Town of Bon Accord
AGENDA
Regular Council Meeting
November 3, 2026 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

2. ADOPTION OF AGENDA

3. PROCLAMATIONS
3.1. National Family Violence Prevention Month (enclosure)

4. ADOPTION OF MINUTES
4.1. October 20, 2026; Regular Council Meeting (enclosure)
4.2. October 27, 2026; Committee of the Whole Meeting (enclosure)

5. DELEGATION

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. BYLAWS/POLICIES/AGREEMENTS
8.1. One-Time Emergency Funding Policy (enclosure)

9. WORKSHOPS/MEETINGS/CONFERENCES

10. CORRESPONDENCE
10.1. Go East of Edmonton – Request for Letter of Support (enclosure)
10.2. Town of Gibbons – Gibbons Hometown Weekend Parade Invitation (enclosure)

11. CLOSED SESSION
11.1. Employee Benefits – ATIA Section 29 Advice from officials

12. ADJOURNMENT

Back to Top

Town of Bon Accord
building for tomorrow

PROCLAMATION

FAMILY VIOLENCE PREVENTION MONTH
November 1-30, 2026

WHEREAS Alberta has the third highest rate of self-reported spousal violence among Canadian provinces; and

WHEREAS the effects of family violence may be carried on from one generation to the next; and

WHEREAS the Town of Bon Accord supports proactive and preventative measures to increase awareness of the warning signs of family violence and the resources and supports available so we can work together to end family violence and build healthier relationships in our communities; and

WHEREAS all Albertans have 24/7 access to the Family Violence Info line supports by contacting 310-1818 or using the online chat; and

WHEREAS November is Family Violence Prevention Month in Alberta and all Albertans play a role in preventing family violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim November 1-30, 2026, as "Family Violence Prevention Month" in the Town of Bon Accord and encourage all citizens to observe this month.

Mayor Brian Holden

OCTOBER 27/26
Date

Town of Bon Accord
Regular Meeting of Council Minutes
October 20, 2026, 9:00 a.m.
Live streamed on Bon Accord YouTube Channel

COUNCIL
PRESENT
Mayor Brian Holden
Deputy Mayor Lynn Bidney
Councillor Cindy Gallant
Councillor Tanya May

REGRETS
Councillor Timothy J. Larson

ADMINISTRATION
Bill Rogers – Chief Administrative Officer
Falon Fayant – Corporate Services Manager
Kyle Miller – Planning & Development Officer
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services & Communications Supervisor

Prior to the meeting, Mayor Holden acknowledged the recent tragedy at CFB Wainwright and held a moment of silence.

CALL TO ORDER AND LAND ACKNOWLEDGEMENT
Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA
DEPUTY MAYOR GALLANT MOVED THAT Council adopt the October 20, 2026, agenda as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-239

ADOPTION OF MINUTES
October 6, 2026; Organizational Meeting
COUNCILLOR MAY MOVED THAT Council approves the October 6, 2026, Organizational Meeting minutes as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-240

October 6, 2026; Regular Council Meeting
COUNCILLOR BIDNEY MOVED THAT Council approves the October 6, 2026 Regular Council Meeting minutes as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-241

DELEGATION
Karen Mann and Sgt. Susie Pestana – Sturgeon County Protective Services Q3 Report

Back to Top

DEPUTY MAYOR GALLANT MOVED THAT Council accepts the presentation as information.
CARRIED UNANIMOUSLY RESOLUTION 26-242

DEPARTMENTS REPORT

October 2026
COUNCILLOR BIDNEY MOVED THAT Council accepts the October departments report as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-243

Financial Report – Operating, September
DEPUTY MAYOR GALLANT MOVED THAT Council accepts the September financial operating report as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-244

Financial Report – Capital, September
COUNCILLOR MAY MOVED THAT Council accepts the September financial capital report as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-245

September Bank Reconciliation
DEPUTY MAYOR GALLANT MOVED THAT Council accepts the September 2026 Bank Reconciliation as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-246

UNFINISHED BUSINESS

2026-2027 Council Committee Appointment
COUNCILLOR MAY MOVED THAT Council appoints Cindy Gallant to the Bon Accord Public Library Board for a term expiring October 31, 2027.
CARRIED UNANIMOUSLY RESOLUTION 26-247

