

Town of Bon Accord
AGENDA
Regular Council Meeting
November 18, 2025 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.** October 30, 2025; Organizational Meeting (enclosure)
 - 3.2.** November 4, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
 - 4.1.** 9:05 a.m. Brenda Gosbjorn – Bon Accord Public Library Board Budget (enclosure)
- 5. DEPARTMENTS REPORT**
 - 5.1.** October/November 2025 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1.** Council Service Awards Policy (enclosure)
 - 7.2.** Subdivision Authority and Development Authority Appointments (enclosure)
 - 7.3.** Business Card Redesign (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1.** Financial Reserves Policy Update (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**

GENERAL

 - 11.1.** Minister of Municipal Affairs – Congratulatory Letter (enclosure)

ACTION REQUIRED

 - 11.2.** CRNWSC – Request for Letter of Support (enclosure)
 - 11.3.** Morinville Lite Up the Nite Parade Invitation (enclosure)
- 12. NOTICE OF MOTION**

Town of Bon Accord
AGENDA
Regular Council Meeting
November 18, 2025 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

13. CLOSED SESSION

14. ADJOURNMENT

Town of Bon Accord
Organizational Meeting of Council Minutes
October 30, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel

**COUNCIL
PRESENT**

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

ADMINISTRATION

Tim Duhamel – Interim CAO
Falon Fayant – Corporate Services Manager
Paul Hanlan – Development Officer and Planning Consultant
Terry Doerkson – Infrastructure Manager
Brea Tallman - Receptionist

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for the October 30, 2025 Organizational Meeting of Council, as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-419

APPOINTMENT OF DEPUTY MAYOR

There were no objections to Mayor Holden appointing Councillor Bidney as Deputy Mayor for the next year.

Councillor Bidney was sworn into office as Deputy Mayor for the Town of Bon Accord by Mayor Holden.

NEW BUSINESS

2026 Council Meeting Schedule

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the 2026 Council Meeting Schedule be accepted with amendments that the July 7, 2026 and Sept 1, 2026, meeting at 9:00 a.m. be switched to 5:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-420

2025-2026 Council Appointments to Boards, Commissions, and Committees

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

CARRIED UNANIMOUSLY RESOLUTION 25-421

Town of Bon Accord
Organizational Meeting of Council Minutes
October 30, 2025 6:00 p.m.
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APPOINTMENTS

Subdivision Authority

MAYOR HOLDEN MOVED THAT Council appoints Paul Hanlan of "SV Planning & Development" as the Subdivision Authority for the Town of Bon Accord.

1 opposed

CARRIED UNANIMOUSLY RESOLUTION 25-422

Financial Institution

COUNCILLOR MAY MOVED THAT Council designates ATB Financial as the financial institution for the Town of Bon Accord.

CARRIED UNANIMOUSLY RESOLUTION 25-423

Municipal Assessor

COUNCILLOR LARSON MOVED THAT Council affirms the appointment of Mike Krim from Tanmar Consulting Inc. as the Town's municipal assessor.

CARRIED UNANIMOUSLY RESOLUTION 25-424

Municipal Auditor

DEPUTY MAYOR BIDNEY MOVED THAT Council affirms the appointment of JDP Wasserman LLP as the Town of Bon Accord's Municipal Auditor.

CARRIED UNANIMOUSLY RESOLUTION 25-425

Engineers

COUNCILLOR LARSON MOVED THAT Council appoint MPE as the Town of Bon Accord's primary engineering firm for building, infrastructure, and utility areas of operations.

CARRIED UNANIMOUSLY RESOLUTION 25-426

Signing Authority

COUNCILLOR MAY MOVED THAT Council designates the Mayor and all Councillors, the Town Manager, and all Managers as persons authorized by Council to sign agreements, cheques, and other negotiable instruments on behalf of the Town of Bon Accord, with the Mayor or the Deputy Mayor and the Town Manager or Acting CAO as the default signatories and all Councillors and Managers as signatories authorized to sign in the place of the Mayor and the Town Manager when one or both is unavailable for any reason.

CARRIED UNANIMOUSLY RESOLUTION 25-427

ADJOURNMENT

COUNCILLOR LARSON MOVED THAT the October 30, 2025 Organizational Meeting adjourn at 6:15 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-428

Town of Bon Accord
Organizational Meeting of Council Minutes
October 30, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel

Mayor Holden

CAO

DRAFT

**Town of Bon Accord
Regular Meeting of Council Minutes
November 4, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Tim Duhamel – Interim CAO
Falon Fayant – Corporate Services Manager
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

COUNCILLOR LARSON MOVED THAT Council adopt the November 4, 2025, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-429

PROCLAMATIONS

Family Violence Prevention Month

ADOPTION OF MINUTES

October 7, 2025; Regular Council Meeting

DEPUTY MAYOR BIDNEY MOVED THAT Council approves the October 7, 2025, Regular Meeting of Council minutes as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-430

October 16, 2025; Special Council Meeting

COUNCILLOR MAY MOVED THAT Council approves the October 16, 2025, Special Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-431

UNFINISHED BUSINESS

Spruce Meadow Lane Engineering Study

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to bring forward Option 3 for the Spruce Meadow Lane Drainage project and the Replacement of the 52nd Street Culvert project in the 2026 budget deliberations.

CARRIED UNANIMOUSLY RESOLUTION 25-432

**Town of Bon Accord
Regular Meeting of Council Minutes
November 4, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

NEW BUSINESS

Appointment of Library Board Trustees

COUNCILLOR LARSON MOVED THAT Council appoint Annette McManus to the Bon Accord Public Library Board for a second term ending November 4, 2028.

CARRIED UNANIMOUSLY RESOLUTION 25-433

COUNCILLOR MAY MOVED THAT Council appoint Brenda Gosbjorn to the Bon Accord Public Library Board for a third term ending November 4, 2028.

CARRIED UNANIMOUSLY RESOLUTION 25-434

Council Direction to Administration on Public Engagement and Communication

- ***Post Election Council Message to Public***
- ***Strategic Plan Communications – Accomplishments/Achievements***
- ***First 60 Days***

COUNCILLOR LARSON MOVED THAT Council directs administration to proceed with public engagement and communication to the public as follows:

- ***Post Election Council Message to Public***
- ***Strategic Plan Communications – Accomplishments/Achievements***
- ***First 60 Days***

CARRIED UNANIMOUSLY RESOLUTION 25-435

Council Calendar

COUNCILLOR MAY MOVED THAT Council directs administration to proceed with the proposed changes to the Council calendar.

CARRIED UNANIMOUSLY RESOLUTION 25-436

ATCO Franchise Fees

COUNCILLOR GALLANT MOVED THAT Council supports no change to the ATCO franchise fees for 2026.

CARRIED UNANIMOUSLY RESOLUTION 25-437

Council Orientation Part 2

COUNCILLOR LARSON MOVED THAT Council directs administration to plan a 2-day Council orientation, thereby extending the time for the topics outlined in section 201.1(b) of the Municipal Government Act.

CARRIED UNANIMOUSLY RESOLUTION 25-438

BYLAWS/POLICIES/AGREEMENTS

Anti-Bullying Bylaw

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to look into the anti-bullying discussion and bring back an information report.

**Town of Bon Accord
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CARRIED UNANIMOUSLY RESOLUTION 25-439

WORKSHOPS/MEETINGS/CONFERENCES

FCSSAA Conference

COUNCILLOR MAY MOVED THAT Council directs administration to register Mayor Holden for the 2025 FCSSAA Conference for the full registration AND FURTHER THAT administration book a room at a hotel near the conference for November 26, 2025.

CARRIED UNANIMOUSLY RESOLUTION 25-440

NOTICE OF MOTION

Councillor Larson – Business Card Redesign

There were no objections to discussing the notice of motion as urgent business.

COUNCILLOR LARSON MOVED THAT Council direct administration to move Councillor Larson's motion for Business Card Redesign to 2026 budget deliberations.

CARRIED UNANIMOUSLY RESOLUTION 25-441

CLOSED SESSION

- **Personnel – ATIA Section 20 Disclosure harmful to personal privacy, Section 22 Confidential evaluations, and Section 29 Advice from officials**
- **Engineering Services RFP – ATIA Section 32 Privileged information**

DEPUTY MAYOR BIDNEY MOVED THAT Council enter into closed session to discuss Personnel – ATIA Section 20 Disclosure harmful to personal privacy, Section 22 Confidential evaluations, and Section 29 Advice from officials and Engineering Services RFP – ATIA Section 32 Privileged information at 7:04 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-442

COUNCILLOR MAY MOVED THAT Council come out of closed session at 7:34 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-443

Personnel – ATIA Section 20 Disclosure harmful to personal privacy, Section 22 Confidential evaluations, and Section 29 Advice from officials

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to proceed as discussed.

