CONTEXT

### **Town of Bon Accord**

The Town of Bon Accord has a footprint of 6.05 square kilometers; 605 hectares (1495 acres) with a population of 1529 (Federal Census 2016). The Town is located 37.6 km north of the City of Edmonton along Highway 28.

### **Sturgeon County**

Sturgeon County's footprint of 2,090.13 square kilometers covers an area of approximately 209,013 hectares (516,482 acres). The County has varied land uses, ranging from agricultural, to heavy industrial, to country residential. Sturgeon County's current population is 20,506 (Municipal Census, 2019). The County surrounds five urban municipalities (the Towns of Bon Accord, Gibbons, Legal, Morinville and Redwater) and is home to ten hamlets/urban service areas, one First Nation Reserve, the Canadian Forces Base Edmonton, and the Villeneuve Airport. The County is one of the thirteen members of the Edmonton Metropolitan Board.

The Town and County are located in central Alberta, in accordance with the location indicated on Map 1: Sturgeon County Location Map and Map 2: Bon Accord Location Map.

## C. DEFINITIONS

- 1) In this IDP, words shall have the same meanings as in the *Municipal Government Act*, except that:
  - a) **Committee** means the Intermunicipal Committee established in the Intermunicipal Collaboration Framework between the Parties.
  - b) **Environmentally Significant Lands** means all lands within the Plan Area that are: (a) a swamp; (b) a gully, ravine or coulee; (c) an escarpment; (d) a natural drainage course; (e) riparian lands adjacent to the beds and shores of rivers, streams, creeks, watercourses and natural drainage courses; (f) wetlands; (g) lands subject to flooding, including Flood Risk Areas, floodways, and flood fringes; (h) unstable lands; (i) natural areas including forests, woodlands, meadows and prairies; or (j) contaminated lands. Areas identified as having environmentally significant features, per legislative description within the MGA, will be given the same level of review and significance as Environmentally Significant Lands.
  - c) **Intermunicipal Collaboration Framework** means the agreement entered into by Sturgeon County and the Town of Bon Accord, pursuant to Part 17.2 of the *Municipal Government Act*.
  - d) **MGA** means the Alberta *Municipal Government Act, RSA 2000, c M-26*.
  - e) **Parties** means, collectively, Sturgeon County and the Town of Bon Accord and **Party means either one of them**. Throughout this document, the Parties may also be referred to as the ‘municipalities’ or the ‘Town and County.’
  - f) **Plan** means this Intermunicipal Development Plan adopted by the Parties. Throughout this document, the Plan may also be referred to as the ‘IDP.’
  - g) **Plan Area** refers to the area of land identified within this Intermunicipal Development Plan that requires specific action by the Parties to address future planning proposals, noted in Section O of this document (see Map 3).
  - h) **Shall** means obligatory direction.

## D. FUTURE GROWTH & ECONOMIC DEVELOPMENT

- 1) The Parties shall continue to encourage agricultural activity in the Plan Area.
- 2) Notwithstanding the clause above, the Parties agree to work together to promote and support economic development that benefits both municipalities. Should future developments be proposed which may be mutually beneficial, the Parties agree to jointly evaluate the proposal in a timely and efficient manner.

## E. LAND USE POLICIES

- 1) The Parties agree that the long-term land use planning concept for the Plan Area is consistent with the land use designations depicted on Map 4. To reference current land use designations, please see Sturgeon County's Land Use Bylaw.
- 2) The predominant land use within the Plan Area shall remain Agricultural - General, as identified within the County's Land Use Bylaw. Any amendments to land uses within the Plan Area shall be referred to the Town, per Section J of this IDP.
- 3) The County's Land Use Bylaw governs existing land uses in the Plan Area.
- 4) In considering subdivision and development proposals within the Plan Area, the County's subdivision and development authorities will ensure that the proposed subdivision and/or development conforms to the Sturgeon County Land Use Bylaw.
- 5) Buffers or similar mechanisms to mitigate potential conflict between incompatible uses shall be required by the County where appropriate.
- 6) The Parties agree to jointly discuss ways to cooperate with Provincial and Federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of a mutual benefit.
- 7) Location of new Confined Feeding Operations or manure storage facilities within the Plan Area shall be in accordance with the Sturgeon County Municipal Development Plan and require approval per the Natural Resource Conservation Board (NRCB) pursuant to the *Alberta Agricultural Operations Practices Act* (AOPA) and associated regulations. In the spirit of collaborative land use planning and reducing the potential for land use conflict, the County shall refer to the Town all NRCB referrals received regarding potential new or expanding confined feeding operations in the Plan Area, and the County shall incorporate into its response to NRCB any comments received from the Town.
- 8) An Area Structure Plan will be required for any multi-lot subdivisions in the Plan Area. Multi-lot subdivisions shall be considered to be any subdivision which will create five or more lots in addition to the remnant parcel, on a quarter section, excluding quarter sections containing both a farmstead/undeveloped country residential site and fragmented parcel. Area Structure Plans shall meet all Provincial requirements.
- 9) All future Area Structure Plans should also contemplate:
  - a) A regional trail network, connecting points of interest within the Town and County;
  - b) Environmental reserve locations along water bodies, water courses, and natural features;
  - c) Municipal reserve locations to ensure future provision of schools and community amenities; and
  - d) Additional land use planning considerations as deemed necessary by the County and Town.

- 10) In considering subdivision and development permit applications in the Plan Area, the County will ensure the proposed development is compatible with adjacent uses.
- 11) The following land use provisions will apply within the Plan Area.
  - a) As the Plan Area is governed by the County's Land Use Bylaw, municipal reserve will be collected as referred in the County's subdivision application process.
  - b) Within the Plan Area if environmental reserve is dedicated, it shall be dedicated to protecting lands not suitable for development and to reduce impacts on environmentally significant lands.

## **F. ENVIRONMENTAL MATTERS**

- 1) All agricultural operators and other users are encouraged to continue best practices to maintain high standards of water quality.
- 2) Land use and development in a floodway is generally discouraged unless for the purpose of a park or a trail. Areas identified to be environmentally significant for a drainage course will be protected unless otherwise stated within the MGA.
- 3) Landowners and residents are encouraged to follow water conservation and watershed stewardship practices, as established by their respective municipality.
- 4) The Parties will endeavour to ensure that all sources of potable water supply within their respective jurisdictions are protected and meet provincial guidelines for water quality.
- 5) The Parties agree that development of lands within the Plan Area may impact environmentally significant lands. Development proposals in these areas may be required to:
  - a) Conduct an environmental impact assessment (EIA); and
  - b) Contact Alberta Environment and Parks regarding the development.
- 6) Within the County, development setbacks from waterbodies and watercourses shall be enforced as per the County's Land Use Bylaw and Municipal Development Plan.

## **G. MUNICIPAL SERVICING**

- 1) Lands required for future utility and servicing right-of-way, as identified through the mutual agreement of the Parties, shall be protected at the time of subdivision and development. To this end, utility corridors shall be identified in future area structure plans.

- 2) Natural and man-made drainage courses that support the overall management of storm water within the Plan Area shall be protected at the time of subdivision or development. To this end, storm water drainage courses shall be identified within future Area Structure Plans and the Parties may require additional studies and drainage plans.
- 3) Should the Town require land located within the County for future utility expansion, the County will endeavour to protect the lands for that purpose.
- 4) For developments located within the Plan Area requiring, or proposed to require, municipal services from the Town, the County will submit the relevant portions of the development agreement, including full details on servicing standards and anticipated volumes, for the Town's approval.
- 5) The Parties agree that potential joint servicing opportunities will be evaluated on the merits of an individual development proposal and based on a business case submitted by the initiating Party. Should the opportunities be deemed mutually acceptable, the Parties agree to enter into a joint servicing agreement for said services (including but not limited to developments requiring water, wastewater, and natural gas services in the Plan Area).

## **H. TRANSPORTATION SYSTEMS**

- 1) The Parties will work together to ensure that a safe and efficient transportation network is developed and maintained to service residents and businesses within the Plan Area. The Parties will also cooperate on the development of all future Transportation Master Plans.
- 2) When subdivisions are approved in the Plan Area, all right-of-way requirements will be secured to ensure that long-term transportation and road plans can be implemented when warranted.
- 3) The Parties agree to plan regional roads collaboratively. Road closure applications and road realignments will be discussed jointly prior to municipal approval.

## **I. RESOURCE DEVELOPMENT & UTILITY CORRIDORS**

- 1) The Parties will work with representatives from industry including, but not limited to, oil and gas and telecommunication industries to promote resource infrastructure development which does not negatively impact existing and/or future development within the Plan Area.
- 2) The Parties agree to refer all oil and gas infrastructure and telecommunication infrastructure related applications in the Plan Area to the other municipality for review and comment.
- 3) The Parties support the development of broadband and communications infrastructure in the Plan Area and region. As such, the Parties will work collaboratively to promote and encourage broadband and communications infrastructure.

## J. COMMUNICATION AND REFERRAL PROCESS

- 1) The Parties agree that the County will refer to the Town the following planning proposals within the Plan Area, per the following chart. The Parties additionally agree that the Town will respond to the County on referrals within the maximum response period as identified in the following chart:

<b>Planning Proposal Type</b>	<b>Maximum Response Period</b>
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans, and amendments	21 calendar days
c) Land Use Re-designations	21 calendar days
d) Subdivisions	21 calendar days
e) Discretionary Development Permits	21 calendar days
f) Road Access/Use, Road Closures, and Road Realignments	21 calendar days

- 2) The Parties agree that the Town will refer to the County the following planning proposals for any Town lands abutting the Plan Area, per the following chart. The Parties additionally agree that the County will respond to the Town on referrals within the maximum response period as identified in the following chart:

<b>Planning Proposal Type</b>	<b>Maximum Response Period</b>
a) Municipal Development Plans and Municipal Development Plan amendments	21 calendar days
b) Area Structure Plans, Area Redevelopment Plans and amendments	21 calendar days
c) Discretionary Development Permits	21 calendar days
d) Land-use Redesignations	21 calendar days
e) Road Access/Use, Road Closures and Road Realignments	21 calendar days
f) Subdivisions	21 calendar days

- 2) The response period indicated in sections J(1) and J(2) may be extended upon notification in writing by the responding Party.
- 3) The Parties shall strive, to the best of their ability and knowledge, to refer all notices of federal, provincial, and municipal government projects within the Plan Area to the other Party.