Organizational Meeting Date Changes
DEPUTY MAYOR GALLANT MOVED THAT Council approve changing the annual Organizational Meeting date from the first to the last Regular Council Meeting in October, annually, with the exception of election years.
CARRIED UNANIMOUSLY RESOLUTION 26-248

BYLAWS/POLICIES/AGREEMENTS

2026-06 Cemetery Bylaw – 2nd and 3rd Readings
COUNCILLOR BIDNEY MOVED THAT Council gives second reading to 2026-06 Cemetery Bylaw as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-249

COUNCILLOR MAY MOVED THAT Council gives third and final reading to 2026-06 Cemetery Bylaw as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-250

COUNCIL REPORTS

DEPUTY MAYOR GALLANT MOVED THAT Council accepts the reports as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-251

CORRESPONDENCE

Bon Accord Community School – Remembrance Day Ceremony Invitation
DEPUTY MAYOR GALLANT MOVED THAT Council direct administration to RSVP Deputy Mayor Gallant for the Bon Accord Community School Remembrance Day Ceremony on Friday, November 6th.
CARRIED UNANIMOUSLY RESOLUTION 26-252

Gibbons Legion – Remembrance Day Ceremony Invitation
COUNCILLOR MAY MOVED THAT Council directs administration to RSVP Councillor Bidney to the Gibbons Remembrance Day Ceremony on November 11th.
CARRIED UNANIMOUSLY RESOLUTION 26-253

CLOSED SESSION

- ***Enforcement Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials***
- ***SREMP Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials***
- ***Bon Accord Arena – Emergency Evacuation Centre Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials***
- ***Notice of Mediation – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 32 Privileged information***

DEPUTY MAYOR GALLANT MOVED THAT Council move into closed session to discuss Enforcement Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials; SREMP Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials; Bon Accord Arena – Emergency Evacuation Centre Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials; and Notice of Mediation – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 32 Privileged information at 9:58 a.m.
CARRIED UNANIMOUSLY RESOLUTION 26-254

Back to Top

COUNCILLOR MAY MOVED THAT Council come out of closed session at 10:18 a.m.
CARRIED UNANIMOUSLY RESOLUTION 26-255

Enforcement Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials
COUNCILLOR BIDNEY MOVED THAT Council approves the signing of the Enforcement Agreement as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-256

SREMP Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials
DEPUTY MAYOR GALLANT MOVED THAT Council approves the SREMP Agreement as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-257

Bon Accord Arena – Emergency Evacuation Centre Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials
COUNCILLOR BIDNEY MOVED THAT Council approves the agreement with Lilian Schick School as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-258

Notice of Mediation – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 32 Privileged information
DEPUTY MAYOR GALLANT MOVED THAT Council approves the process of mediation.
CARRIED UNANIMOUSLY RESOLUTION 26-259

ADJOURNMENT
COUNCILLOR MAY MOVED THAT the October 20, 2026, Regular Meeting of Council adjourn at 10:21 a.m.
CARRIED UNANIMOUSLY RESOLUTION 26-260

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

Back to Top

Town of Bon Accord
Committee of the Whole Meeting Minutes
October 27, 2026, 4:15 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

COUNCIL
PRESENT
Mayor Brian Holden
Deputy Mayor Cindy Gallant
Councillor Lynn Bidney
Councillor Tanya May
Councillor Timothy J. Larson – Chair

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT
COUNCILLOR LARSON called the meeting to order at 4:17 p.m.

ADOPTION OF AGENDA
COUNCILLOR BIDNEY MOVED THAT Council adopt the agenda for October 27, 2026, as presented.
CARRIED UNANIMOUSLY RESOLUTION 26-260

DELEGATION
Brenda Gosbjorn and Joyce Curtis-Bonardi – Bon Accord Public Library Board 2027 Budget Presentation

BYLAWS | POLICIES | AGREEMENTS
Workplace Violence and Harassment Policy
MAYOR HOLDEN MOVED THAT the Committee direct administration to bring the Workplace Violence and Harassment Policy to an upcoming Committee of the Whole meeting amending those items discussed.
CARRIED UNANIMOUSLY RESOLUTION 26-261

One-Time Emergency Funding Policy
DEPUTY MAYOR GALLANT MOVED THAT the Committee directs administration to bring back the One-Time Emergency Monetary Support Policy for review as discussed.
CARRIED UNANIMOUSLY RESOLUTION 26-262