CARRIED UNANIMOUSLY RESOLUTION 25-444

Engineering Services RFP – ATIA Section 32 Privileged information

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to extend the contract with MPE for one (1) year.

CARRIED UNANIMOUSLY RESOLUTION 25-445

ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
November 4, 2025 6:00 p.m.
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COUNCILLOR MAY MOVED THAT the November 7, 2025, Regular Meeting of Council adjourn at 7:35 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-446

Mayor Brian Holden

CAO

DRAFT

Budget 2025-2026	Approved 2025 budget	2025 Actual Jan to Sept	Proposed 2026 budget
Town of Bon Accord Library Board			
Expenses			
Wages (includes vac. Pay & employer contribution)	90,000.00	61,522.19	90,000.00
Payroll Admin Fee	1,200.00	649.00	1,200.00
WCB	280.00	353.53	400.00
Training: Digital Upgrading (New Staff Training)	1,000.00	323.37	500.00
Mileage	100.00	0.00	50.00
NLLS Transfer fee	8,300.00	8,363.63	8,400.00
Telephone	1,500.00	477.94	700.00
Miscellaneous	500.00	0.00	50.00
Insurance	2,700.00	2,718.00	2,800.00
Photocopier Contract (includes maintenance)	2,000.00	1,243.31	1,500.00
Programming	500.00	100.00	100.00
Debit Machine	700.00	332.48	500.00
General & Office supplies	500.00	924.35	800.00
Library Supplies		3,274.59	500.00
Lost and damaged materials	150.00	34.86	100.00
Bank Fees	100.00	58.89	100.00
Total Expenses	109,530.00	80,376.14	107,700.00
Income			
Town Contribution	50,000.00	50,342.98	53,000.00
Provincial Grant	17,562.00	17,562.00	17,562.00
Sturgeon county Operating Grant	6,000.00	6,000.00	6,000.00
Sturgeon County Rural Grant	14,920.14	15,243.89	15,243.89
Fees and Fines (Card fees and fines)	3,000.00	2,069.29	3,000.00
Other revenue (copies, faxes,)	700.00	334.65	500.00
Programming Income	1,000.00	126.00	500.00
Used Book Sales	1,000.00	165.00	1,200.00
Interest	30.00	20.29	30.00
Donations/Fund Raisers	1,000.00	190.05	1,000.00
Total Income	95,212.14	92,054.15	98,035.89
Net Income	-14,317.86	11,678.01	-9,664.11
Town of Bon Accord Library Board			
Board Chair: Brenda Gosbjorn			
Signature Date			

November 2025 Library Budget Report

We have had a busy and productive year, with the library offering a wide range of successful programs and strong participation from our community. Programs spanned all age groups and interests

We have been able to partner with the town to host larger community events such as the Easter Egg Hunt and Spooktacular, which has attracted record participation. The success of these events was made possible through shared costs and combining our volunteers. Continued investment in library programs and services directly supports community engagement and access to cultural and educational opportunities for residents of all ages.

Here is a list of programs that have been offered at our library this year:

Knit Or Knot	Books And Blooms
Jane Austen Tea	Lego/Puzzle Day
Book Club	Bingo
English as a Second Language	Easter Egg Hunt
Quilt Day	Ready, Set, Adult
Pi Day	Comic Book Day
Puzzle Competition	Scavenger Hunt
Pancake Day	Manicure
Blind Date With a Book	Farewell to School
Oilers Watch Party	Passive Activities
Halloween Party	Stuffie Sleepover
Sidewalk Crafts	Farewell to Summer
Krafty Kids	Conversation Cafe
Pirate Day	Summer Reading Program
Spooktacular	Winter Reading Program
Story Time	Monthly Coloring Contests
Taylor Swift Party	Stitch Party
Board Games Day	Stories With Santa

News | Projects | Events

News

- The 2025 Municipal Election was held on Monday, October 20, 2025 with an Advance Poll on October 9.
- Congratulations to our new members of Council! Brian Holden was acclaimed as Mayor on September 23, 2025 and our 4 elected councillors are Lynn Bidney, Cindy Gallant, Tanya May and Timothy J. Larson. Council was sworn into office on October 30, 2025.
- Jodi Brown gave her notice of resignation as CAO for the Town of Bon Accord on September 26, 2025. Recruitment for replacement is underway by Bloom Centre for Municipal Education. The Town appreciates Ms. Brown's dedication to the Town of Bon Accord and wishes her all the best in her future endeavours. Interim CAO, Tim Duhamel, was appointed by Council on October 16, 2025.

Projects

- Town staff are currently preparing the **2026 Operating and Capital Budgets**, which will be presented to Council at an upcoming meeting.

Events & Programs

- September 25th Community Art Night – this event continues to be a popular program, held monthly in the arena mezzanine.
- September 28th Rooted in Wellness Community Dinner & Education Session – 48 registrants. The program has had a successful turnout so far and will continue to be held on the last Sunday of every month.
- October 14th Babysitters Course – a new instructor provided the course through a partnership with the Town of Morinville, and it was an excellent program; we had 5 registrants.
- October 16th Community Art Night
- October 25th Halloween Spooktacular – the event was held at the Bon Accord Community Hall, and we had 175 registrants (85 adults and 90 children). Thank you to the Bon Accord & District Agricultural Society for their generous donation towards this event and to the Bon Accord Public Library for their partnership with this event.
- October 26th – Rooted in Wellness Community Dinner & Education Session; 45 registrants.
- October 28th – Large Item Pick-up; there was a new format this year with the program being delivered by the Town's waste collection provider, GFL Environmental. No pre-registration was required; there were some new restrictions, such as the number, size, weight of items and the type of items collected. The event seemed to go smoothly.

- November 11th – Remembrance Day Ceremony at Veterans’ Memorial Park. The ceremony was well attended by approximately 100 people and went smoothly.

Key Meetings

- Monthly Safety Meetings
- 2026 Budget Meeting – Senior Leadership Team

Conferences and Training

- On-going webinar training from Bloom Centre for Municipal Education
- November 12-14 Alberta Municipalities Convention – 2 senior level staff

Department Highlights

Administration | Interim CAO

- Tim Duhamel of Bloom Centre for Municipal Education was appointed as the Town’s Interim CAO.
- Ongoing CAO recruitment by Bloom Centre for Municipal Education.
- Attended the Alberta Municipalities Convention in Calgary.

Legislative Services | Communications

- Successfully conducted the 2025 municipal election. Thank you to all staff who worked at the advanced poll and on election day to help make the democratic process run smoothly.
- The RFP for IT Managed Services was awarded to Trinus Technologies Inc.
- Worked with the Infrastructure Manager to complete the 2025 Infrastructure Survey, as required by Statistics Canada.

Economic Development | Safe Communities

- Researched potential shared transportation opportunities in partnership with a nearby municipality, a concept briefly explored last year and one that could be advanced through the Economic Development Regional Working Group.
- Contacted Pottery by Heather to organize a previously brainstormed idea, Sip n’ Sculpt, a new tourism attraction aimed at drawing visitors into Bon Accord and increasing community engagement.
- Contacted local landowners who have expressed interest in selling property to potential large developers and encouraged them to list their lands on the Government of Alberta’s Site Selector platform, as this is a key resource used by commercial and industrial developers when identifying investment sites.
- Researched the feasibility of hosting a 2026 Spring Business Showcase, building on the previous event format focused on attracting developers and connecting them with local landowners and business opportunities.
- Began developing ideas for the 2026 Investment Attraction Magazine to promote

local opportunities and community assets.

- Continued grant research as many relevant grant programs have reopened during the fall season.
- Scheduled the annual CPTED (Crime Prevention Through Environmental Design) session for November 21 at 10:00 a.m., open to all community members.
- Prepared for the regular Coffee with a Cop sessions to resume on November 25 and continue through the winter months.

Corporate Services

- The Canada Summer Jobs Grant is open, and the application deadline is December 11. The application period is early again this year for a second year; in the past, applications would not close until the new year.
- The Canada Community Building Fund portal is now active again. Currently, our forecasted carry-forward funds are \$141,283. The 2026 grant funding is currently unknown; 2025 funding was \$138,736. There was a service disruption to the Canada Community Building Fund portal in mid-July due to a cybersecurity event. At the same time, a project was underway to transition to a new platform; therefore, the portal remained unavailable until this transition was complete.
- Forecasted carry-forward funds from the Local Government Fiscal Framework capital grant are \$416,063. 2026 LGFF funding is expected to be \$393,889. 2025 funding was \$422,612.
- In late October, we received confirmation that the wastewater rate from Arrow Utilities would be increasing to \$2.75/m³ in 2026. The current rate is \$2.05/m³.
- Water rate increases or changes are not confirmed. Capital Region Northeast Water Services Commission presented its preliminary budget in September, assuming that rates will remain the same unless EPCOR increases its rate higher than expected. The current rate is \$1.483/m³.
- At the October 7th regular meeting of Council, Council passed resolution #25-407 directing administration to look into expanded transparency in financial reporting, including monies paid to consultants to be on a separate line item for each department, unplanned expenses, and reserve balances. It was directed that the reporting be provided on a quarterly basis. In addition to the monthly variance report for this month, administration has provided a quarterly report for the period January 1 to September 30, 2025.