## **K. PLAN ADMINISTRATION AND IMPLEMENTATION**

- 1) Approving Authorities:
  - a) Each Party shall follow and implement the objectives and policies of this Plan and shall make amendments, as necessary, to ensure their statutory plans are consistent with this Plan and their Land Use Bylaws and that their other planning documents and procedures facilitate implementation of this Plan.
- 2) Plan Amendments and Repeal:
  - a) An amendment to this IDP may be proposed by either Party. An amendment to the IDP proposed by a landowner shall be made to the municipality in which the subject land is located.
  - b) An amendment to this IDP has no effect, unless adopted by both municipalities by bylaw in accordance with the MGA.
  - c) In the event that either Party determines this IDP is no longer acceptable, either Party may initiate the process to repeal this Plan. The following process shall be followed:
    - i) Either Party may give the other Party written notice of its intention to repeal and replace this IDP.
    - ii) Within thirty (30) days of the above written notice, a Committee meeting shall be scheduled. The Committee meeting shall occur no later than sixty (60) days from the date the written notice is registered.
    - iii) Following the Committee meeting, the Party initiating the repeal procedure may withdraw its intention by giving written notice to the other Party.
    - iv) If repeal proceedings are to advance, the Parties shall initiate the development of, and adopt, a new IDP in accordance with the MGA to repeal and replace the current IDP.
- 3) Plan Review:
  - a) Once every four years, commencing no later than 2024, the IDP will be reviewed by the Committee to confirm or recommend amendment of any IDP policies. The Committee will prepare recommendations for consideration by the municipal Councils.

## **L. ANNEXATION**

- 1) The Plan Area is not representative of any future annexation plans between the Parties, and generally that:
  - a) at this time the Town has sufficient land within its current boundary;
  - b) if the Town intends to propose annexation in the future it will do so based on demonstrated need by developing a Growth Study; and

- c) it is the mutual intent of the Parties to endeavour to reach an agreement on any future annexation prior to formal application.

## **M. DISPUTE RESOLUTION**

- 1) The Parties commit to resolving any disputes under the Intermunicipal Development Plan in a non-adversarial, informal, and cost-efficient manner.
- 2) The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
- 3) When a Party believes there is a dispute under the Intermunicipal Development Plan and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
- 4) If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
- 5) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both Parties.
- 6) If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both Parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the Parties.
- 7) Mediation shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
- 8) If a dispute cannot be resolved through the above noted process, a Party may, if applicable, appeal the matter to the Land and Property Rights Tribunal in accordance with Section 690 of the *Municipal Government Act*, or notify the Minister of Municipal Affairs of the dispute and request the Minister to refer the matter to the Land and Property Rights Tribunal for its recommendations in accordance with Part 12 of the *Municipal Government Act*.

## N. CORRESPONDENCE

1) Written notice under this Plan shall be addressed as follows:

a) In the case of the Sturgeon County to:

**Sturgeon County**  
**c/o Chief Administrative Officer**  
**9613-100 Street**  
**Morinville, Alberta T8R 1L9**

b) b. In the case of the Town of Bon Accord to:

**Town of Bon Accord**  
**c/o Chief Administrative Officer**  
**PO Box 779, 5025 - 50 Avenue**  
**Bon Accord, Alberta T0A 0K0**

2) In addition to section N(1), notices may be sent by electronic mail to the Chief Administrative Officer of each municipality. If an email is received after 5PM on a Friday, it shall be deemed to be received the following business day.

**IN WITNESS WHEREOF** the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Parties signed this 15 day of April, 2021 at Bon Accord, Alberta.