ADJOURNMENT
COUNCILLOR MAY MOVED THAT the October 27, 2026, Committee of the Whole Meeting adjourn at 4:38 p.m.
CARRIED UNANIMOUSLY RESOLUTION 26-263

Back to Top

Town of Bon Accord
Committee of the Whole Meeting Minutes
October 27, 2026, 4:15 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

Mayor Holden

Bill Rogers, Chief Administrative Officer

DRAFT

Back to Top

TOWN OF BON ACCORD

REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 3, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	**One-Time Emergency Monetary Support Program**
Agenda Item No.	**8.1**

BACKGROUND/PROPOSAL

At the October 27th Committee of the Whole meeting, the committee reviewed the draft of the one-time emergency monetary support program and direct administration to bring it forward to Council. There were no changes discussed at that time.

At the August 25th Committee of the Whole meeting, the committee reviewed Policy 19-372 One-Time Emergency Monetary Support policy and directed administration to bring a rewrite of the policy forward to a future meeting. Other options considered by the committee were to maintain the existing policy and procedure or to discontinue the policy.

Council approved the One-Time Emergency Monetary Support Policy on November 19, 2019, through Resolution #19-372. The policy was established to allow the Town to provide one-time assistance to residents experiencing emergency circumstances. The original policy is short and does not provide guidance or appropriate guidelines to follow in the administration of the policy, nor does the accompanying procedure.

Since implementation, the program has seen limited utilization, and specific historical utilization data is unavailable. Through ongoing community services and referral activities, Administration has identified circumstances where the program could provide valuable short-term assistance to residents.

Administration has revised the policy to clarify eligibility, establish consistent assessment criteria, define approval responsibilities, and improve accountability for the use of municipal funds.

Back to Top

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A one-time emergency monetary support program has several positive characteristics:

- It provides Community Services with a mechanism to respond to residents experiencing an immediate hardship.
- The financial exposure to the Town is very limited. One-time funding is small and the budget is determined by Council on a yearly basis.
- The program is consistent with a community services role focused on assisting residents during exceptional circumstances.
- Council maintains control over the overall budget.

The revised policy provides a clearer governance framework for administering a limited emergency assistance program. It establishes consistent criteria for assessing requests, defines funding limits and approval responsibilities, and requires decisions to be documented. These measures support fairness, transparency, and accountability while maintaining administrative flexibility to respond to individual circumstances.

A governance scan identified the Town of Morinville's Emergency Funding Program as a relevant municipal comparator. The fund provides residents access to emergency funding when other sources have been exhausted or are not accessible in a timely manner. Other municipalities in the surrounding area provide community support and referrals, although directly comparable municipal monetary assistance policies were not verified in all cases.

Other available income supports through provincial and federal programs include:

- Alberta Income Supports – need to meet eligibility requirements, covers things like basic expenses, childcare, utility connections and arrears, unexpected emergencies, etc.
- AISH and ADAP for those with disabilities
- Alberta Seniors Benefit
- Alberta Child and Family Benefit
- Canada Child Benefit
- Employment Insurance
- Canada Workers Benefit (tax credit)
- Canada Pension Plan Disability

The budget section references that Council will determine the annual budget through the municipal budget process. Historically, the budget for the program has been $500 per year. Not putting a dollar value in the policy for the budget allows Council to determine an appropriate budget value in relation to the town budget as a whole. If budget funds remained unused at the end of the year, Council can approve the unused funds to be transferred to reserves and then carried forward to the following year’s budget. This approach also avoids unnecessary policy amendments should Council change the budget.

Back to Top

STRATEGIC ALIGNMENT

Priority Focus Area 2: Great Governance

COSTS/SOURCES OF FUNDING

Operating budget

RECOMMENDED ACTION (by originator):

THAT Council approves the One-Time Emergency Monetary Support Policy #19-372 as presented.

Back to Top

Policy 19-372

ONE-TIME EMERGENCY MONETARY SUPPORT

SECTION: Administration

DEPARTMENT: Community Services

COUNCIL APPROVAL DATE: November 19, 2019

LAST REVIEWED BY COUNCIL:

POLICY STATEMENT

The Town of Bon Accord may provide One-Time Support to Eligible Applicants experiencing an immediate and Essential Need, subject to the eligibility requirements, limits, and available funding established by this policy. Support is intended to provide short-term assistance in circumstances where the applicant has limited or no other immediate means of addressing the identified Emergency.