Community Services

- Community Services has been busy preparing for our upcoming programs and planning/budgeting for the 2026 program and event year.
- Pickleball continues to be successful, and there was no disruption during the education strike, as this program runs in the Lilian Schick School gymnasium.
- The adult field trip scheduled for November 1st to the Bountiful Market had to be cancelled as only 4 people registered. Community Services has opened up field trips to all ages hoping to attract more registrations. Kids under 13 will need to be accompanied by a parent, and youth 13-17 will require parental approval.

- Administration has received the updated FCSS Grant agreement for renewal. Our grant funding remains unchanged at \$44,396 for the year. As this is an 80/20 grant program, the Town must contribute \$11,098 towards FCSS programming.
- Our Ready, Set, Adult Sessions have been cancelled for the remainder of the year due to low attendance. Community Services will explore hosting a one-time program on various applicable topics for youth during Spring Break next year, rather than holding one session per month.
- The Stick & Puck program held at the arena was well attended for the first sessions; everything went smoothly with the program.
- Upcoming programs and events include:
 - November 20th Art Night Out; held at the Bon Accord Arena mezzanine.
 - November 25th Community Field Trip to Greenland Garden Centre.
 - November 30th Rooted in Wellness Community Dinner; Alberta Health Services will present on “Winter Safety”. The dinner menu is lasagna, and childminding is provided.
 - December 1st Home Alone Course.
 - December 6th Winter Wonder-Fest; This event will be held at the Bon Accord Community Hall, and activities include Breakfast with Santa, Christmas Market, and Turkey Bingo!

Operations | Public Works

- Due to the continued mild weather, regular maintenance of parks, sports grounds, green spaces, and the cemetery have continued. Garbage checks, repairs, and vegetation pruning are routinely attended to. As the daily temperatures fall, regular parks check duties will move to a winter schedule (from weekly to bi-weekly) as the parks are used less often.
- Seasonal equipment has been serviced and/or winterized for the upcoming winter months.
- Several trees have been removed due to poor condition and/or undesirable locations. Brush and shrub pruning along roadways and alleys is on-going.
- All Town planters, baskets, and beds have been cleared of plant material.
- Completed a full burial and several cremation closures in this period.
- A concrete swale has been installed at the intersection of 49 St. and 52 Ave. to assist with drainage.
- The pavement patch on 51 Ave near 49 St has been completed. Other paving patches have been added to certain alley entrances around town to help stop the flow of gravel being washed onto paved roads. It is intended to have a few more paved approaches completed in 2026.
- Concrete drainage gutters/walkway ramps have been installed at the alley and walking path on the north end of 47th St to help with the drainage.
- 2 sidewalk panels were replaced on 47th St.
- Pumped storm water and worked with contractor on drainage issues at the 51st St. development project. On-going assistance as required.
- Annual sanitary sewer main flushing throughout town has been completed.
- Fall hydrant inspections and winterizing program have been completed.

- General duties dealing with monthly utility checks, building maintenance, First Call responses, and resident issues.
- General vehicle/equipment maintenance including the annual CVIP inspections on the large trucks. The 2000-hour service on the grader was completed.
- Assisted in completing the required government municipal infrastructure survey for 2025.
- Assisted contractors that are dealing with the firehall and rear hallway bathroom renovations.
- A commercial grease trap has been installed in the drainage system in the arena concession, as per instruction by an Arrow Utilities inspector.
- Assisted in on-going 2026 budget deliberations.
- All operators have completed various courses in the past couple months to accumulate knowledge and CEUs (as required for water/wastewater certification).

Attachments

- Corporate Services Manager:
 - Variance Report
 - Finance Quarterly Report Q3 2025

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2025
Reporting period: up to November 12, 2025

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance Actual-Budget	
General Municipal	2,659,558	2,682,172	- 22,614	344,890	352,129	- 7,239	2,314,668	2,330,043	- 15,375	-1%
TOTAL MUNICIPAL	\$ 2,659,557.58	\$ 2,682,172.00	-\$ 22,614.42	\$ 344,889.93	\$ 352,129.00	-\$ 7,239.07	\$ 2,314,668	\$ 2,330,043	-\$ 15,375	1%
Election	-	-	-	1,243	2,000	- 757	(1,243)	(2,000)	757	-61%
Council	-	-	-	92,077	110,512	- 18,435	(92,077)	(110,512)	18,435	-20%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 93,320	\$ 112,512	-\$ 19,192	-\$ 93,320	-\$ 112,512	\$ 19,192	17%
Administration	20,872	15,941	4,932	486,748	571,153	- 84,405	(465,876)	(555,212)	89,337	-19%
EV Chargers	1,332	688	644	3,980	7,275	- 3,295	(2,648)	(6,588)	3,940	-149%
TOTAL ADMINISTRATION	\$ 20,872	\$ 15,941	\$ 4,932	\$ 486,748	\$ 571,153	-\$ 84,405	-\$ 465,876	-\$ 555,212	\$ 89,337	16%
Fire Services	10,923	10,708	215	45,509	44,284	1,225	(34,586)	(33,576)	(1,010)	3%
Emergency Services	-	-	-	16,043	18,979	-2,936	(16,043)	(18,979)	2,936	-18%
Bylaw	51,345	48,068	3,277	29,580	62,522	-32,942	21,765	(14,454)	36,219	166%
TOTAL PROTECTIVE SERVICES	\$ 62,268	\$ 58,776	\$ 3,492	\$ 91,132	\$ 125,785	-\$ 34,653	-\$ 28,864	-\$ 67,010	\$ 38,145	57%
Municipal Planning	5,889	6,542	- 653	89,207	128,063	- 38,856	(83,318)	(121,521)	38,203	-46%
Economic Development	2,500	-	2,500	88,823	104,546	- 15,723	(86,323)	(104,546)	18,223	-21%
Safe Communities	-	60	- 60	17	560	- 543	(17)	(500)	483	-2817%
TOTAL PLANNING & DEVELOPMENT	\$ 8,389	\$ 6,542	\$ 1,847	\$ 178,030	\$ 232,609	-\$ 54,579	-\$ 169,641	-\$ 226,067	\$ 56,426	25%
Public Works - Roads	18,312	13,256	5,056	328,383	439,142	- 110,759	(310,071)	(425,886)	115,815	-37%
Storm Sewer & Drain	55,000	45,000	10,000	129,472	83,789	45,683	(74,472)	(38,789)	(35,683)	48%
Water	498,661	492,172	6,489	368,260	500,615	-132,354	130,401	(8,443)	138,844	106%
Sewer	315,781	316,975	- 1,194	289,837	375,159	-85,321	25,943	(58,184)	84,127	324%
Garbage	97,539	95,029	2,510	103,954	126,783	-22,829	(6,415)	(31,754)	25,339	-395%
Cemetery	22,625	6,000	16,625	12,032	15,906	-3,875	10,594	(9,906)	20,500	194%
TOTAL PUBLIC WORKS	\$ 1,007,919	\$ 968,432	\$ 39,486	\$ 1,231,938	\$ 1,541,394	-\$ 309,455	-\$ 224,019	-\$ 572,961	\$ 348,942	61%
FCSS	70,493	55,268	15,225	84,046	111,015	- 26,968	(13,554)	(55,747)	42,193	-311%
TOTAL FCSS	\$ 70,493	\$ 55,268	\$ 15,225	\$ 84,046	\$ 111,015	-\$ 26,968	-\$ 13,554	-\$ 55,747	\$ 42,193	76%
Parks	74,271	60,389	13,882	108,788	159,024	- 50,236	(34,517)	(98,635)	64,118	-186%
Arena	236,912	224,402	12,510	249,974	339,964	- 89,989	(13,062)	(115,561)	102,499	-785%
Recreation	198,127	203,530	- 5,403	97,739	122,263	- 24,523	100,388	102,140	(1,752)	-2%
TOTAL REC & COMMUNITY SERVICE	\$ 509,310	\$ 284,791	\$ 20,989	\$ 456,502	\$ 621,251	-\$ 164,749	\$ 52,809	-\$ 112,057	\$ 164,865	147%
Library	-	-	-	63,900	64,763	- 863	(63,900)	(64,763)	863	-1%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 63,900	\$ 64,763	-\$ 863	-\$ 63,900	-\$ 64,763	\$ 863	1%
Total Excl. General Municipal	\$ 1,679,251	\$ 1,389,750	\$ 85,972	\$ 2,685,616	\$ 3,380,481	-\$ 694,865	-\$ 1,006,365	-\$ 1,990,731	\$ 984,366	-98%
Total Incl. General Municipal	\$ 4,338,808	\$ 4,071,922	\$ 63,357	\$ 3,030,506	\$ 3,732,610	-\$ 702,104	\$ 1,308,302	\$ 339,312	\$ 968,991	

Variance Report Notes

Reporting Period: up to November 12, 2025

Municipal:

90% of taxes have been collected to date compared to 91% at this time last year.
Penalties collected on taxes for the year are \$3,915 under budget.
Franchise fee revenues are currently under budget by \$15,619.
Investment revenue is currently over budget by \$29,332.