STURGEON COUNTY

TOWN OF BON ACCORD

Original Signed  
\_\_\_\_\_  
Mayor

Original Signed  
\_\_\_\_\_  
Mayor

Original Signed  
\_\_\_\_\_  
Chief Administrative Officer  
Bylaw No. 1544/21

Original Signed  
\_\_\_\_\_  
Chief Administrative Officer  
Bylaw No.: 2021-03

## **O. MAPS**

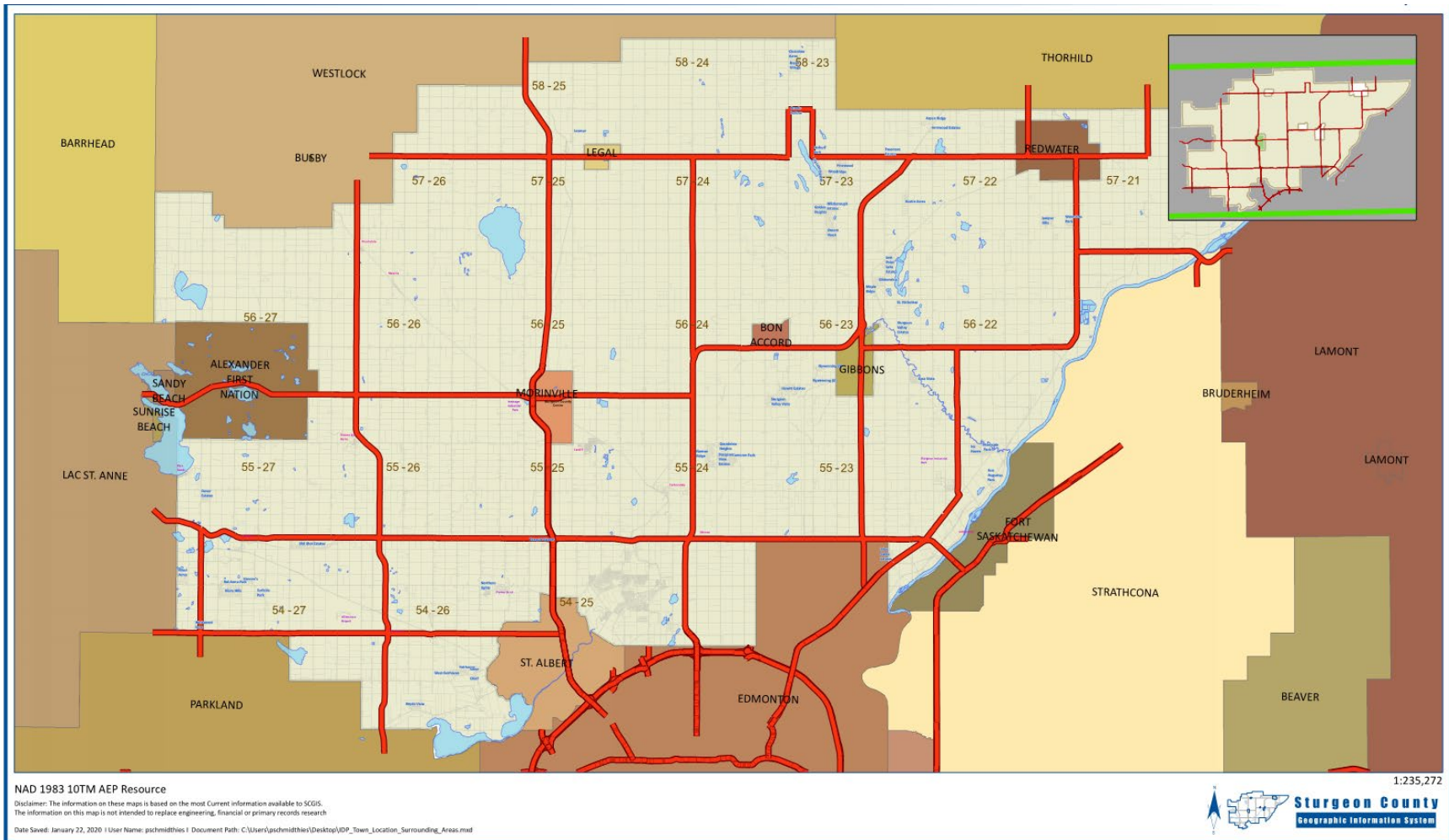
Map 1: Sturgeon County Location

Map 2: Bon Accord Location

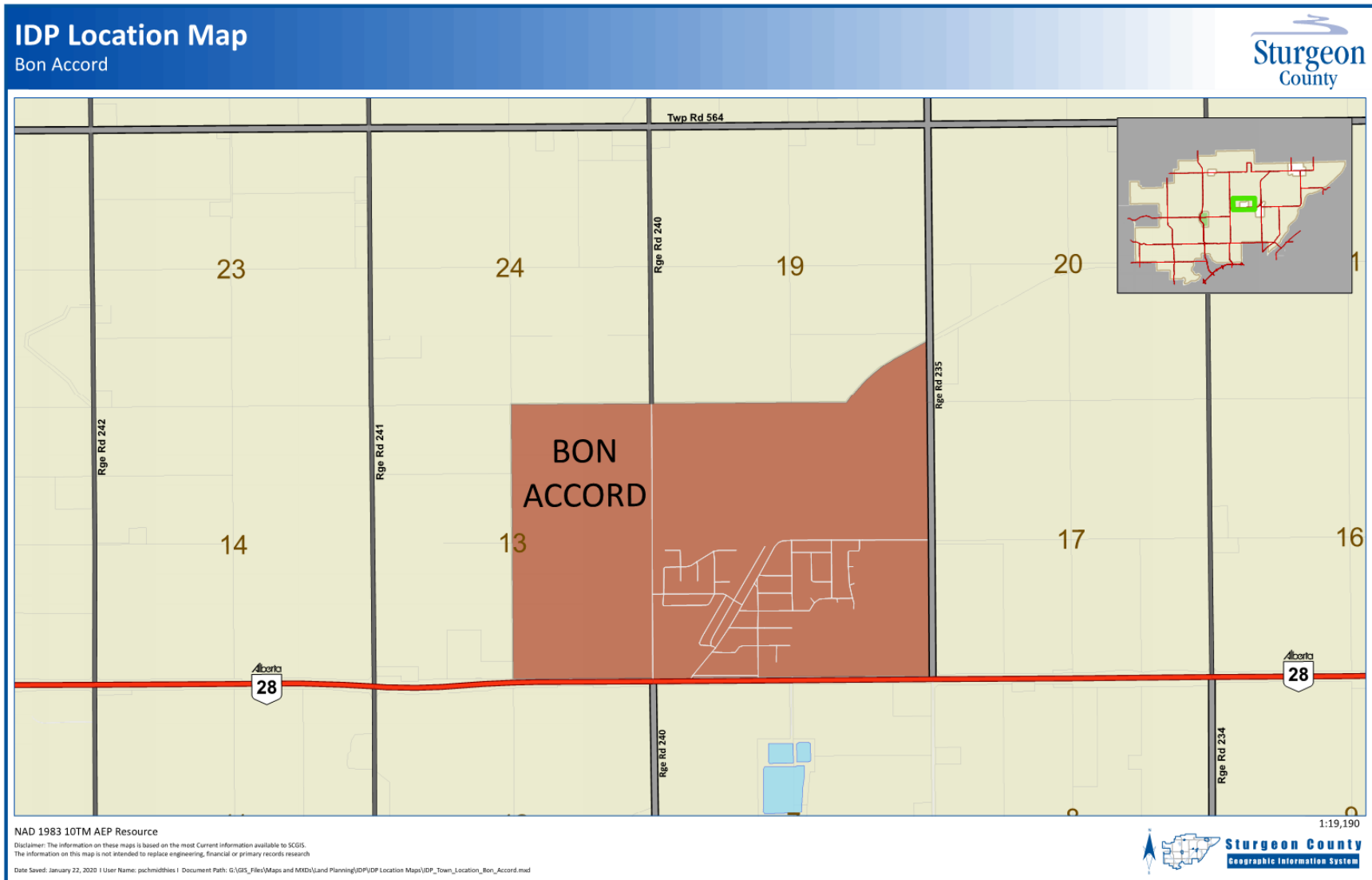
Map 3: Plan Area

Map 4: Land Use Concept Map (for up-to-date Land Use Designations please see Sturgeon County's Land Use Bylaw)

# Map 1: Sturgeon County Location



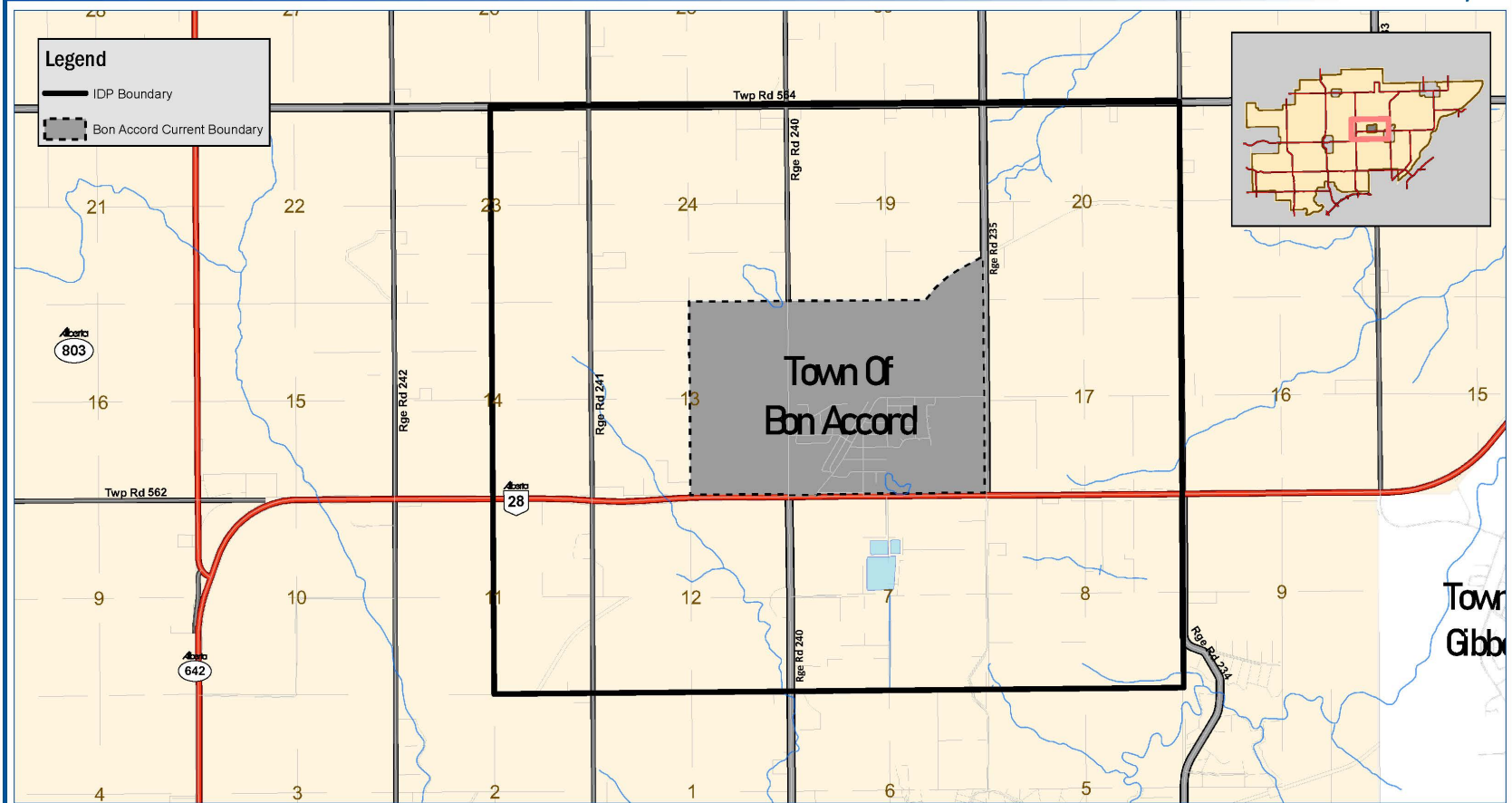
## Map 2: Bon Accord Location



### Map 3: Plan Area

## IDP Boundaries

Existing Land Uses



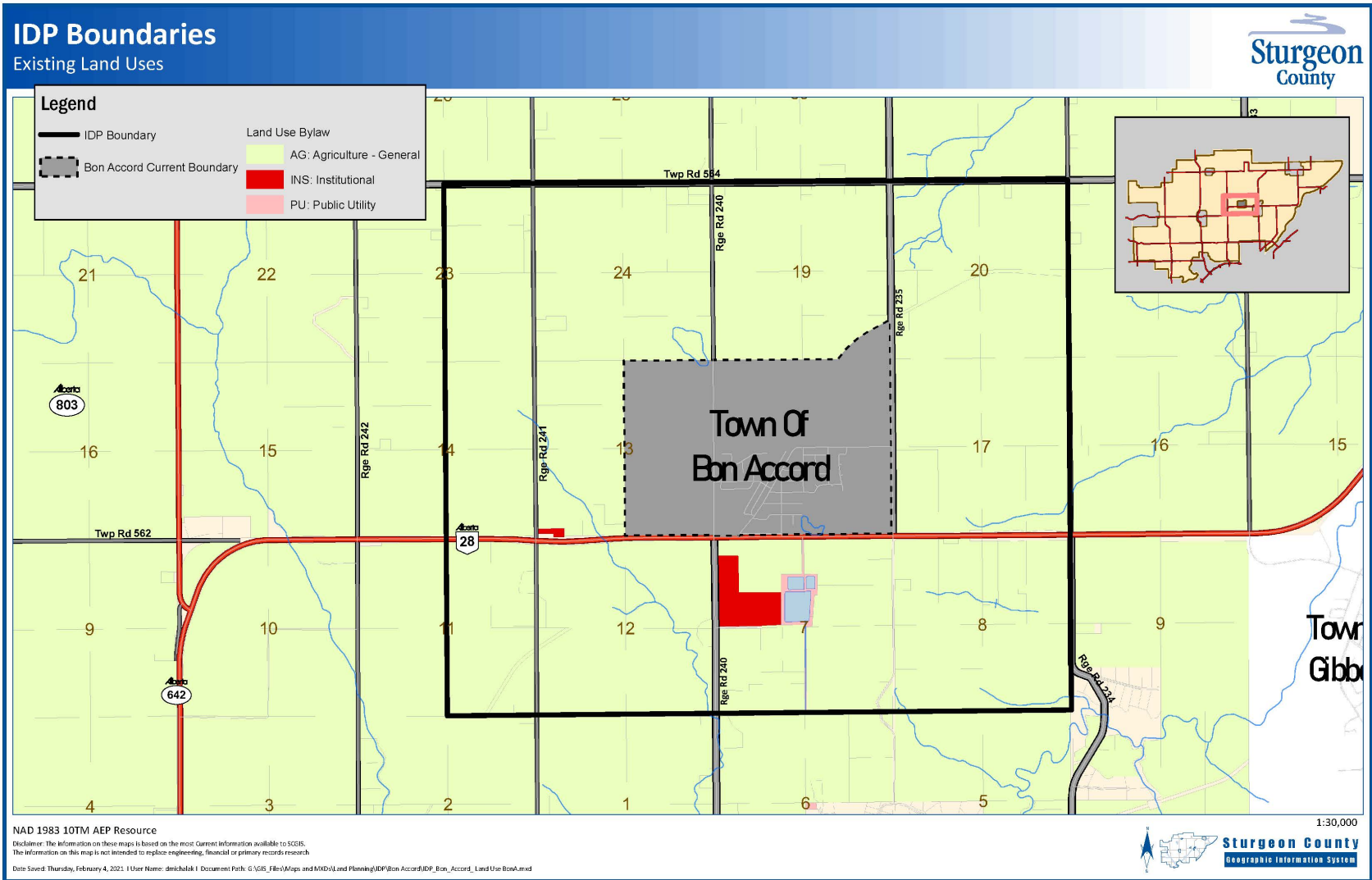
NAD 1983 10TM AEP Resource  
 Disclaimer: The information on these maps is based on the most current information available to SCSIS.  
 The information on this map is not intended to replace engineering, financial or primary records research.