PURPOSE

To provide limited, short-term financial assistance to Eligible Applicants experiencing an unexpected Emergency or immediate financial hardship where a small amount of assistance may help address an Essential Need. The program is intended to provide temporary assistance and is not intended to replace provincial, federal, charitable, or other financial assistance programs.

SCOPE

This policy applies to individuals that reside in or consider Bon Accord as their home base and that meet the eligibility requirements.

DEFINITIONS

“Eligible Applicant” means a person who resides in Bon Accord or can demonstrate that Bon Accord is their primary community or home base.

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"Emergency" means an unexpected circumstance that creates an immediate need for essential assistance and made adversely affect a person's basic health, safety, housing, or ability to meet an Essential Need.

"Essential Need" may include, but is not limited to, Emergency food, essential transportation, Emergency accommodation, essential personal necessities, or another immediate need determined to meet the intent of this policy.

"One-Time Support" means assistance provided once to an Eligible Applicant during a calendar year under this program.

"Town" means the Town of Bon Accord.

I. RESPONSIBILITIES

1. Council is responsible for establishing the annual budget available for the program through the Town's budget process, including approving any increase to the annual program budget.
2. The Chief Administrative Officer is responsible for ensuring the program is administered in accordance with this policy and applicable municipal polices and legislation. The CAO will provide direction to Community Services regarding the interpretation or application of the policy as necessary and provide approval where necessary.
3. The Community Services Coordinator is responsible for administering the program. This includes receiving and reviewing applications and determining whether the request meets the eligibility requirements of the policy. Community Services will maintain confidential records related to applications and the assistance provided and will manage program records for reporting and review purposes.
4. The Corporate Services Manager is responsible for approving the applications based on the Policy.
5. Applicants are responsible for providing accurate and complete information to

facilitate the assessment of an application. Applicants must also provide supporting documentation as reasonably requested. Applicants must use the assistance provided for the purpose for which it was approved.

II. GENERAL REQUIREMENTS

1. Eligibility
    a. To qualify for assistance, an applicant must:
        i. Meet the definition of Eligible Applicant;
        ii. Demonstrate that an unexpected Emergency or immediate financial hardship has occurred;
        iii. Demonstrate that the requested assistance relates to an Essential Need;
        iv. Provide sufficient information to allow the Town to determine eligibility and the appropriate amount of assistance; and
        v. Demonstrate that reasonable alternative sources of assistance are unavailable or cannot reasonably address the immediate need.

    The Town may request supporting documentation where reasonably necessary to assist with the application.

2. Amount and Form of Assistance
    a. An Eligible Applicant may receive Emergency monetary assistance of up to $100 per household per calendar year, subject to the assessment criteria established in this policy and the availability of funds within the approved budget limit.
    b. Assistance will be provided in increments of funding up to $25, between $26 and $50, between $51 and $75, and between $76 to $100, based on assessment of the applicant's circumstances and the nature, urgency, and extent of the identified Essential Need.
    c. The amount approved must not exceed the lesser of:

DRAFT

i. The amount determined through the assessment matrix;
ii. The actual cost of the eligible Essential Need; or
iii. The remaining funds available within the approved annual budget.

d. Approval of assistance is not guaranteed. The maximum amount of $100 represents the upper limit of assistance available, rather than an automatic payment or entitlement.

e. Where the annual program budget is insufficient to meet all eligible requests, Community Services will prioritize requests based on urgency, the severity of the Essential Need, and the availability of alternative resources.

f. Assistance may be provided in the form of:
i. A gift card;
ii. Direct payment to a service provider or supplier;
iii. Payment by credit card where appropriate; or
iv. Another form of payment approved by the CAO.

Where practical, direct payment or a gift card should be used rather than cash to ensure the assistance is directed towards the identified Essential Need.

3. Application and Assessment

a. Eligible Applicants may request assistance through a meeting or discussion with the Community Services Coordinator. During this meeting, the coordinator will gather sufficient information to understand the applicant's circumstances and assess the nature and urgency of the identified need. The applicant must provide any additional information or supporting documentation reasonably required to determine eligibility and the appropriate level of assistance.

b. The Community Services Department will assess each application using the Emergency Monetary Support Assessment Matrix attached to this policy as Schedule A.