Protective Services:

Bylaw fines revenues are \$1,478 higher than budgeted and animal licenses revenue is \$1,799 higher than budgeted.
Bylaw revenue budgeted from the LGFF operating grant was received \$45,272.

Roads, Water & Sewer:

Roads revenue from the sale of asphalt millings.
Revenue budgeted from the LGFF operating grant was received \$13,256.
Water sales were over budget by \$982.
Bulk water sales were over budget by \$3,675.
Penalties were over budget by \$1,797.
Revenue received from the LGFF operating grant budgeted to water was \$13,256.
Sewer sales were under budget by \$1,354 and connections over budget by \$110
Revenues in water and sewer fluctuate throughout the year; water and sewer are close to budget.
Bulk water sales can fluctuate based on seasons.
Expenses are currently under budget for water, wastewater, and garbage services.

Storm Water

Expenses for contracted services for the storm water projects; these expenses will be offset by approved transfers from reserves and grants for the project.
Received the LGFF operating grant budgeted to fund the Springbrook Drainage study of \$45,000.
Reserve transfers are completed with the year-end entries.
\$10,000 re-allocated from investment income surplus to fund drainage projects.

Economic Development & Planning:

Municipal planning - timing of expenses. Expected to be close to budget.
Legal currently under budget by \$24,120.
Economic development expenses are under budget, expected to be close to budget.
\$2,500 revenue is the community grant received from Pembina Pipelines.

FCSS & Community Services:

Revenue includes the grant received from Edmonton Community Foundation \$17,000.
Other grants received are under budget by \$2,000.
Expenses are expected to be within budget.
Program revenues are under budget within recreation, however some programs will not run, so there will be no offsetting expenses.

Cemetery:

Plot sales are over budget by \$14,920 and open and close fees are over budget by \$1,705.

Recreation, Parks & Arena

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

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

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



Finance Quarterly Report

Q3 – January 1 to September 2025

The following report presents departmental operating and capital revenues and expenditures for the third quarter of the 2025 fiscal year, encompassing actual financial results from January 1 to September 30, 2025. The purpose of this report is to provide Council with a clear and comprehensive overview of the Town's financial performance to date, enabling informed oversight and fiscal accountability.

Administration and Public Works staff continue to demonstrate diligence and fiscal responsibility in managing municipal operations. Staff closely monitor all purchases and expenditures to ensure they remain within the approved budget parameters, with ongoing efforts to identify efficiencies and cost savings where feasible.

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

This report has been prepared with care and due diligence to ensure the information presented is accurate, consistent, and reflective of current financial conditions. It is intended to assist Council in maintaining effective fiscal governance and to support evidence-based decision-making as the Town progresses through the remainder of the 2025 fiscal year.

GENERAL MUNICIPAL

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TAXATION (INCLUDING REQUISITIONS)	2,326,028	2,330,343	- 4,315	0%
FRANCHISE FEES	176,818	254,084	- 77,266	-44%
INVESTMENTS	130,056	126,224	3,832	3%
TOTAL REVENUES	2,632,902	2,710,651	- 77,749	-3%
Expenses:				
TAXATION REQUISITIONS	344,890	464,834	- 119,944	-35%
TOTAL EXPENSES	344,890	464,834	- 119,944	-35%
Net Surplus (Deficit)	2,288,012	2,245,817	42,195	2%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Taxation includes adjustments to municipal taxes for reassessed properties and penalties for taxes that are under budget for the quarter. The reassessed properties resulted in a decrease of \$128 in tax revenue. Penalties on taxes are under budget for the quarter by \$1,381.

Franchise fees are under budget to date; franchise fees are collected from the delivery tariff revenue from ATCO and the transmission and distribution revenue from Fortis. Both these revenue sources are affected by customer usage as well as weather conditions.

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

Taxation requisitions include the ASFF school requisitions and the Homeland Housing seniors' requisition, both of which are in line with the budget. The school requisitions are paid quarterly, with the final installment payment due in December.

ADMINISTRATION

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	16,766	17,390	(624)	-4%
GRANTS	0	2,500	(2,500)	-100%
TRANSFERS FROM RESERVES	0	4,000	(4,000)	-100%
TOTAL REVENUES	16,766	23,890	(7,124)	-30%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	286,150	416,963	(130,813)	-31%
CONSULTANTS & PROFESSIONAL FEES	17,407	30,507	(13,100)	-43%
CONTRACTED SERVICES & RENTALS	44,497	87,386	(42,889)	-49%
GOODS & SUPPLIES	11,227	18,350	(7,123)	-39%
INSURANCE	28,413	28,466	(53)	0%
LEGAL SERVICES	13,231	15,000	(1,770)	-12%
MEMBERSHIPS & REGISTRATIONS	2,416	10,488	(8,072)	-77%
OTHER - FINANCE CHARGES/DEBENTURES	5,281	9,580	(4,299)	-45%
TRANSFERS TO RESERVES	0	21,000	(21,000)	-100%
UTILITIES	8,416	12,548	(4,132)	-33%
TOTAL EXPENSES	417,037	650,288	(233,251)	-36%
Net Surplus (Deficit)	(400,271)	(626,398)	226,127	-36%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

The LGFF operating grant (\$2,500) has not yet been received during this quarter. This revenue offsets the purchase of the cheque printer for administration, which has increased efficiency for the accounts payable department.

Consultants and professional fees include the services for the auditor, \$8,750 actual and assessor, \$8657 actual. The audit has a remaining budget for pre-audit work completed within the last quarter, typically billed at \$5,000. Assessment services are expected to be within budget for the final quarter when the final billing is received.

Legal services may be over-budget for the year depending on Town requirements for legal advice within the last quarter; however, this will likely be offset by the forecast of surplus in other areas such as contracted services.

Transfers from and to reserves are completed with the year-end adjusting entries.

Unplanned expenses within administration include the following:

- Registration for Town Manager for the ABMunis President's Summit and Municipal Leaders' Caucus funded by unused funds from Council's per diem budget. (Resolution #25-024).
- Emergency lighting repair/replacement up to \$3,300 funded by surplus taxation revenue collected per Resolution #25-287 and \$2,200 re-allocated from road revenue from the sale of asphalt millings.

EV CHARGERS

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	1,332	750	582	78%
TOTAL REVENUES	1,332	750	582	78%
Expenses:				
CONTRACTED SERVICES & RENTALS	3,980	6,025	(2,045)	-34%
GOODS & SUPPLIES	0	1,400	(1,400)	-100%
TOTAL EXPENSES	3,980	7,425	(3,445)	-46%
Net Surplus (Deficit)	(2,648)	(6,675)	4,027	-60%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Sales and user fees include a transfer of \$1,000 from investment revenue, as per Resolution #25-365, to cover the *unplanned expense* of the \$1,000 insurance deductible resulting from the vandalism of the EV charger. This deductible has not been paid yet.

Contracted services and rentals include monthly fees from customer usage of the chargers, the subscription network fee, data fees, and SIM services. These fees are in line with the budget to date.

COUNCIL

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	0	0		
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	67,117	101,300	(34,183)	-34%
CONTRACTED SERVICES & RENTALS	3,917	4,562	(645)	-14%
GOODS & SUPPLIES	1,062	2,600	(1,538)	-59%
INSURANCE	2,811	2,667	144	5%
MEMBERSHIPS & REGISTRATIONS	6,531	13,115	(6,584)	-50%
UTILITIES	1,123	1,547	(424)	-27%
TOTAL EXPENSES	82,561	125,791	(43,230)	-34%
Net Surplus (Deficit)	(82,561)	(125,791)	43,230	-34%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Contracted services are the IT managed services allocation for Council. This will be close to budget; however, it may be slightly over budget due to the new contract for IT services and the purchase of new council laptops. This was not an unplanned expense, but actual amounts were unknown at the time of the budget. Additional expenses in contracted services for this amount are forecasted to be offset by surplus in other Council department areas, such as goods and supplies and training. Resolution #25-285 directed the allocation of \$500 per councillor for Bloom CME webinar-related per diems. This was an *unplanned expense* and funded from the contingency in Council per diems.

ELECTION

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
GOODS & SUPPLIES	300	2,000	(1,700)	-85%
TOTAL EXPENSES	300	2,000	(1,700)	-85%
Net Surplus (Deficit)	(300)	(2,000)	1,700	-85%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget)

Election expenses are still coming in; however, they are expected to be in line with the budget.