Date Saved: Thursday, February 4, 2023 1:00:00 PM User Name: daniel@stcc.ca Document Path: G:\GIS\_Files\Maps and Mxd\Land Planning\IDP\Bon Accord\IDP\_Bon\_Accord\_Land Use Bon\mxd

1:30,000



# Map 4: Land Use Concept Map



**TOWN OF BON ACCORD  
REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	May 19, 2026
<b>Presented by:</b>	Bill Rogers, Chief Administrative Officer
<b>Title:</b>	<b>Mid Size Towns' Mayors Caucus Membership</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

Administration has received materials inviting the Town of Bon Accord to join the Mid-Size Towns' Mayors Caucus.

Terms of reference and key messages are attached.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

- The Mid-size towns' Mayors caucus (MTMC) is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.
- The objectives of the group are to advocate for mid-size towns through ongoing communication with the Provincial and Federal Governments, Alberta Municipalities, other municipalities and other groups/organizations.
- Should Bon Accord be interested in joining, the fee is \$250.00 per year, with Administrative duties of the group being alternated each year between members.
- The group meets every two months.

**COSTS/SOURCES OF FUNDING**

Funds for the Mayor's attendance and expenses would come from the Council annual operating budget.

**RECOMMENDED ACTION (by originator)**

THAT Council approve the Town of Bon Accord membership in the Mid-Size Towns' Mayors Caucus.



## **MTMC KEY MESSAGES**

**NOVEMBER 13, 2025**

**IN PERSON MEETING AT ALBERTA MUNICIPALITIES CONVENTION**

**MARRIOTT HOTEL, CALGARY**

~~Supplementary Provincial Funding - Infrastructure Funding Presentation given by Town of Crossfield CAO & CFO on Critical Infrastructure, Limited Tax Bases, Per Capita Infrastructure Cost, Improvement Cost Variance, Key Principles of Funding and Considerations for Funding Models.

~~Next two-year host municipality = Town of Sundre

~~Elections held for new two-year term as Chair Mayor Richard Warnock (Sundre), Vice Chair Mayor Kim Harris (Crossfield), Plus three Executive Directors, Mayor Nancy Dodds (Drayton Valley), Mayor Kevin Ferguson (Ponoka) and Mayor Elisa Brosseau (Bonnyville).

~~Meetings will continue as scheduled bimonthly in 2026 with one in person board meeting held during ABMunis Fall Conference.

~~Thank you letter to be prepared and sent to Rhonda Hunter for her vision and leadership in the creation and alignment of MTMC.

Richard Warnock

Mayor - Town of Sundre



## MTMC Key Messages

Meeting with Livingstone-Macleod MLA Chelsae Petrovic – September 11 2025

MTMC Executive board members, Mayor Harris and Mayor Ferguson, have provided the following key messages to share with MTMC members. This meeting was held virtually.

- MLA Petrovic was once Mayor of Claresholm (population 3700) and understands mid-sized towns' problems.
- She is very interested in the funding formula we are working on and is happy to learn that we are mostly looking to fund pipes, concrete, and pavement.
- The model of including goals of accountability can ensure that towns are rewarded by meeting the threshold of responsibilities (i.e. sound financial policies, asset management programs, responsible tax policies, etc.)
- Funding all mid-sized towns equally might not be realistic as thresholds will be the measure
- There is an impression that this government is really done with social issues.
- The meeting went very well and Mayor Ferguson and Mayor Harris felt they had garnered her support for the Mid-Sized Towns Mayors' Caucus.



## MTMC Key Messages – May 15 2025

- A letter will be sent to the newly appointed Minister of Municipal Affairs, Dan Williams, requesting a meeting with the Minister. The MTMC executive will attend the meeting when scheduled.
- Letters of introduction of the Mid-Sized Towns Mayors' Caucus will be sent to provincial MLAs.
- Chairperson Rhonda Hunter and Vice Chairperson Richard Warnock will schedule an introductory meeting with Alberta Municipalities President Tyler Gandam to be held in June.
- The Caucus approved the revision of the Terms of Reference to identify that virtual meetings will be held on the second Thursday of meeting months, which include January, May, July, and November. The Caucus will meet in person at the Alberta Municipalities Annual Convention and Spring Municipal Leaders Caucus. Additional meetings may be scheduled by motion on agreement of the majority of the MTMC membership.
- The MTMC logo has been approved, and no tagline has been identified in the survey that was distributed to the members. The survey on preferred tagline will be kept open, and the top three taglines will be identified and resent for membership voting.

### Mid-Sized Towns Mayors' Caucus March 3 2025 – Key Messages

The Caucus agreed to fundamental truths about the situations municipalities are facing in moving forward with developing a strategy to address the infrastructure deficit. Infrastructure deficit is the value of the immovable things such as roads, complex distribution systems, buildings and land that have passed their service life, but are still providing service to the community; it is what would be required to be replaced in a given timeframe to maintain the existing service levels, not to improve or expand services. MTMC recognizes that Alberta municipalities are currently in a critical situation, and they need to start getting out of it now or it will just continue to worsen.

The Caucus is very interested in working with the GOA to develop a realistic and collaborative plan that can garner the additional financial support from the province and, to that end, any other constraints or limitations that the Province would wish to incorporate in a solution that would be beneficial for the Caucus members to understand.

Final details were approved for the presentation at the MTMC Information Meeting on March 5 at the Alberta Municipalities Spring Leaders' Caucus. Invitations were emailed to the mayors of the 69 mid-sized towns who are not yet members. A follow up to this meeting is that 13 non-member mid-sized towns' mayors, and many of their council members, attended the meeting, most of who expressed interest or confirmed their intent in becoming members.

The membership approved the design of a new logo for the Caucus. This logo will be used to identify the MTMC brand. The logo will be revealed at a future date.

## ALBERTA MID-SIZED TOWNS MAYORS' CAUCUS

### Meeting with Minister McIver

Mid-Sized Towns Mayors' Caucus (MTMC) Executive  
January 23 2025 from 12 p.m. to 12:50 p.m. via Teams

### In attendance:

Minister of Municipal Affairs, Ric McIver

Municipal Affairs Chief of Staff, Hillary Cleminson

Special Advisor to the Premier, TJ Keil

MTMC Executive: Mayor Hunter, Mayor Warnock, Mayor Harris, Mayor Ferguson, Mayor Dodds

### Summary and Key Messages:

The MTMC executive attended this meeting at the invitation of Municipal Affairs and the Special Advisor to the Premier. We again participated in discussion that provided information about the perspective of mid-sized towns in our province and also provided what we felt was a clear, consistent picture of the current situation in mid-sized towns that would enhance our government's understanding that would support our case for an additional funding pot outside of the LGFF. The funding pot continues to be MTMC's #1 priority in our dialogue with the provincial government.

### Discussion Highlights:

- The ultimate outcome of this meeting was to have the commitment of the Minister to continue these meetings with a working group focused on a mid-sized towns supplementary funding pot.
- Again conveyed that the current LGFF funding model is predictable, but is certainly not sustainable.
- Per capita funding is a common theme of funding discussions, but we don't want to get stuck on just that narrative as infrastructure funding is more than just a per capita discussion and/or the only funding formula we want to discuss.
- MTMC presented information on financial support that addresses sustainability and growth, provincial advocacy for increased federal funding for infrastructure support, that increasing property taxes is not the answer, that mid-sized towns can be at a disadvantage in securing commercial and industrial growth.
- A long history of no inflationary increases has added to the infrastructure deficit burden for mid-sized towns and that inflation must be factored into the new funding model, starting at the current inflationary number, to be adjusted annually going forward.
- Minister McIver provided his thoughts around group/regional purchasing. While we're working on the funding model, we are also coming up with other solutions. He indicated that he already thinks of this as the working group that will continue to meet in collaborative efforts that address funding needs for mid-sized towns.
- Minister McIver committed to continuing these meetings.
- We anticipate that a meeting will be scheduled in the near future to continue our dialogue.

### **January 9 2025**

The MTMC executive committee will meet with Minister of Municipal Affairs and the Special Advisor to the Premier in January to further clarify the current situation of mid-sized towns and offer our perspective on the future of a sustainable funding model for mid-sized towns.

The MTMC agreed to support the presentation of a supplementary funding model that includes sustainable funding for identified core infrastructure - pipes in the ground and roads that are approaching or are at end of life. The MTMC will also pursue the addition of an inflationary component in the funding model. The MTMC is looking forward to the creation of a working group with the Minister's office to secure the funding through a model that can meet the needs of mid-sized towns.

The Mid-Sized Towns Mayors Caucus will host a meeting at the ABmunis Spring Leaders Caucus and will invite all mid-sized towns mayors and council members to attend. The meeting will provide information and answer questions and will encourage mid-sized towns throughout our province to join the caucus. A promotional brochure is also being created that will share information about MTMC and our advocacy of all 84 mid-sized towns in Alberta.



## Terms of Reference

### **1. Purpose**

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.

### **2. Mid-sized Towns Mayors' Caucus (MTMC) Statement**

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.

### **3. Objectives**

- a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
- b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
- c) Advocate for mid-size towns through ongoing communication with the following:
  - i) Provincial Government
  - ii) Federal Government
  - iii) Alberta Municipalities
  - iv) other municipalities, including member municipalities
  - v) other groups/organizations as determined by a majority of the membership
- d) Support the enhancement of members through networking and information sharing.