DRAFT

c. The assessment will consider:
    i. The urgency of the need;
    ii. The essential nature of the requested assistance;
    iii. The number of individuals directly affected;
    iv. The extent to which the requested assistance addresses the identified need; and
    v. The availability of other reasonably accessible resources.
d. The assessment matrix will guide the recommended amount of assistance. The amount approved must reflect the actual eligible expense and the circumstances of the applicant, rather than the assessment score alone.
e. The Community Services Coordinator will document the assessment and recommend an appropriate amount of assistance to the Corporate Services Manager for approval.
f. Applications will be assessed on their individual circumstances and will not automatically be approved on a first-come, first-served basis.
g. Assistance is intended to address an immediate, one-time Essential Need. Where an applicant requires ongoing financial assistance, the Town may provide referrals to the appropriate municipal, provincial, federal, or community-based programs.
h. Assistance will not be provided until eligibility has been established, the assessment has been documented, and approval has been obtained from the authorized approver.
i. The funding provided will be considered a One-Time Support.

4. Annual Budget Limit
    a. The total assistance provided under this policy must not exceed the annual budget approved by Council. Council will establish the annual budget for the program through the municipal budget process.
    b. Community Services must consider the remaining program budget when

assessing applications. Where funding is limited, priority will be given to the most urgent and significant Essential Needs.

c. Requests that cannot be accommodated within the remaining budget may be declined or deferred where appropriate. Administration must not commit funding beyond the approved budget without further authorization from Council.

5. Other Assistance Programs
    a. Applicants may be referred to other municipal, provincial, federal, charitable, or community-based assistance programs where appropriate. Eligibility for the Town's Emergency monetary support program will not require an applicant to qualify for or complete an application for other assistance programs. Where another program or organization is able to fully address the identified need, the Town may decline or reduce assistance to avoid duplication of funding.
6. Confidentiality
    a. Information collected through the application process will be treated as confidential and will only be accessed, used, and retained for the purposes associated with assessing, administering, and reporting on the program, subject to applicable legislation and the Town's records management requirements.

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SCHEDULE A

EMERGENCY MONETARY SUPPORT — ASSESSMENT FORM

The information collected on this form is authorized under Section 4(c) of the Protection of Privacy Act (POPA). It will be used to assess Emergency monetary support applications for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

CONFIDENTIAL — FOR ADMINISTRATIVE USE ONLY

SECTION A — APPLICANT INFORMATION

Applicant name: _____

Date of request: _____

Household size: _____

Amount requested: $_____

Purpose of request:

_____

_____

SECTION B — NEEDS ASSESSMENT MATRIX

Select one response for each criterion and record the corresponding score.

1. Urgency of the Need

Assessment	Score
Can reasonably be delayed; no immediate consequence	0
Needed soon, but delay is manageable	1
Time-sensitive need with a meaningful consequence if delayed	2
Immediate need affecting health, safety or access to an essential service	3

DRAFT

2. Nature of the Essential Need

Assessment	Score
Does not meet the definition of an eligible Essential Need	0
Limited Essential Need with a practical alternative available	1
Essential Need with few reasonable alternatives	2
Essential Need directly affecting basic health, safety, food, shelter or necessary transportation	3

3. Number of People Directly Affected

Assessment	Score
One Eligible Applicant affected	1
More than one person affected, including multiple household members	2

4. Availability of Alternative Resources

Assessment	Score
Another accessible resource can address the need in time	0
Some alternatives exist, but they are limited or may not meet the full need	1
Alternatives have been explored but are unlikely to meet the need in time	2
No reasonably accessible alternative is available within the required timeframe	3

TOTAL ASSESSMENT SCORE: _____ / 11

If Criterion 2 receives a score of zero, the request does not qualify under this policy and must be declined. A low total score alone does not automatically make an applicant ineligible.

DRAFT

SECTION C — FUNDING LEVEL DETERMINATION

Use the total score as a guide for the recommended funding level. The descriptions below should also be considered when determining the appropriate amount.