BYLAW

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	5,973	3,050	2,923	96%
GRANTS	0	45,272	(45,272)	-100%
TOTAL REVENUES	5,973	48,322	(42,349)	-88%
Expenses:				
CONTRACTED SERVICES & RENTALS	19,287	120,448	(101,161)	-84%
GOODS & SUPPLIES	181	250	(69)	-27%
LEGAL SERVICES	(1,206)	22,000	(23,206)	-105%
TOTAL EXPENSES	18,262	142,698	(124,436)	-87%
Net Surplus (Deficit)	(12,289)	(94,376)	82,087	-87%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Sales and user fees revenue is over budget due to fines distributions (revenue from fines charged by bylaw/RCMP and received from the province), received over budget by \$1,353 and animal license revenue over budget by \$1,570.

The portion of the LGFF operating grant, \$45,272, allocated to offset bylaw services has not yet been received.

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

Legal services are under budget due to transfers of legal costs to the applicable tax roll for the structural fire at 4742 51st Avenue. Costs from 2024 were also included in the transfer, bringing the legal services budget to a surplus position of \$1,206.

EMERGENCY MANAGEMENT

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	13,474	20,085	(6,611)	-33%
GOODS & SUPPLIES	308	500	(192)	-38%
MEMBERSHIPS & REGISTRATIONS	0	7,058	(7,058)	-100%
TOTAL EXPENSES	13,782	27,643	(13,861)	-50%
Net Surplus (Deficit)	(13,782)	(27,643)	13,861	-50%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Memberships and registrations include the expense for SREMP membership, which hasn't been paid for yet. This invoice is generally received towards the end of the year.

Other costs are expected to be in line with the year-end budget.

FIRE

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	10,923	10,708	215	2%
TOTAL REVENUES	10,923	10,708	215	2%
Expenses:				
CONTRACTED SERVICES & RENTALS	38,616	40,861	(2,245)	-5%
TRANSFERS TO RESERVES	0	10,000	(10,000)	-100%
UTILITIES	4,885	6,450	(1,565)	-24%
TOTAL EXPENSES	43,501	57,311	(13,810)	-24%
Net Surplus (Deficit)	(32,578)	(46,603)	14,025	-30%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

Contracted services include the agreement for fire services from Sturgeon County, which was \$618 over budget. The contract states that increases for the budget year will be 2% or CPI, whichever is greater, and the budget estimated an increase of 3%. Services for Parkland County dispatch are \$964 under budget due to the timing of invoice receipt.

The fire hall maintenance budget is currently under budget; however, there was an increase in fire hall maintenance from January through May, which included door repairs and troubleshooting of the sewer smell issue. These items were *unplanned expenses*; however, they were covered within the maintenance budget. Total expenses for building maintenance to date are \$5,466, with a total yearly budget of \$6,500.

PLANNING

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	5,371	7,000	(1,629)	-23%
TRANSFERS FROM RESERVES	0	8,750	(8,750)	-100%
TOTAL REVENUES	5,371	15,750	(10,379)	-66%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	0	360	(360)	-100%
CONSULTANTS & PROFESSIONAL FEES	65,002	75,000	(9,998)	-13%
GOODS & SUPPLIES	478	2,788	(2,310)	-83%
LEGAL SERVICES	7,964	35,000	(27,036)	-77%
MEMBERSHIPS & REGISTRATIONS	0	180	(180)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	6,247	12,591	(6,344)	-50%
UTILITIES	304	115	189	165%
TOTAL EXPENSES	89,157	145,428	(56,271)	-39%
Net Surplus (Deficit)	(83,786)	(129,678)	45,892	-35%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Sales and user fees include compliance certificates and licenses/permits, which are currently under budget by \$2,834, as well as business license revenue, which is over budget by \$1,205.

The consultants and professional fees include the following:

- Planning and development services, \$35,000
- Engineering services, \$8,252
- Environmental site assessment Plan 9022300 Lot 2, \$21,750. The budget allocated \$8,750 from the General Reserve (Resolution #25-031) and an additional \$13,000 from the General Reserve (Resolution #25-216). The additional \$13,000 was an *unplanned expense*.

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

Legal services include fees for engaging Lidstone Barristers and Solicitors to negotiate the purchase of land for the stormwater park project on behalf of the Town per Resolution #25-215. This was an *unplanned expense*, and actuals to date are \$1,675 and are covered within the legal budget.

DEVELOPMENT

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	0	5,850	(5,850)	-100%
DONATIONS	2,500	0	2,500	
TOTAL REVENUES	2,500	5,850	(3,350)	-57%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	66,583	93,419	(26,836)	-29%
CONTRACTED SERVICES & RENTALS	5,656	10,433	(4,777)	-46%
GOODS & SUPPLIES	621	7,487	(6,866)	-92%
MEMBERSHIPS & REGISTRATIONS	799	1,896	(1,097)	-58%
UTILITIES	3,488	6,138	(2,650)	-43%
TOTAL EXPENSES	77,146	119,373	(42,227)	-35%
Net Surplus (Deficit)	(74,646)	(113,523)	38,877	-34%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

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

Memberships and registrations are expected to align with the year-end budget.

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

SAFE COMMUNITIES

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	0	60	(60)	-100%
TOTAL REVENUES	0	60	(60)	-100%
Expenses:				
GOODS & SUPPLIES	17	680	(663)	-97%
TOTAL EXPENSES	17	680	(663)	-97%
Net Surplus (Deficit)	(17)	(620)	603	-97%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

FCSS

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	2,775	4,445	(1,671)	-38%
GRANTS	50,894	49,193	1,701	3%
OTHER REVENUES	0	2,000	(2,000)	-100%
TRANSFERS FROM RESERVES	0	2,500	(2,500)	-100%
TOTAL REVENUES	53,669	58,138	(4,469)	-8%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	61,498	84,693	(23,195)	-27%
CONTRACTED SERVICES & RENTALS	7,546	11,327	(3,781)	-33%
GOODS & SUPPLIES	5,108	20,874	(15,766)	-76%
INSURANCE	0	300	(300)	-100%
MEMBERSHIPS & REGISTRATIONS	0	650	(650)	-100%
TOWN DONATIONS	0	1,500	(1,500)	-100%
UTILITIES	1,600	2,495	(895)	-36%
TOTAL EXPENSES	75,753	121,839	(46,086)	-38%
Net Surplus (Deficit)	(22,084)	(63,701)	41,617	-65%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

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

Other revenue includes donations collected towards Halloween Spooktacular, the Seniors Week BBQ, and Winter Wonderfest. The Bon Accord & District Ag Society awarded the Town two donations for Halloween and Seniors Week, but these have not yet been received. The transfer from reserves was allocated to offset the rental of the community hall for summer programs and was transferred from last year's surplus.

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

The goods and supplies budget for programs and events is currently under budget, mainly due to timing; expenses are still coming in for the year. The Community FCSS Grant within Town Donations has been allocated to support programs at the community hall, ensuring the continuity of Town programs, services, and community events

(Resolution #25-359). This total expenditure of \$3,500 was an *unplanned expense*, funded by the \$1,500 from the Community FCSS Grant, \$1,400 re-allocated from road revenue from the sale of asphalt millings, and \$600 from Town Donations.

The membership and registration budget includes allowances for the FCSSAA conference held at the end of November.

RECREATION

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	2,869	7,251	(4,382)	-60%
DONATIONS & SPONSORSHIPS	3,500	5,500	(2,000)	
GRANTS	191,303	191,383	(80)	0%
TOTAL REVENUES	197,672	204,134	(6,462)	-3%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	45,948	66,537	(20,589)	-31%
CONTRACTED SERVICES & RENTALS	31,616	40,451	(8,835)	-22%
GOODS & SUPPLIES	2,935	13,987	(11,052)	-79%
MEMBERSHIPS & REGISTRATIONS	410	285	125	44%
TOWN DONATIONS	8,005	11,480	(3,475)	-30%
TRANSFERS TO RESERVES	0	100,000	(100,000)	-100%
UTILITIES	1,421	1,776	(355)	-20%
TOTAL EXPENSES	90,335	234,516	(144,181)	-61%
Net Surplus (Deficit)	107,337	(30,382)	137,719	-453%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

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

Contracted services include IT managed services, \$5,111, Canada Day fireworks, \$5,500, Music in the Park, \$12,650, and Harvest Days fireworks \$5,286, and parade candy for the community services float \$173.

Goods and supplies are under budget due to the timing of receiving expenditures for programs and events. This is forecasted to be in line with the budget. Town donations include Golden Gems, \$1,600, Communities in Bloom, \$1,380, Sturgeon County golf tournament, \$750, Harvest Days \$3,500, and Bon Accord Community Church, \$675.