### **4. Membership Requirements**

- a) Members of the MTMC must
  - i) be a municipality located within the Province of Alberta, and:
    - (1) an incorporated town, or
    - (2) a town with a population between 1000 and 14,999.
  - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
  - iii) Member municipalities will be responsible for per diems and expenses.

### **5. Membership, Representation & Voting**

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor's Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.



The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair's annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

## **6. Appointment of Caucus Committees**

### **a) Executive Caucus Committee**

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

- i) Chair  
The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.
- ii) Vice-Chair  
The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary
- iii) Executive Board Member  
The Executive Board Member shall provide additional support where necessary.
- iv) Additional Executive Board Members  
Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.
- v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.
- vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.

## **7. Meeting Schedule**

- a) The MTMC shall meet bimonthly on the 2<sup>nd</sup> Thursday in January, March, May, July, September, and November. MTMC will meet in person at the annual Spring Leadership Caucus in March and the Alberta Municipalities Convention in November. All other meetings will be hosted virtually unless otherwise scheduled and agreed on by the majority of the membership by motion.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
  - i) Plan and organize the Caucus agenda and activities (see Appendix A).



- ii) Identify and invite government representatives and other guest speakers.
  - iii) Coordinate local and provincial post-caucus media release.
  - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in Section 5 of this Terms of Reference.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

### **8. Advocacy**

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

### **9. Confidentiality**

The MTMC meetings shall be held in closed session and not open to the public; however, an outside party may be invited to speak to a topic of interest. Members should ensure confidentiality of the meetings remains intact, unless otherwise determined by the MTMC Membership (e.g. for a press release).

### **10. Communication**

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTMC. MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.



## **Appendix A**

### **Agenda Building and Workflow Best Practice**

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
  - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
  - a. shall be sent to the Chair municipality for distribution to the group;
  - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A;
  - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality;
  - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support cannot be confirmed or has not been received that municipality shall not be included.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	May 19, 2026
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Regional Waste Collection Model</b>
<b>Agenda Item No.</b>	<b>7.3</b>

**BACKGROUND/PROPOSAL**

Waste collection services within the Sturgeon region have historically been procured independently by each municipality. Roseridge has led a regional procurement initiative intended to improve pricing leverage, streamline administration, and coordinate service delivery across participating municipalities.

Administration previously presented the regional waste collection model to Council for review and is now seeking authorization to participate in the regional service arrangement through December 31, 2029.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The proposed regional model would allow participating municipalities to leverage combined service volumes to improve pricing and administrative efficiency while maintaining local control over service levels, utility rates, and municipal service decisions.

Under the model, Roseridge would act as the primary contact for residential collection concerns, including missed pickups, damaged carts, organics collection, and large item pickup inquiries. This is expected to reduce administrative workload for the Town and provide more consistent customer service for residents.

A significant enhancement under the regional program is the increase to service levels, including year-round organics collection service, replacing the Town's current seasonal organics collection program. The program is also expected to improve communication regarding acceptable waste materials and support long-term waste diversion goals.

All participating municipalities currently utilize GFL Environmental for collection services, and existing agreements would be extended through December 31, 2029, while the regional partners prepare for a future regional tender process.

## **STRATEGIC ALIGNMENT**

### Values Statement of **Stewardship**

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

## **COSTS/SOURCES OF FUNDING**

Based on the pricing currently provided through the regional program, Administration estimates annual savings of approximately \$9,312 to the municipal budget. Additional savings may also be realized through reduced administrative workload and municipal facility waste collection costs.

## **RECOMMENDED ACTION (by originator)**

That... Council authorize Administration to participate in the regional procurement initiative for waste collection services led by Roseridge to implement a regional service arrangement through December 31, 2029.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Council Meeting
<b>Meeting Date:</b>	May 19, 2026
<b>Presented by:</b>	Jessica Spaidal, Legislative Services & Communications Supervisor
<b>Title:</b>	<b>2026-01 Procedural Bylaw – 2<sup>nd</sup> and 3<sup>rd</sup> Readings</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

At the December 16, 2025 regular meeting of Council, Council directed administration to update the 2026 Council Meeting Schedule, changing the day and time for monthly Committee of the Whole meetings to the fourth Tuesday of every month at 4:15pm with the exception of July, September, and December as well as to update the Procedural Bylaw to reflect this change.

At the January 20, 2026 regular meeting of Council, the updated Procedural Bylaw 2026-01 was presented for first reading and Council directed administration to bring back the 2026-01 Procedural Bylaw to a future Committee of the Whole meeting for review.

At the February 24 Committee of the Whole meeting, Council reviewed the updated Procedural Bylaw and advised administration that a more fulsome review should be initiated before bringing the bylaw forward to Council again.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Following the December 15, 2025 RMC, the Procedural Bylaw 2026-01 included the following revisions:

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

Following the January 20, 2026 RMC, additional updates include:

- Town Manager changed to Chief Administrative Officer throughout.
- Addition of provisions concerning electronic participation for public hearings as per new legislated requirements.

Following the February 24, 2026 COTW, additional updates include:

- Removal of “Council Agenda Committee” definition and removal of the requirement for the agenda to be reviewed by the Committee prior to finalizing.
- Removal of the requirement for Council to pass a motion before a certain time if a meeting is extended. The motion is still required, but not by a certain time.
- Clarification on the deadline for RMC and COTW meeting agenda submissions to be received by the Chief Administrative Officer.
- Updates to time requirements for quorum.
- Streamlined verbiage for the Process to Amend a Motion.
- Updates to the order of clauses in the Notice of Motion section and removal of Notice of Motion as a regular item on Council agendas.
- Introduction of quorum requirements for COTW meetings to enable the Committee to make resolutions by majority vote and addition of types of motions that can be made at a COTW meeting.
- Removal of Code of Conduct clauses that pertain to Council and Council Committees.
- Other procedural updates as required to align with best practices and how meetings are currently conducted.

At the time of writing, the provincial Code of Conduct regulation remains unavailable. Therefore, the Procedural Bylaw will need to be reviewed once the regulation is released to align with provincial requirements.

Administration sought Council’s input on further amendments at the April 28, 2026 Committee of the Whole meeting. The bylaw received 1<sup>st</sup> reading at the May 5, 2026 regular meeting.

## **STRATEGIC ALIGNMENT**

*Value Statement: Professionalism*

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

**COSTS/SOURCES OF FUNDING**

N/A

**RECOMMENDED ACTION (by originator)**

**Both of the following:**

THAT Council gives 2<sup>nd</sup> reading to Bylaw 2026-01 Procedural Bylaw as presented.

**AND**

THAT Council gives 3<sup>rd</sup> and final reading to Bylaw 2026-01 Procedural Bylaw as presented.

**TOWN OF BON ACCORD  
THE PROCEDURAL BYLAW  
BYLAW 2026-01**

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

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

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

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

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

**1. DEFINITIONS**

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

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

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

**2. APPLICATION**

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

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

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

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

**3. SEVERABILITY**

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

**4. ANNUAL ORGANIZATIONAL MEETING**

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

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

4.2.1 In the case the Organizational Meeting is the first meeting following a general municipal election, the first order of business shall be the administration of the oath of office for each Councillor;

4.2.2 Election of the Deputy Mayor;

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

4.2.4 Establish the signing authority for all banking matters; and

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

**5. POSITION OF DEPUTY MAYOR**

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

**TOWN OF BON ACCORD  
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**6. REGULAR COUNCIL MEETINGS**

- 6.1. Regular Council Meetings will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month in the Council Chambers at the Town Office, unless Council resolves to change the date, time or location of a Regular Council Meeting in accordance with section 6.5 or the 1<sup>st</sup> or 3<sup>rd</sup> Tuesday of a month is not a day on which the Town Office is open to the public.
- 6.2. The 1<sup>st</sup> Regular Council Meeting of the month shall commence at 6 PM and stand to adjourn no later than 9 PM unless Council passes a motion to extend the meeting by unanimous vote.
- 6.3. The 2<sup>nd</sup> Regular Council Meeting of the month shall commence at 9 AM and stand to adjourn no later than 12 PM unless Council passes a motion to extend the meeting by unanimous vote.
- 6.4. Public notice of Regular Council Meetings shall be posted on the Town website and posted at the Town Office.
- 6.5. Council may change the time, date, or location of a Regular Council Meeting by Resolution and provided that at least 24 hours' notice of the change is given to the public and any Councillor not present at the meeting where Council resolved to make the change. Where Electronic Participation has been permitted under this Bylaw, Council may change the particulars of the Electronic Means in accordance with this section.
- 6.6. Public notice of any change to the time, date or location of a Regular Council Meeting under section 6.5 will be given by posting a notice of the change at the entrance of the Town Office and on the Town's website. Additional notice may be given on any other Town managed media source and in any other manner so directed by Resolution of Council.
- 6.7. Council may cancel any Regular Council Meeting and a Council Committee may cancel any of its regular meetings if notice of the cancellation is given as set out in section 6.6.
- 6.8. Prior to each Regular Council Meeting, the Chief Administrative Officer shall prepare for review by the Mayor a preliminary agenda of all business to be brought before Council at the next Regular Council Meeting.
- 6.9. All Council and Committee of the Whole meeting agenda submissions shall be received by the Chief Administrative Officer no later than 4 PM on the Wednesday prior to meeting.

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- 6.10. The Chief Administrative Officer will only include correspondence on the agenda for a Regular Council Meeting that:
- 6.10.1. Is legible and coherent;
  - 6.10.2. Is in writing, either on paper with a signature or electronically via email;
  - 6.10.3. Is not anonymous; and
  - 6.10.4. Does not contain libelous content, irrelevant information, or content otherwise inappropriate to be included at a meeting open to the public.
- 6.11. If the requirements of section 6.10 are not met, the Chief Administrative Officer may include a summary of the communication on the agenda for the Regular Council Meeting and the reason for excluding the correspondence from the agenda.
- 6.12. The order of business for a Regular Council Meeting will follow the order of business set out in Schedule "A" Regular Council Meeting Agendas.
- 6.13. The Chief Administrative Officer shall provide Council with the agenda and any pertinent materials (not including Closed Session documents) for each Regular Council Meeting no later than 4 PM on the Friday before the meeting.
- 6.14. The Chief Administrative Officer shall release the agenda and pertinent materials (not including Closed Session documents) for public viewing no later than 4 PM on the Friday before the meeting.