Total score	Funding level	General assessment
1–4	**Up to $25**	*Limited immediate need* — a specific, low-cost essential expense where a modest amount would address the immediate need. *Examples: A small amount of fuel to attend an essential appointment; cab fare to access an essential service; basic personal hygiene supplies; a small amount of Emergency food; an essential item needed to attend a scheduled appointment.*
5-7	**$26-$50**	*Moderate immediate need* — an essential expense where assistance would meaningfully address the immediate problem and alternatives are limited. *Examples: Emergency transportation costs for an essential appointment; groceries to address a short-term food shortage for an individual or small household; essential clothing needed for employment or protection from weather; basic necessities following an unexpected disruption to living arrangements; or essential supplies for a dependent where no timely alternative is available.*
8-9	**$51-$75**	*Significant immediate need* — an urgent Essential Need affecting basic well-being, with few reasonable alternatives. *Examples: Emergency groceries for a household experiencing a substantial food shortage; essential transportation required to access urgent medical care or maintain employment; essential personal necessities for a household following an unexpected hardship; Emergency accommodation-related necessities where other assistance is unavailable; or a significant essential expense affecting more than one household member.*
10-11	**$76 - $100**	*Critical immediate need* — a serious and immediate Essential Need where the full amount is justified by the circumstances and eligible expense*. Examples: Emergency groceries for a family of four facing an immediate food shortage with no timely alternative assistance; an urgent transportation expense necessary to access essential medical care when no alternative exists; essential necessities for a household affected by an unexpected Emergency; or an immediate essential expense affecting several household members where the full amount would materially address the need.*

DRAFT

The score guides the funding recommendation but does not determine the amount automatically. The recommended amount must reflect the actual eligible expense, the applicant's circumstances, and the remaining annual budget. Examples provided are illustrative only. Each application must be assessed on its individual circumstances.

Eligible expense amount: $_____

Recommended funding level: ☐ $25 ☐ $50 ☐ $75 ☐ $100

SECTION D — RATIONALE AND APPROVAL

Briefly explain the circumstances supporting the recommended funding amount, including any relevant assessment factors.

_____

_____

_____

Other resources or referrals provided, if applicable:

_____

Assessed by: _____

Date: _____

APPROVAL

☐ Approved

☐ Approved at a reduced amount

☐ Declined

Amount approved: $_____

Remaining annual program budget: $_____

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Reason for adjustment or decline, if applicable:

_____

_____

Approval signature: _____

Date: _____

ADMINISTRATIVE REQUIREMENTS

1. Assistance must not exceed $100 per eligible household per calendar year.
2. Assistance must not exceed the actual eligible expense, the amount justified by the assessment, or the remaining approved annual budget.
3. Completion of an assessment does not guarantee approval.
4. The Community Services Department will document its recommendation, and the authorized approver will make the final decision in accordance with the policy.
5. Where the annual budget is insufficient, priority will be given to the most urgent and significant Essential Needs.
6. All application and assessment records must be handled in accordance with the policy's confidentiality and records-management requirements.

DRAFT

From:	Jessica Spaidal
To:	Jessica Spaidal
Subject:	FW: Urgent Request for Letter of Support for NRED Grant for Go East RTO
Date:	Monday, October 26, 2026 11:18:20 AM
Attachments:	Sample Letter of Support for Go East RTO NRED Grant for Development and Industry Support 2026.docx

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From: Go East of Edmonton <info@goeastofedmonton.com>
Sent: Wednesday, October 21, 2026 3:20 PM
To: Kevin Go East Tourism Updates <info@goeastofedmonton.com>
Cc: Kevin Kisilevich <kevin.goeast@gmail.com>; Jennifer Filip <jenniferfilip.goeast@gmail.com>
Subject: Urgent Request for Letter of Support for NRED Grant for Go East RTO

> You don't often get email from info@goeastofedmonton.com. Learn why this is important

Hello all Community Partners,

We are asking your Community to help us by providing a letter of support by the date of November 18, 2026.

We are applying for the NRED - The Northern and Regional Economic Development program for the next Phase of Go East RTO Regional Tourism Corridor Development and Industry Support Initiative.

This project aligns with the **NRED Program priority to Support Local and Regional Business and Industry, including retention and expansion.**
It is a total project budget valued at over $60,000.

- Our team will work with your local communities and businesses to enhance experience development.
- Continue with our popular Training Program, tools and seminars to be planned annually.
- Roadtrip Experience Development Leading to more revenues and tourism growth for local businesses and organizations.
- Support hundreds of local tourism businesses from communities all over the region.

Note: this is Not a request for funding.

We ask if you are able to use the attached sample letter of support and please email us the letter in a pdf format asap, or by Thursday November 18, 2026.

As it is very timely with under a month to apply, we ask if either your Council, CAO or EDO is able to supply us a letter it will be greatly appreciated.
How to submit the letter:

Back to Top

Please email us at info@goeastofedmonton.com at your earliest opportunity.

We look forward to supporting and assisting as many operators as possible with this very timely project, and grow the tourism and visitor experiences in the region.