ROADS

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	5,056	0	5,056	#DIV/0!
GRANTS	0	13,256	(13,256)	-100%
TOTAL REVENUES	5,056	13,256	(8,200)	-62%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	123,942	174,565	(50,623)	-29%
CONTRACTED SERVICES & RENTALS	29,394	81,077	(51,683)	-64%
FUEL	12,440	28,550	(16,110)	-56%
GOODS & SUPPLIES	25,911	50,845	(24,934)	-49%
INSURANCE	14,571	14,728	(157)	-1%
OTHER - FINANCE CHARGES/DEBENTURES	9,374	18,885	(9,511)	-50%
REPAIRS & MAINTENANCE	4,288	19,500	(15,212)	-78%
TRANSFERS TO RESERVES	0	25,000	(25,000)	-100%
UTILITIES	62,493	98,368	(35,875)	-36%
TOTAL EXPENSES	282,414	511,518	(229,104)	-45%
Net Surplus (Deficit)	(277,358)	(498,262)	220,904	-44%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

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

- Funding allocated for snow removal, which is currently under budget by \$8,630.
- Dust control for the annexed roads, and LS Road, actual \$3,139; budget \$3,500.
- Street sweeping actual \$7,213; budget \$6,500 (offset by contingency).
- Line painting actual \$4,047; budget \$7,500.

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

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

The debenture is the portion of the solar farm debenture; transfers to reserves are completed with year-end entries.

STORM

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
GRANTS	0	45,000	(45,000)	-100%
TRANSFERS FROM RESERVES	10,000	3,500	6,500	186%
TOTAL REVENUES	10,000	48,500	(38,500)	-79%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	17,140	24,183	(7,043)	-29%
CONTRACTED SERVICES & RENTALS	73,331	58,500	14,831	25%
GOODS & SUPPLIES	889	2,000	(1,111)	-56%
REPAIRS & MAINTENANCE	0	1,000	(1,000)	-100%
TRANSFERS TO RESERVES	0	22,296	(22,296)	-100%
TOTAL EXPENSES	91,360	107,979	(16,619)	-15%
Net Surplus (Deficit)	(81,360)	(59,479)	(21,881)	37%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

The grant for \$45,000 from the LGFF operating grant has not yet been received; this grant is allocated to offset the Springbrook Drainage study.

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

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

Expenses for the Stormwater Park are also included in contracted services; this project is funded by grants (Drought and Flood Protection and the Federation of Canadian Municipalities) and reserves.

WATER

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	391,453	554,687	(163,234)	-29%
GRANTS	0	13,256	(13,256)	-100%
TOTAL REVENUES	391,453	567,943	(176,490)	-31%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	100,870	146,017	(45,147)	-31%
CONTRACTED SERVICES & RENTALS	21,367	62,168	(40,801)	-66%
GOODS & SUPPLIES	1,882	5,183	(3,301)	-64%
INSURANCE	8,014	7,948	66	1%
MEMBERSHIPS & REGISTRATIONS	0	477	(477)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	46,912	106,392	(59,481)	-56%
REPAIRS & MAINTENANCE	1,525	14,000	(12,476)	-89%
TRANSFERS TO RESERVES	0	38,444	(38,444)	-100%
UTILITIES	129,692	222,668	(92,976)	-42%
TOTAL EXPENSES	310,261	603,297	(293,036)	-49%
Net Surplus (Deficit)	81,192	(35,354)	116,546	-330%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Water sales are currently under budget by \$3,331, and bulk water sales are over budget by \$6,423. Water sales are impacted by customer usage and can fluctuate throughout the seasons. Penalties on utility bills are over budget by \$237.

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

Utilities include water purchases from the commission, which are under budget by \$1,405, as well as power and gas. Power is over budget by \$1,870, while gas is under budget by \$284.

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

WASTEWATER

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	248,180	380,370	(132,190)	-35%
TOTAL REVENUES	248,180	380,370	(132,190)	-35%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	82,225	114,669	(32,444)	-28%
CONTRACTED SERVICES & RENTALS	27,982	66,432	(38,450)	-58%
GOODS & SUPPLIES	1,176	5,183	(4,007)	-77%
INSURANCE	2,914	2,718	196	7%
OTHER - FINANCE CHARGES/DEBENTURES	9,374	18,885	(9,511)	-50%
REPAIRS & MAINTENANCE	2,829	7,500	(4,671)	-62%
TRANSFERS TO RESERVES	0	27,296	(27,296)	-100%
UTILITIES	144,661	201,573	(56,912)	-28%
TOTAL EXPENSES	271,161	444,256	(173,095)	-39%
Net Surplus (Deficit)	(22,980)	(63,886)	40,906	-64%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Wastewater sales are currently under budget by \$5,480. Similar to water, sales are impacted by customer usage and can fluctuate throughout the seasons.

Contracted services include expenditures to date for IT managed services, the Work Alone app, as well as services for main and service line inspections and repairs.

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

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

Wastewater services to Arrow Utilities are slightly under budget by \$576. Power and gas are also under budget by a total of \$1,891.

WASTE COLLECTION

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	77,837	114,035	(36,198)	-32%
TOTAL REVENUES	77,837	114,035	(36,198)	-32%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	21,947	30,341	(8,394)	-28%
CONTRACTED SERVICES & RENTALS	61,478	106,662	(45,184)	-42%
GOODS & SUPPLIES	736	1,033	(297)	-29%
TRANSFERS TO RESERVES	0	10,880	(10,880)	-100%
UTILITIES	73	101	(28)	-28%
TOTAL EXPENSES	84,234	149,017	(64,783)	-43%
Net Surplus (Deficit)	(6,397)	(34,982)	28,585	-82%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Waste collection sales to date are over budget by \$1,814.

Contracted services include expenditures to GFL Environmental for waste collection, which is under budget to date by \$4,889, and Roseridge landfill weights, which are over budget by \$4,136 for the reporting period. Costs from Roseridge are impacted by customer usage and can fluctuate throughout the seasons, and are expected to be in line with the budget for year-end.

Transfers to reserves are completed as part of the year-end adjusting entries.

CEMETERY

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	17,200	10,000	7,200	72%
TRANSFERS FROM RESERVES	0	3,000	(3,000)	-100%
TOTAL REVENUES	17,200	13,000	4,200	32%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	8,289	11,649	(3,360)	-29%
CONTRACTED SERVICES & RENTALS	2,128	3,500	(1,372)	-39%
GOODS & SUPPLIES	0	500	(500)	-100%
REPAIRS & MAINTENANCE	309	1,500	(1,191)	-79%
TOTAL EXPENSES	10,726	17,149	(6,423)	-37%
Net Surplus (Deficit)	6,474	(4,149)	10,623	-256%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

Open and close fees are \$3,000 to date and plot sales are \$14,200.

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

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

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

PARKS

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	11,065	950	10,115	1065%
GRANTS	57,339	61,539	(4,200)	-7%
TRANSFERS FROM RESERVES	0	11,051	(11,051)	-100%
TOTAL REVENUES	68,404	73,540	(5,136)	-7%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	78,522	123,568	(45,046)	-36%
CONTRACTED SERVICES & RENTALS	11,752	21,135	(9,383)	-44%
FUEL	0	3,500	(3,500)	-100%
GOODS & SUPPLIES	5,445	10,550	(5,105)	-48%
MEMBERSHIPS & REGISTRATIONS	110	500	(390)	-78%
OTHER - FINANCE CHARGES/DEBENTURES	2,869	5,780	(2,911)	-50%
REPAIRS & MAINTENANCE	434	6,000	(5,566)	-93%
UTILITIES	556	534	22	4%
TOTAL EXPENSES	99,688	171,567	(71,879)	-42%
Net Surplus (Deficit)	(31,283)	(98,027)	66,744	-68%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

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

Contracted services and rentals include the following expenditures to date:

- IT managed services, actual \$4,551; budget \$6,635
- Tree maintenance and removal, actual \$5,250; budget \$5,000 (overage covered by contingency)
- Porta potty services for Archie Jenkins Park and Centennial Park, actual \$1,344; budget \$5,000.

The debenture expenditure is for the skateboard park.