**7. SPECIAL COUNCIL MEETINGS**

- 7.1. The Mayor may call a Special Council Meeting as needed to deal with items that cannot wait until the next Regular Council Meeting with 24 hours' notice of the purpose of the Special Council Meeting, the date, time and location of the Special Council Meeting to each Councillor and the public.
- 7.2. The Mayor must call a Special Council Meeting within 14 days of receiving a written request to hold a Special Council Meeting from or consented to by the majority of Council. The written request must include the purpose for the Special Council Meeting.
- 7.3. The Chief Administrative Officer is delegated the authority to call a Special Council Meeting if a Resolution directs the Chief Administrative Officer to call such a Special Council Meeting to deal with specific items that cannot wait until the next Regular Council Meeting.

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- 7.4. The Mayor may call a Special Council Meeting with less than 24 hours' notice and without providing notice to the public, provided all Councillors are notified of the meeting and two-thirds of Council give written consent to the Mayor.
- 7.5. The order of business for a Special Council Meeting will follow the appropriate order of business set out in Schedule "B" Special Council Meeting Agenda.
- 7.6. No business other than that stated in the Special Council Meeting public notice shall be considered unless all members of Council are present and by Resolution agree to consider any other business.
- 7.7. The Special Council Meeting Agenda will be provided to Council and posted to the Town website within 24 hours of the start of the Special Meeting unless the Special Council Meeting has been called as per section 7.4 with less than 24 hours' notice.

**8. COMMITTEE OF THE WHOLE MEETINGS**

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

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

**9. QUORUM**

- 9.1. Unless a Quorum is present within 15 minutes after the time appointed for the meeting, the meeting will stand adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- 9.2. The Recording Secretary shall record the names of the Councillors or Council Committee members present at the expiration of the time period in section 9.1.
- 9.3. If Quorum is lost after the meeting is called to order, the meeting shall automatically recess until the earlier of Quorum is obtained or 30 minutes has elapsed from the time at which Quorum was lost. If Quorum is not obtained within 30 minutes of the time at which it was lost, the meeting shall stand automatically adjourned.

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9.4. For the purpose of determining whether a meeting has Quorum, a Councillor or Council Committee member attending by Electronic Means is considered present when the Recording Secretary is able to confirm that the Councillor or Council Committee member has connected to the meeting in accordance with section 23.

**10. APPROVAL OF MEETING AGENDAS**

10.1. Council or a Council Committee must vote to adopt the agenda prior to transacting other business and may:

10.1.1. Add new items to the agenda;

10.1.2. Delete any matter from the agenda;

10.1.3. Change the order of business; or

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

**11. APPROVAL OF MEETING MINUTES**

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

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

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

**12. DELEGATIONS**

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

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

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- 12.3. Delegations that have not completed and submitted the Delegation Request Form and do not appear on the agenda may request to be heard by Council and Council may by Resolution give permission to the Delegation to speak to Council without advance notice or information.
- 12.4. The presentation by a Delegation may only be:
- 12.4.1. Received as information without debate;
- 12.4.2. Referred without debate to the Chief Administrative Officer to provide a report on the matter at a later date; and
- 12.4.3. A maximum of 15 minutes unless there is a Resolution to extend the allotted time.
- 12.5. Despite section 12.4, if consented to by the majority of Council, following a presentation by a Delegation, Council may debate the subject matter of the presentation and, despite the agenda, make further motions arising from the information.

**13. REQUESTS FOR INFORMATION**

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

**14. MEETING PROTOCOLS**

- 14.1. The Presiding Officer shall be addressed by title (Mayor, Deputy Mayor or Councillor) and last name during Council meetings or Council Committee meetings.
- 14.2. Any Councillor desiring to speak shall address remarks to the Presiding Officer and confine themselves to the merits of the question.
- 14.3. Should more than one Councillor desire to speak at the same time, the Presiding Officer shall determine who is entitled to the floor.
- 14.4. Councillors wishing to speak on a matter during a meeting must indicate their intention by raising their hand and be recognized by the Presiding Officer.

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- 14.5. Any Councillor or Council Committee member present via Electronic Means, shall address the Presiding Officer by stating, "I wish to speak on the matter at hand," and be recognized by the Presiding Officer.
- 14.6. Each Councillor shall not speak more than once until every Councillor has had the opportunity to speak except in the explanation of a material part of the speech which may have been misunderstood or in reply, to close debate, after everyone else wishing to speak has spoken.
- 14.7. No person shall speak unless recognized by the Presiding Officer.

**15. MOTIONS**

- 15.1. Every motion shall be stated clearly by the mover and when duly moved shall be open for consideration. After a motion has been stated or read, it shall be deemed to be in the possession of the Council or Council Committee.
- 15.2. When a motion is before Council or a Council Committee and the mover wishes to withdraw or modify it or substitute a different one in its place, it is not necessary to obtain permission by Resolution to withdraw or amend the original motion.
- 15.3. Any Councillor or a Council Committee member may require the motion under discussion to be read at any time during the debate, except when a Councillor or a Council Committee member is speaking.
- 15.4. Each Councillor or Council Committee member will be limited to 10 minutes to speak on any motion.
- 15.5. The mover of a motion must be present, including via Electronic Means when the vote on the motion is taken.
- 15.6. A motion does not require a seconder.
- 15.7. No motion shall be offered that is substantially the same as one on which Council or Council Committee has voted during the same meeting.
- 15.8. **Types of Motions:**
  - 15.8.1. **A motion to Postpone:**

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

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**15.8.2. A motion to Refer:**

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

**15.9. Process to Amend a Motion:**

15.9.1. A motion may be amended as follows:

15.9.1.1. Only one motion to amend the main motion may be introduced at a time and must be voted on prior to another motion to amend being introduced.

15.9.1.2. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion as to change the basic intent or meaning of the main motion.

15.9.1.3. The Presiding Officer shall rule on disputes arising from the motions to amend the main motion.

15.9.1.4. If any amendment to the main motion is carried, the vote on the main motion will be called and recorded as a vote on the main motion that includes all carried amendments.

**15.10. Motion to Recess**

15.10.1. Any Councillor or a Council Committee member may move that Council or the Council Committee recess for a specific period.

15.10.2. After the recess, business will be resumed at the point when it was interrupted.

15.10.3. A motion to recess may not be used to interrupt a speaker.

15.10.4. A motion to recess may be amended only as to length of time, but neither the motion nor the amendment are debatable.

**15.11. Debatable Motions:**

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

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

**16. NOTICE OF MOTION**

- 16.1. A Notice of Motion must be used by a Councillor to introduce a matter which does not appear on the Regular Council Meeting agenda.
- 16.2. The Notice of Motion shall be added as an agenda topic under new business at an upcoming Regular Council Meeting.
- 16.3. Council may waive this notice requirement by Resolution and add the matter to the agenda as urgent business.
- 16.4. If the Councillor who presented the Notice of Motion is not in attendance at the meeting when the subject of that Notice of Motion is brought forward as a business item, the Notice of Motion will be postponed until the next meeting at which the Councillor who submitted the Notice of Motion is in attendance.
- 16.5. A written copy of the Notice of Motion shall be provided to the Chief Administrative Officer prior to the meeting's adjournment.
- 16.6. A Notice of Motion is not debatable, however the Councillor presenting the notice may speak to the notice for a period not to exceed 5 minutes.
- 16.7. Once the motion is stated, it will be recorded in the meeting minutes.

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- 16.8. If the motion is defeated by a vote of Council, no further action will be taken.
- 16.9. A Notice of Motion cannot be used at a Special Council meeting.
- 16.10. A Notice of Motion is not debatable until a Councillor moves the motion.

**17. VOTING**

- 17.1. A motion shall be carried when a majority of Councillors or Council Committee members vote in favour of the motion, unless otherwise specified in this Bylaw and subject to any other voting rules in the Municipal Government Act.
- 17.2. A motion is defeated when the vote is tied.
- 17.3. If a motion cannot be voted on because there would be no Quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business at the next Regular Council Meeting.
- 17.4. If Council is unable to achieve a Quorum at any meeting on a motion due to abstention allowed or required by statute, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.
- 17.5. After the Presiding Officer finally puts any question to a vote, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Presiding Officer as to whether the question has been finally put forth shall be final and is not subject to an appeal under section 26.1.
- 17.6. Votes on all motions must be taken as follows:
  - 17.6.1. Councillors or Council Committee members must be in their designated seat when the motion is put forth.
  - 17.6.2. A Councillor or Council Committee member attending a Council meeting by Electronic Means is deemed to be present at the meeting and in their designated seat.
  - 17.6.3. The Presiding Officer must put forth the motion.
  - 17.6.4. Unless allowed or required to abstain from voting, all Councillors or Council Committee members, including the Presiding Officer, must vote by a show of hands; and Councillors or Council Committee members attending the meeting by Electronic Means must vote for the motion by

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stating clearly “in favor” or against the motion by stating clearly “opposed”.

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

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

**18. RECORDED VOTE**

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

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

**19. PECUNIARY INTEREST**

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

**20. BYLAWS**

20.1. Where a Bylaw is presented at a Council meeting for enactment, the Chief Administrative Officer shall cause the number and short title to appear on the Council meeting agenda.