With Sincere Thanks,

Kevin Kisilevich
Marketing and Development Manager

Go East of Edmonton Tourism Team
780-632-6191 or 1-888-632-8755



Play the Awesome Roadtrip Adventure Game

and see our Amazing Travel Guide and Website at GoEastofEdmonton.com

FB | IG @GoEastofEdmonton #GoEasofEdmonton

We respectfully acknowledge the traditional and ancestral lands of the First Nations Peoples of Treaty 6, Treaty 8 and Treaty 10 Territories and the Homeland of the Métis Nation. The Go East of Edmonton Region continues to be home to Indigenous Peoples, past and present, and we recognize the vital contribution of Indigenous culture, history and perspectives in our shared past, present and future.

Back to Top

Your Letterhead

October 19, 2026

Jennifer Filip, Chairperson
Go East Regional Tourism Organization (RTO)
Box 211, Vegreville, Alberta
T9C 1R2

Ms. Filip,

The ***name of organization or municipality*** is pleased to offer our support for Go East Regional Tourism for its application to the NRED - The Northern and Regional Economic Development program for the Go East RTO Regional Tourism Corridor Development and Industry Support Initiative.

It is our understanding that Go East RTO is applying for funding to support a total project valued at over $60,000 for the **NRED Program priority to Support Local and Regional Business and Industry,** including retention and expansion through 2027-2028.

We see this application as supportive of Go East RTO's long-term plans to continue to support, develop and grow tourism which is beneficial to overall economic diversification in north-east and east-central Alberta.

As a participating community with Go East Regional Tourism, we look forward to the upcoming Regional Tourism Corridor Development and Industry Support Initiative, which is an innovative, and very timely effort to strengthen operations, and assist with retention and expansion of local businesses, employment as well as increased revenues in this region.

We wish you every success in the application process and look forward to Go East RTO's continued support for our regional tourism industry.

Sincerely,

Your Official's Name (Mayor, CAO, or other staff)
Title

Back to Top

Hometown Weekend

Parade of Lights 2026

Parade Rules & Registration

Parade schedule for Sunday November 22nd 2026

Float staging: 4:00PM- 5:00PM Parade start 5:30PM

Approximate end time: 6:30PM

Please complete the parade registration form and return it to the Town of Gibbons Office or email: ***hbradley@gibbons.ca***

The parade route is attached. Staging will take place at 44th Avenue and 51st Street (marked “Start” on the map). Town staff will be on-site at 4:00 p.m. to assist with setup. Please check in upon arrival and submit your registration form if not already completed.

Parade Details

- Line-up is on a first-come, first-served basis.
- Candy and other items must be handed directly to spectators. Throwing items from floats or vehicles is prohibited.
- Santa Claus is Coming to Town! Santa will appear on **one** designated float only. Please ensure your float or entry does not include a Santa Claus character.

Prize Categories

A) Best Business

B) Best Community or Individual Entry

C) Best Vehicle

Judging Criteria

A) Uniqueness and creativity

B) Overall appearance

C) Crowd appeal

D) Workmanship

Additional Notes

1. A completed liability waiver is required before the parade begins.
2. The parade may be cancelled at the last minute due to severe or unsafe weather conditions.