ARENA

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	96,159	160,000	(63,841)	-40%
GRANTS	91,069	91,069	(0)	0%
TRANSFERS FROM RESERVES	0	7,500	(7,500)	-100%
TOTAL REVENUES	187,227	258,569	(71,342)	-28%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	127,158	172,427	(45,269)	-26%
CONTRACTED SERVICES & RENTALS	21,896	55,682	(33,786)	-61%
GOODS & SUPPLIES	1,463	3,000	(1,537)	-51%
INSURANCE	15,299	15,496	(197)	-1%
MEMBERSHIPS & REGISTRATIONS	172	546	(374)	-68%
OTHER - FINANCE CHARGES/DEBENTURES	19,590	57,938	(38,348)	-66%
REPAIRS & MAINTENANCE	262	5,500	(5,238)	-95%
TRANSFER TO CAPITAL	0	5,700	(5,700)	-100%
UTILITIES	27,628	61,416	(33,788)	-55%
TOTAL EXPENSES	213,469	377,705	(164,236)	-43%
Net Surplus (Deficit)	(26,242)	(119,136)	92,894	-78%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

Contracted services and rentals include the following expenditures to date:

- IT managed services, actual \$4,551; budget \$6,635.
- Ice knife sharpening, actual \$520; budget \$750.
- Annual ice plant maintenance agreement, actual \$6,385; budget \$5,000 (overage covered by contingency).
- Fire Protection services, actual \$1,926; budget \$1,300 (overage covered by contingency).
- Lift permit, actual \$126; budget \$130.
- Furnace and duct cleaning, actual \$3,477; budget \$7,500, covered by a budgeted transfer from reserves, which was last year's surplus.
- Kitchen exhaust fan cleaning, actual \$477; budget \$500.

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

LIBRARY

	Actual YTD 2025	Budget YTD 2025	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	-	-	-	#DIV/0!
Expenses:				
CONTRACTED SERVICES & RENTALS	0	1,000	(1,000)	-100%
INSURANCE	1,457	1,456	1	0%
MEMBERSHIPS & REGISTRATIONS	11,475	11,475	(0)	0%
OTHER GRANTS - LIBRARY	47,232	47,232	0	
UTILITIES	2,940	4,018	(1,078)	-27%
TOTAL EXPENSES	63,104	65,181	(2,077)	-3%
Net Surplus (Deficit)	(63,104)	(65,181)	2,077	-3%

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

CAPITAL

	Actual YTD 2025	Budget YTD 2025	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
GRANTS	150,000	270,720	(120,720)	-45%
OTHER REVENUES	0	5,700		-100%
TRANSFERS FROM RESERVES	0	48,000		-100%
TOTAL REVENUES	150,000	324,420	0	-54%
Expenses:				
FIRE	0	30,000	(30,000)	-100%
ROADS	18,742	242,567	(223,825)	-92%
ARENA	0	5,700	(5,700)	-100%
BUILDINGS	26,166	46,153	(19,987)	-43%
TOTAL EXPENSES	44,908	324,420	(279,512)	-86%
Net Surplus (Deficit)	105,092	0	105,092	#DIV/0!

YTD from January 1, 2025 to September 30, 2025

Variances (Actual to Budget to date)

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

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

Capital Project Expenditures:

- 49th Street Mill & Overlay, actual to date \$18,742; budget \$200,000.
 - This project is funded in full by the LGFF Grant
- Salt & Sand Facility, actual to date \$26,166; budget \$46,153.
 - This project is funded partly by the CCBF grant \$28,153 and reserves \$18,000.
- Arena Elevator, actual to date \$0; budget \$5,700
 - Municipal taxes fund this project.
- Sidewalks, actual \$0; budget \$20,000
 - The CCBF grant funds this project
- Fire hydrant replacement, actual \$0; budget \$30,000
 - A transfer from reserves funds this project
- Road Project for Development at Parcel C, Plan 1854KS, actual \$0; budget \$22,567.
 - The CCBF grant funds this project.
- Administration Air Conditioning Unit Replacement, actual \$16,327, budget \$0
 - This project was funded by a transfer from the Facility Infrastructure Reserve per resolution #25-269. This was an *unplanned expense*.

RESERVES		Actual 2023	Actual 2024	Budgeted 2025
Schedule Per Policy :				
OPERATING				
General Reserve	Schedule A-1	852,920	847,920	645,170
Community Services	Schedule A-2	4,417	6,917	4,417
Facility Infrastructure Reserve	Schedule A-3	19,946	47,336	40,846
Parks & Recreation Reserve	Schedule A-4	26,032	22,101	0
Protective Services - COPS	Schedule A-5	2,255	2,255	2,255
Snow Removal Reserve	Schedule A-6	15,000	15,000	15,000
CAPITAL				
Gateway Plan Reserve	Schedule B-1	14,471	14,471	11,471
Fleet & Equipment Reserve	Schedule B-2	10,552	1,577	1,577
Parks , Recreation, and Culture	Schedule B-3	-	100,000	333,881
Protective Services - Fire Reserve	Schedule B-4	101,506	86,506	66,506
Sewer System Projects	Schedule B-5	199,990	225,273	252,569
Storm Water System Projects	Schedule B-6	81,173	101,456	98,512
Transportation Projects	Schedule B-7	488,215	509,765	806,584
Veterans Park Reserve	Schedule B-8	11,853	-	-
Water System Projects	Schedule B-9	310,612	345,156	383,600
TOTALS		\$ 2,138,943	\$ 2,325,735	\$ 2,662,390
Unrestricted Surplus			\$ 1,878,507	\$ 1,072,807

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

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

Allocation of 2024 Surplus COUNCILLOR BIDNEY MOVED Council approves the allocation of 2024 surplus as presented. \$4,000 from administration surplus for Town office building duct cleaning. \$7,500 from parks surplus (Sturgeon Recreation grant funding) for arena duct cleaning. \$2,500 from FCSS surplus for summer programs space rental. \$3,000 from cemetery surplus for cemetery bylaw legal review.	25-065
Land Sale Negotiations – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 25 Disclosure harmful to economic and other interests of a public body DEPUTY MAYOR LARSON MOVED THAT Council accepts the information presented and approves the land value appraisal cost of \$3500 to be funded by the Stormwater System Projects Reserve Fund.	25-126
Digital Signs COUNCILLOR LAING MOVED THAT Council direct administration to remove the highway sign located at 4706 - 51 Street (old liquor store location) at a cost of no more than \$3000.00 + GST with funds allocated from the Gateway Plan Reserve and to store the sign at public works until Council can decide otherwise. <u>MOTION TO AMEND</u> COUNCILLOR BIDNEY MOVED to amend the motion on the floor to dispose of the sign. 1 Opposed	25-144
<u>UPDATED MOTION</u> COUNCILLOR LAING MOVED THAT Council direct administration to remove the highway sign located at 4706 - 51 Street (old liquor store location) at a cost of no more than \$3000.00 + GST with funds allocated from the Gateway Plan Reserve. 2 Opposed	25-145
FCM Grant Matching Funds DEPUTY MAYOR LARSON MOVED THAT Council approves an additional \$100,000 in matching funds for the Federation of Canadian Municipalities Implementation Projects: Adaptation in Action grant program (NA2 Nautilus Pond Phase Project), bringing the total approved matching fund contribution to \$200,000, as per resolution #24-301 and that these funds will be allocated from the General Reserve AND FURTHER THAT Council directs the Town Manager to sign the grant agreement for this funding.	25-148

Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged Information COUNCILLOR LAING MOVED THAT Council approves an additional \$13,000 to be funded by the General Reserve for the cost of environmental site testing prior to development. 1 Opposed	25-216
Unrestricted Surplus COUNCILLOR BIDNEY MOVED THAT Council directs administration to move 2/3 of the \$405,700 from unrestricted surplus to Transportation Projects Reserve & 1/3 of the \$405,700 from unrestricted surplus to Parks, Recreation & Culture Reserve.	25-247
Transfer to Tax Roll COUNCILLOR BIDNEY MOVED THAT Council directs that upon receiving written consent from the property owner, the costs incurred by the Town of Bon Accord for the demolition and removal of the debris at 4742 51 Avenue legally described as Plan 7921533 Block 14 Lot 32; the property be added to Tax Roll #52400 pursuant to Section 5495B of the Municipal Government Act and further that council approves \$60,000 for the demolition and removal of debris at 4742 51 Avenue to be funded by the general reserve. Councillor Laing requested a recorded vote. In Favour: Mayor Holden, Deputy Mayor Larson & Councillor Bidney Opposed: Councillor Laing & Councillor May	25-268
Request for Approval: Town Office Air Conditioner Unit Replacement DEPUTY MAYOR LARSON MOVED THAT Council approves the installation of a new rooftop air conditioning unit on the Town office to be funded to a maximum of \$18,000 from the Facility Infrastructure Reserve. Councillor May requested a recorded vote. In Favour: Mayor Holden, Deputy Mayor Larson, Councillor Bidney & Councillor Laing Opposed: Councillor May	25-269
Development Matter – ATIA Section 19 Disclosure harmful to business interests of a third party COUNCILLOR BIDNEY MOVED THAT Council rescinds resolution 25-303 and approves the transfer of \$12,000 from the Stormwater Reserve to the stormwater operating budget for the drainage engineering study for the intersection of highway 28, 47th Avenue and 51st Street.	25-331

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 18, 2025
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Council Service Awards Policy
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

On October 30, 2025, new Council members were sworn into office, with one outgoing Councillor.