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

20.2.1. A Bylaw shall be introduced for first reading by a motion that specifies that the number of the Bylaw be read a first time;

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

**21. CLOSED SESSIONS**

- 21.1. Matters to be discussed that are confidential pursuant to the Municipal Government Act, the Access to Information Act, or any other provincial statute may be considered at a Closed Session meeting or portion of a meeting.
- 21.2. When making a motion to move into Closed Session, Councillors or Council Committee members must state the title of the business item, the time, and the basis on which the meeting may be closed to the public, including, if applicable, the section of the Access to Information Act, which may be identified on the agenda or as advised by the Chief Administrative Officer or designate.
- 21.3. Council may not pass any Resolution or Bylaw in Closed Session other than a Resolution to come out of Closed Session.

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21.4. The rules of the Council shall be observed at a Closed Session as far as may be applicable.

**22. ELECTRONIC MEETINGS**

22.1. In emergency circumstances, Council meetings or Council Committee meetings may be held as Electronic Meetings. If during the scheduled Electronic Meeting the Electronic Means fail or internet service is interrupted without an indication of the timeline on which the service will be restored, the Presiding Officer shall declare the meeting adjourned until the next Regular Council Meeting or the next Council Committee meeting or until a Special Council Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

22.2. If a meeting is held pursuant to section 22.1, the public meeting notifications shall state that the meeting shall be an Electronic Meeting and include information on how to access the Electronic Meeting for the purpose of Electronic Participation.

22.3. A copy of the Council Meeting agenda for meetings to be held as Electronic Meetings shall be provided to the public by request if unable to access this information on the Town website.

**23. ELECTRONIC PARTICIPATION**

23.1. If a Regular Council Meeting or Special Council Meeting is being held in Council Chambers, a Councillor must request permission from the Presiding Officer to participate in the meeting by Electronic Participation. The Presiding Officer may grant permission for Electronic Participation to one or more Councillors in extenuating circumstances including:

23.1.1. Circumstances that make travel to Council Chambers unduly difficult or impractical such as inclement weather, mechanical breakdown or traffic considerations; and

23.1.2. Personal reasons such as a medical condition, family circumstances or personal travel.

23.2. The Councillor must be connected to the meeting by the Electronic Means prior to the meeting being called to order by the Presiding Officer otherwise the Councillor will be recorded as entering the meeting at the time of connection to the meeting by the Electronic Means.

23.3. The Recording Secretary will confirm the identity of each Councillor attending the meeting by Electronic Means:

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- 23.3.1. Prior to the start of the meeting or during a recess by receiving verbal confirmation from the Councillor that they are present and can hear and see the meeting room;
- 23.3.2. During the meeting, by verifying that the Councillor is visible using the Electronic Means, or if not visible, by confirming that the Councillor is connected to the meeting using secure access credentials or can be reached using the instant messaging functions of the Electronic Means.
- 23.4. A Councillor that is attending a meeting by Electronic Means must be clearly heard at all times during the meeting. If the Councillor loses the connection to the meeting, the meeting will recess until the connection is restored. If the connection cannot be restored within 30 minutes, the Councillor will be considered absent, and the meeting will only resume if a Quorum of Council is present.
- 23.5. If the Councillor must leave prior to the end of the meeting, the Councillor must notify the Presiding Officer and Recording Secretary when leaving/disconnecting from the meeting. The time that the Councillor leaves the meeting will be recorded in the meeting minutes.
- 23.6. If a meeting is being held in Council Chambers, the Presiding Officer must be physically present and may not preside over the meeting via Electronic Participation. This requirement does not apply to Electronic Meetings.
- 23.7. When attending by Electronic Participation, a Councillor must obtain access to the meeting material prior to the start of the meeting through a secure means.
- 23.8. Other than a Closed Session, the Live Stream is available as a courtesy. Changes to the Live Stream can be made at any time without Council Resolution.
- 23.9. Attendees are expected to act and dress as though they are attending in person and ensure no background noise or interruptions interfere with the conduct of the meeting.
- 23.10. During Closed Sessions, Councillors attending by Electronic Means must ensure that confidentiality of all discussions is maintained.
- 23.11. Other than a Closed Session, as a courtesy, the Town provides a Live Stream of Council meetings for public viewing.

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**24. PUBLIC HEARING**

- 24.1. The ability to attend a public hearing using Electronic Means will be made available to members of the public. The specific Electronic Means available to attend the public hearing will be included in the public notification for the public hearing.
- 24.2. Individuals who wish to attend the public hearing via Electronic Means will be required to pre-register by submitting their contact information and any presentation materials in a manner outlined in the public notification related to the public hearing.
- 24.3. Reasonable attempts will be made to re-connect any individuals who lose connection while participating in the public hearing using Electronic Means; however, the Presiding Officer reserves the right to proceed with the public hearing at the Presiding Officer's discretion.
- 24.4. During the public hearing, all individuals will be requested to mute their microphones until they are granted the opportunity to speak by the Presiding Officer.
- 24.5. Members of the public who participate in a public hearing may provide a written submission and attend the public hearing to make verbal submissions which do not duplicate the content of a written submission.
- 24.6. Unless otherwise set by Resolution of Council, public hearings shall be held on the same day and time as the Regular Council Meetings, and the Regular Council Meeting will follow immediately thereafter.
- 24.7. The conduct of any public hearings shall be governed by the Municipal Government Act and this Bylaw.
- 24.8. Wherever possible, persons interested in speaking in-person at a public hearing should register with the Recording Secretary prior to the start of the public hearing.
- 24.9. After calling a public hearing to order, the Presiding Officer shall outline public hearing procedures.
- 24.10. Where the public hearing is required for the adoption of a Resolution or Bylaw, the Chief Administrative Officer shall introduce the Resolution or Bylaw and shall briefly state the intended purpose. Department presentations shall follow the introduction of the Bylaw or Resolution.

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- 24.11. The Presiding Officer shall request those who wish to make presentations to identify themselves. The Presiding Officer shall then open the floor to public presentations.
- 24.12. The Presiding Officer shall call upon those persons who have registered with the Recording Secretary to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. A person who does not identify himself or herself will not be given the opportunity to speak.
- 24.13. Presentations by the public may be made verbally, in writing, or both. Written submissions shall be collected by the Recording Secretary and retained for information purposes.
- 24.14. Verbal presentations shall be limited to five minutes unless there is consent by Council to extend the allotted time.
- 24.15. Following public presentations, the Presiding Officer shall close the public hearing.
- 24.16. If no one is present to speak to a proposed Bylaw which requires a public hearing, Council may hear an introduction of the matter from the administration, ask relevant questions, and then must vote to close the public hearing.
- 24.17. After the close of the public hearing, Council may debate matters raised at the public hearing during the Regular Council Meeting following the public hearing and may:
- 24.17.1. Pass the Bylaw or Resolution, or
  - 24.17.2. Make any necessary amendments to the Bylaw or Resolution and pass it without further advertisement or hearing.
- 24.18. When a public hearing on a proposed Bylaw or Resolution is held, a member must abstain from voting on the Bylaw or Resolution if the member was absent from all or part of the public hearing and may abstain from voting on the Bylaw or Resolution if the member was only absent from part of the public hearing.
- 24.19. Copies of all relevant documentation for a public hearing will be made available in hard copy or digital copy.

**25. DUTIES OF THE PRESIDING OFFICER**

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- 25.1. The Presiding Officer shall be the Mayor and in the Mayor's absence, the Deputy Mayor.
- 25.2. If both the Mayor and the Deputy Mayor are absent, Council may by Resolution appoint a Councillor to act as the Presiding Officer for that meeting.
- 25.3. In the case of a Council Committee, the Presiding Officer shall be the Council Committee Chair or Vice Chair or a Council Committee member appointed by the Chair or Vice Chair.
- 25.4. The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, points of privilege, deciding all questions of order and without argument or comment shall state the rule applicable to any point of practice or order if called upon to do so. The Presiding Officer's decision may be appealed to Council as per section 26.
- 25.5. If the Presiding Officer wishes to leave the chair for any reason, they must call on the next officer to assume the chair.

**26. APPEAL RULING**

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

**27. DISCIPLINARY PROCEDURES**

- 27.1. Members of the public who attend a Council or Council Committee meeting shall not:
  - 27.1.1. Use rude or offensive language or engage in rude or offensive conduct;
  - 27.1.2. Engage in bullying or harassing behaviour or speak or act aggressively in respect of a Councillor, Council Committee Member, or other representative of the Town;

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27.1.3. Disrupt or unnecessarily delay the conduct of business at a meeting;

27.1.4. Disobey the rules of the meeting or decision of the Presiding Officer or of Council or a Council Committee on questions of order or practice, or upon the interpretation of the rules of the meeting;

27.1.5. Speak disrespectfully of the Sovereign, the Governor General, the Lieutenant Governor, or of Council or any other governing body in Canada;

27.2. The Presiding Officer may order any member of the public who disturbs the proceedings of Council or a Committee meeting by words or actions, to be expelled from the meeting. If the person refuses to leave voluntarily, the Presiding Officer may request assistance in having that person removed. A short recess may be called for this purpose.

**28. RECORD OF PROCEEDINGS**

28.1. The Recording Secretary must prepare all Council and Committee minutes which will include:

28.1.1. All decisions and other proceedings, including decisions by the Presiding Officer and appeals of the decision of the Presiding Officer;

28.1.2. The names of the Councillors present at and absent from the meeting;

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

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

28.1.5. The signatures of the Presiding Officer and the Chief Administrative Officer or their designate.

**29. BYLAW REPEALED**

29.1 Bylaw 2023-05 is hereby repealed.

**30. FORCE AND EFFECT**

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

Read a first time this 5<sup>th</sup> day of May 2026.

Read a second time this 19<sup>th</sup> day of May 2026.

Read a third and final time this 19<sup>th</sup> day of May 2026.