Back to To

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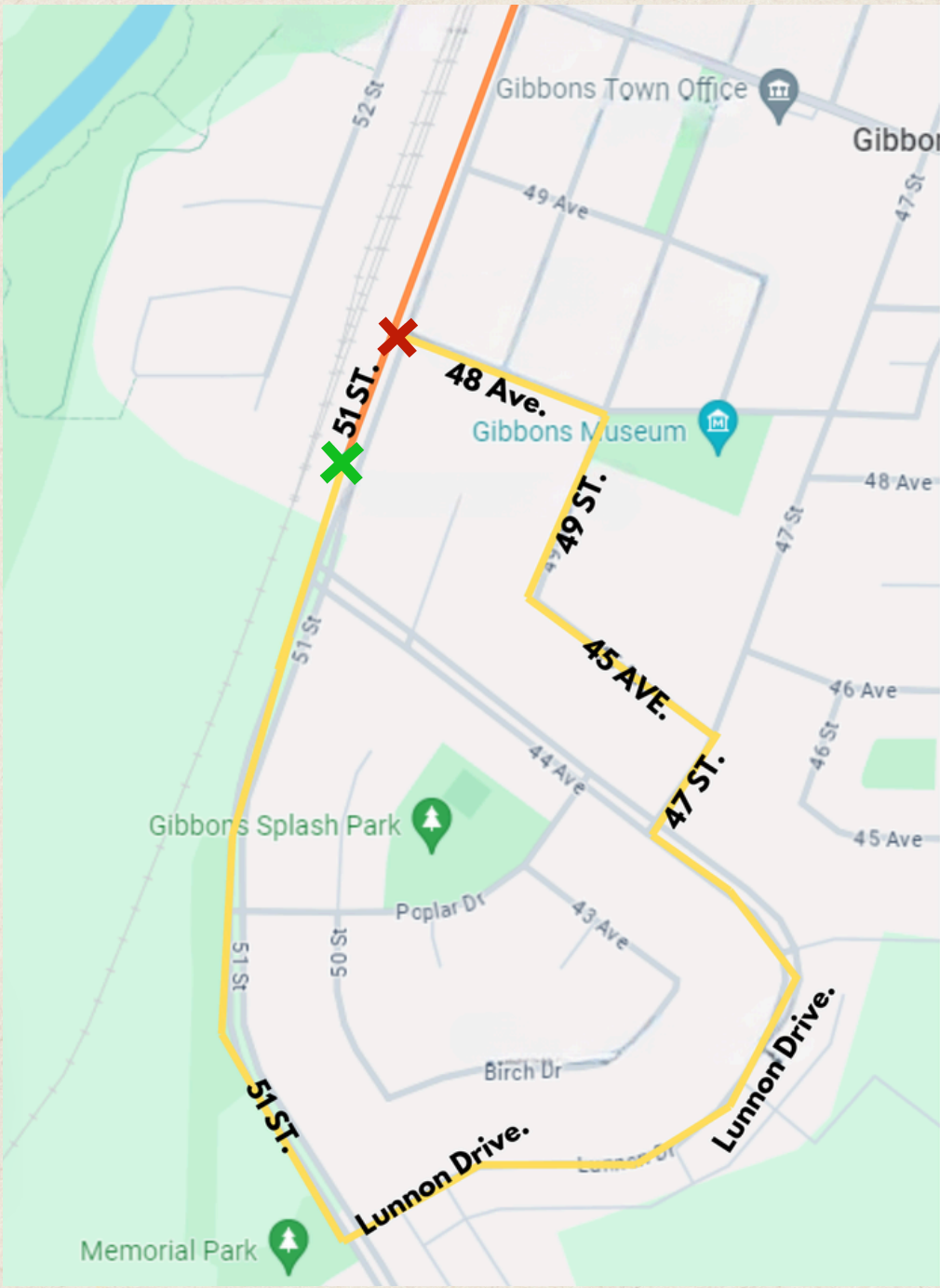
HOMETOWN WEEKEND PARADE OF LIGHTS

Staging Area

Parade Route

End Of Route

Start Of Route



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Hometown Weekend Parade starts at 5:30PM on Sunday November 22nd

Back to To

Hometown Weekend 2026
Parade of lights registration

Name of organization / Business:_____

Address:_____

Phone:_____

Number of participants on float:_____

Will your float have a santa?_____

LIABILITY AND PERSONAL INFORMATION WAIVER

The personal information collected through this registration form is required for the operation and administration of Town programs and activities . This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, please contact the Town of Gibbons' Privacy Officer at: email gov@gibbons.ca; or telephone 780-923-3331; or 4807-50 Ave., Box 68, Gibbons, Alberta, T0A 1N0.

I_____, representing the organization entering float, agree that we are participating in the 2026 hometown weekend parade of light voluntarily and completely at our own risk and hereby release the municipality or agency, it's employees, either directly or indirectly from the attendance, including participation in any activity scheduled or unscheduled, including travel to and from any location for myself.

We hereby ___ **Authorize**___ **Do Not Authorize** (Check one) the municipality to use photographs taken of the aforementioned individuals while attending or participating in the 2026 hometown weekend parade of lights. Photographs may be used to promote future municipalities programs or used in or as part of publications, advertisements, newsletters and displays intended for the general public. No other use of these photographs will be allowed.

I, along with the organization entering the float, acknowledge that we have read and understood this liability release and agree to its terms. I understand that the parade may be cancelled at any time, including at the last minute, in the event of severe or unsafe weather conditions.

Back to To

Signature_____ Date_____