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Mayor Brian Holden

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Bill Rogers, Chief Administrative  
Officer

**SCHEDULE "A"**

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



Live streamed on Bon Accord YouTube Channel

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

**SCHEDULE "B"**

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



Live streamed on Bon Accord YouTube Channel

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

**DRAFT**

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

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**1. Purpose**

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

1.1.1. To brief members of Council on specific topics

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

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

**2. Composition**

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

2.2. The Chief Administrative Officer and any staff members that may be required.

**3. Terms of Office**

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

**4. Quorum**

4.1. Quorum shall be required for Committee of the Whole meetings.

**5. Committee of the Whole Procedures**

5.1. Committee of the Whole meetings will be held on the 4<sup>th</sup> Tuesday of each month from 4:15-6:15 pm.

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

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

5.4. Meetings shall be presided over by individual Committee Members in rotation.

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

5.6. The Committee shall act by majority resolution. No motions except the following will be permitted at Committee of the Whole meetings.

5.6.1. Acceptance or amendment of the agenda;

**SCHEDULE "C-1"**  
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- 5.6.2. Referring an item to the Chief Administrative Officer for additional information;
  - 5.6.3. Directing the Chief Administrative Officer to have a report, policy, or proposed legislation prepared;
  - 5.6.4. Referring an item to a Regular Council Meeting for information or action; and
  - 5.6.5. Motions to move in or out of Closed Session.
- 5.7. Meeting minutes will be recorded and circulated with an upcoming Regular Council Meeting agenda.
- 5.8. Committee of the Whole Meeting Agendas will be circulated to the public and to Committee Members by 4 pm on the Friday prior to the Committee of the Whole meeting or a minimum of 2 business days in advance of the meeting.
- 5.9. Unless otherwise stated in these Terms of Reference, meeting proceedings are bound by those sections of the Town of Bon Accord's current Council Procedural Bylaw and any Ministerial regulation that relate to:
- 5.9.1. Councillor Conduct
  - 5.9.2. Electronic Participation.

**SCHEDULE "C-2"**

**Town of Bon Accord**

**AGENDA**

**Committee of the Whole Meeting**

**[DATE and TIME]**

Live streamed on Bon Accord YouTube Channel

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**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

**5. BYLAWS/POLICIES/AGREEMENTS**

**6. CLOSED SESSION**

**7. ADJOURNMENT**

DRAFT

## **TOWN OF BON ACCORD**

### *Mayor's Report – for period April 15, 2026 – May 12, 2026*

- April 21, 2026      Chaired Regular Meeting of Council
- April 23, 2026      Attended Volunteer Appreciation event. This was a great event for our volunteers. Lots of good food and time together to celebrate the many hours of volunteering over the past year.
- April 24, 2026      Attended Strategic Planning session. Wrapped up our new Strategic Plan and look forward to seeing it completed with new design and photos.
- April 26, 2026      Attended Rooted in Wellness dinner and presentation. The presentation was on Disaster Preparedness. This was really well done and went into overtime. Everyone stayed for the whole presentation.
- April 28, 2026      Attended Committee of the Whole meeting. Karim Zariffa, from the Province spoke regarding the West Coast Oil Pipeline for County and Town Pre-Engagement. Reviewed our Procedural Bylaw. Discussed Regional Waste Collection.
- April 29, 2026      Attended Arrow Utilities presentation and tour. This was an excellent presentation on the workings of wastewater treatment. A good portion of the presentation was spent on the high cost of equipment repairs and replacement due to all of the things that should not be flushed. We pay for this on our monthly bill.
- May 5, 2026        Chaired Regular Meeting of Council
- May 8, 2026        Distributed Food Bank bags with Councillor Larson in preparation for Stuff-a-Bus on May 14<sup>th</sup>.
- May 9, 2026        Volunteered at Public Works yard for compost give away day. There were only 2 of us, Brandon and myself, to do all of the shoveling. One or two more volunteers would have been helpful.

*Brian Holden*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD**

*Deputy Mayor Report – April 15 to May 13, 2026*

- April 13 – 15 Attended the ASCHA (housing) Conference
- April 17 Interview with ARROW consultant re: Strat plan
- April 21 Attended the Regular Meeting of Council
- April 23 Attended the Volunteer Appreciation celebration.
- April 24 Attended the Strategic Planning session with Bloom CME
- April 28 Attended the Committee of the Whole meeting
- April 29 Attended the ARROW information session and tour. The quality of the water produced by the new Train 4 is amazing. We were told that if it was chlorinated it would be potable.
- May 5 Attended the Regular Meeting of Council
- May 7 Attended the virtual presentation of Ernest & Young viability and governance review.

Notes: I will not be present at the Regular Council meeting May 19 as I will be attending ARROW Utilities workshop and Strat planning.

*Lynn Bidney*  
Deputy Mayor  
Town of Bon Accord

## TOWN OF BON ACCORD

### *Councillor Report – for April 15 - May 13, 2026*

April 14, 2026	Attended ABmunis Draft analysis of bill 28
April 15, 2026	Attended Edmonton Salutes Special meeting
April 21, 2026	Attended Regular Meeting of Council
April 23, 2026	Attended Volunteer Appreciation event at the Bon Accord Arena where we were all presented with a lovely certificate for our dedication
April 24, 2025	Attended Edmonton Salutes regular meeting where we didn't come to a decision on moving forward with the committee as we lost quorum, hope is to continue the work in some fashion with help
April 28, 2026	Attended Committee of the Whole meeting
May 5, 2026	Attended Regular meeting of Council
May 6, 2026	Attended ABmunis Changes to Bill 50-51 School sites webinar
May 7, 2026	Attended Alberta Climate Leaders Elected Officials Peer Network webinar. Was a very interesting 3 hours and I have gotten a lot of ideas from it
May 11, 2026	Attended Bon Accord Library Board meeting

*Cindy Gallant*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report – April 15 to May 13, 2026*

- April 21      Attended the Regular Meeting of Council
- April 23      Attended the Volunteer Appreciation celebration. Always good to see the many volunteers that have such good involvement with the community and compliments the citizens of Bon Accord
- April 24      Attended the Strategic Planning session.
- April 26      Attended the Rooted in Wellness.
- April 27      Attended CRNWSC (Capital Region Northeast Water Services Commission) sub committee meeting
- April 28      Attended the Committee of the Whole meeting.
- April 29      Attended the ARROW Utilities information session and tour. It showed the importance for the support of this utility and how the quality of the treated wastewater is beneficial to all the communities. A major point that ARROW Utilities brought up at the information session. ARROW demonstrated what items such as flushable hand wipe and feminine products that get flushed down the toilet and cause damage to the treatment plant equipment.
- May 5        Attended the Regular Meeting of Council

Note: We should put something in our newsletter or website regarding this issue about what should or should not be flushed down the sewers.

*Councillor Timothy Larson*  
Town of Bon Accord

**TOWN OF BON ACCORD**

*April 15– May 14, 2026*

- April 21                      Attended Regular Meeting of council.
- April 24                      Attended Strategic Planning Session.
- April 29                      Completed online courses for First Aid Training for Library.
- May 5                         Attended Regular Meeting of Council.
- May 9                         Attended First Aid and Training in person session for the library
- May 12                      Attended Arrow Utilities Tour and Information Session.  
Found this to be a very informative tour. Learning about wastewater and the ways they treat it made understanding cost associated with water much more understandable. Anyone is welcome to come there for a tour of the facilities. If you have time, I recommend taking the tour and being more informed about how the wastewater process works. This tour is open to the public as well.

Note:

*Tanya May*  
Councillor  
Town of Bon Accord

*75<sup>th</sup>*



*Annual Ceremonial Review*

524 Sturgeon Royal Canadian Air Cadet Squadron is celebrating their 75<sup>th</sup> Annual Ceremonial Review and the conclusion of the 2025-2026 training year. We invite you to celebrate with us at the Dinner and Award Banquet following the ACR.

*13 June 2026*

*Dinner: 1730hrs*

*Location: Bon Accord Community Hall*

*Bon Accord, AB*

*RSVP 26 May 2026*

*Email: 524Air@cadets.gc.ca*

*Cell: 780-777-8388*

*You and a guest are cordially invited to attend the 75<sup>th</sup> Annual Ceremonial Review of 524 Sturgeon Royal Canadian Air Cadet Squadron*

*Our Reviewing Officer for the ACR will be His Worship Rick Henderson, the Mayor of Gibbons*

*Parade – 13 June 2026 at 1500hrs*

*Dress – Military No. 1A*

*Civilian Business Attire*

*Location – Bon Accord Arena*

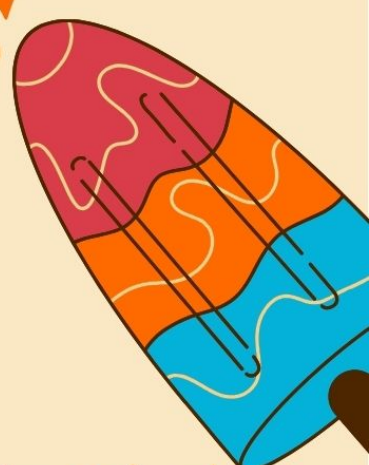

*4812 – 52 St.*

*Bon Accord, Alberta*

*RSVP 26 May 2026*

*Email: 524Air@cadets.gc.ca*

*Cell: 780-777-8388*



Town of Redwater  
**SWEET TREATS**  
on  
**MAIN STREET**  
Parade

Saturday, August 15th, 2026

Staging and judging begins at 10am at Redwater School grounds. Parade begins at 11am

Join us for some candy coated fun as we celebrate our town in the sweetest way! Show off what a treat it is to be apart of our community and embrace a parade full of frosted fun!

Parade Ribbon Categories

Best Theme Interpretation  
Most Creative  
Best Group Participation  
Best Overall  
Judges Choice



Parade Entry Categories

Municipality/Government  
Community Group  
Business  
Kids Entry  
Other

Register by August 7<sup>th</sup> using the QR code or link:  
<https://shorturl.at/1KNHE>

For all parade inquiries, contact the  
Community Services Office  
Phone: 780-942-4101  
Email: [Cmelnick@redwater.ca](mailto:Cmelnick@redwater.ca)

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