The Council Service Awards Policy is triggered when an outgoing Council member has served a term of 4 years or more and leaves in good standing. The following excerpt outlines the next steps:

COUNCIL SERVICE AWARDS

- 1. Upon leaving office, Council members will be permanently recognized on a plaque displayed in the Town office that will include the Council member's name, position (Mayor or Councillor) and length of service.*
- 2. When a Council member leaves office, Council will determine an appropriate, personalized gift within the capacity of the operating budget at that time.*

PRESENTATION OF COUNCIL SERVICE AWARDS

- 1. Council Service Awards will be presented by the Mayor, Deputy Mayor or designate during a Council meeting, and/or as soon as possible upon the Council member leaving service to the Town.*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends Council set the maximum cost for a gift for Lacey Laing's service to the community of Bon Accord, with a date and time to be determined after administration contacts the recipient.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Approximately \$650 is available in the 2025 Council supplies budget. The cost of the plaque indicated in the policy will be covered by surplus/contingency in the budget and ordered following the guidelines of the Purchasing Policy #22-518.

RECOMMENDED ACTION (by originator)

THAT Council directs administration to purchase a gift for Lacey Laing for her service as Councillor for the Town of Bon Accord in accordance with the Council Service Awards Policy at a cost not to exceed [\$ dollar amount].

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 18, 2025
Presented by:	Interim CAO
Title:	Subdivision Authority and Development Authority Appointments
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

Section 623 of the Municipal Government Act (MGA) states:

- 623** A council must, by bylaw, provide for
- (a) a subdivision authority to exercise subdivision powers and duties on behalf of the municipality, and
 - (b) subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality.

The Town's Land Use Bylaw #2016-03 (Part 2 Agencies - subsections 1-3) establishes the Development Authority for the Town and states that the Development Authority shall be the Development Officer. This Section stipulates that the Development Officer shall be appointed by Council. See attached excerpt from Land Use Bylaw #2016-03.

Secondly, Land Use Bylaw #2016-03 confirms that Subdivision Authority Bylaw #2016-02 establishes the Subdivision Authority stating that the Subdivision Authority shall be appointed by a resolution of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration recommends appointing Kyle Miller, a Municipal Planner with Sheffer Andrew Ltd., as the Town's Subdivision Authority and Development Authority.

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.

Value Statement: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

RECOMMENDED ACTION (by originator)

THAT Council appoints Kyle Miller as the Subdivision Authority and Development Authority for the Town of Bon Accord.

PART 2 – AGENCIES

1 | DEVELOPMENT AUTHORITY

- 1) The Development Authority is hereby established.
- 2) The Development Authority shall be:
 - a. The Development Officer; and
 - b. Council for all development decisions within Direct Control Districts, unless otherwise delegated within the provisions of that District.
- 3) The Development Authority shall perform such duties that are specified in this Bylaw.
- 4) In all instances other than those indicated in **PART 2.1(2)** above, when used in this Bylaw, the term “Development Authority” shall be the Development Officer.

2 | DEVELOPMENT OFFICER

- 1) The office of the Development Officer is hereby established and shall be filled by a person or persons appointed by Council.
- 2) The Development Officer shall perform such duties that are specified in this bylaw.
- 3) The Development Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice or other thing made or given by the Development Authority or by the Development Officer.
- 4) The Development Officer shall keep and maintain for the inspection of the public during normal office hours, a copy of this Bylaw and all amendments thereto, and keep a register of all applications for development, the decisions, and the reasons therefore.
- 5) For the purposes of Section 542 of the Act, the Development Officer is hereby declared to be a designated officer.

3 | SUBDIVISION AUTHORITY

- 1) The Subdivision Authority of the Town of Bon Accord shall be as established by the municipality’s Subdivision Authority Bylaw.
- 2) The Subdivision Authority shall be appointed by resolution of Council.
- 3) The Subdivision Authority shall perform such duties that are specified in this Bylaw and the Subdivision Authority Bylaw.

4 | COUNCIL

- 1) The Council shall perform such duties that are specified for it in this Bylaw.

TOWN OF BON ACCORD
SUBDIVISION AUTHORITY BYLAW
BYLAW #2016-02

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE SUBDIVISION AUTHORITY OF THE TOWN OF BON ACCORD

WHEREAS, Section 623 of the Municipal Government Act, S.A. 2000, as amended ("the Act") requires that a Municipal Council must establish a Subdivision Authority by bylaw.

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

PART 1 - TITLE

This bylaw may be cited as "The Bon Accord Subdivision Authority Bylaw".

PART 2 – DEFINITIONS

1. The following definitions shall apply to this Bylaw:
 - a) "Act" means the Municipal Government Act, S.A. 2000, as amended.
 - b) "Council" means the Mayor and Councilors of the Town of Bon Accord for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.
 - c) "Municipal Government Board" means the Board established under section 486 of the Act.
 - d) "Regulations" means the Regulations proclaimed pursuant to the Act.
 - e) "Subdivision and Development Appeal Board" means the Board established to hear development and subdivision appeals pursuant to section 3 of the Subdivision and Development Appeal Board Bylaw.
 - f) "Subdivision Authority" means the persons established under section 3 of this bylaw to perform the functions of a Subdivision Authority under the Act.

PART 3 – ESTABLISHMENT OF THE SUBDIVISION AUTHORITY

1. The Subdivision Authority of the Town of Bon Accord is hereby established.
2. The Subdivision Authority shall consist of one (1) person appointed by resolution of the Council.
3. If the appointed person shall die, retire or resign, another person may be appointed by resolution of the Council.
4. Council may remove the person from the position of Subdivision Authority by resolution at any time.

PART 4 – TERMS OF OFFICE

1. Subject to Section 3.4 of this bylaw, the Subdivision Authority shall be appointed at the pleasure of the Council for a term of one (1) year and may be reappointed upon the expiry of the term at the pleasure of Council.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 18, 2025
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Business Card Redesign
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

At the November 4, 2025 RMC, Councillor Larson brought forward a Notice of Motion that was addressed as urgent business (attached).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration received quotes from 2 local print shops and Canva for the design and printing of updated business cards.

Further discussion at the November 4, 2025 regular meeting included the possibility of rebranding, in which case, Council may wish to postpone the business card redesign until rebranding is complete.

STRATEGIC ALIGNMENT

Priority 4: Identity

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget.

	Design Cost
Option 1	\$60/hr
Option 2	\$65/hr
Option 3	In-house, no additional cost

Design time dependant on intricacy; approximately 1-2 hours for a new design. In house design options are limited due to skills, technical expertise, and staff availability.

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council directs administration to proceed with Option [1, 2 ,or 3] for business card redesign.

OR

THAT Council directs administration to postpone the business card redesign until rebranding is complete.

I, Timothy Larson, am bringing a Notice of Motion to the Regular Meeting of Council on November 4, 2025 requesting council discuss changes in the Town's business cards and direct Administration to bring back changes to the town's business cards as requested.

Information that could be added:

1. imagery: Local landmarks, town map outline, or community photos
2. QR Code: Link to your council profile, newsletter, or contact form
(could be put on back)
3. Message: A short tagline like "Serving Our Community with Integrity"
4. A small photo :(if appropriate for council's style)
5. A quote or motto that reflects our values
6. Icons for phone, email, and social media for visual clarity

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 18, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Financial Reserves Policy Update
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

At the October 7th regular meeting of Council, Council directed administration to look into expanded transparency in financial reporting, to include monies paid to consultants to be on a separate line for each department, reported on a quarterly basis, in addition to unplanned expenses and where the money was taken from, and regular reporting of reserve balances; Resolution 25-407.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The current Financial Reserves Policy 23-309 states that:

Responsibilities

#4. The Corporate Services Manager will report reserve status semi-annually to Council, to be included with the financial report at a Regular Council meeting.

To follow the direction of Resolution #25-407, the Financial Reserves Policy has been updated to the following:

Responsibilities

#4. The Corporate Services Manager will report reserve status quarterly to Council, to be included with the financial report at a Regular Council meeting.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT...Council approves the updates to the Financial Reserves Policy as presented.

Or

THAT...Council

FINANCIAL RESERVES POLICY

SECTION: Administration

DEPARTMENT: Corporate Services

COUNCIL APPROVAL DATE: July 4, 2023

POLICY STATEMENT

The Town of Bon Accord recognizes that the ongoing commitment of funds to specific reserves provides contingency funding for operating and capital expenditures and can reduce the need for debt financing.

PURPOSE

To establish and approve reserves annually and ensure consistency and transparency for the management and reporting of existing reserves and the establishment of new reserves. The Town of Bon Accord will manage the annual allocation of reserves in a fiscally responsible manner.

DEFINITIONS

"Council" means the Mayor, Deputy Mayor, and members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

RESPONSIBILITIES

1. The Town Manager is responsible for administering compliance with this policy.
2. Managers are responsible for following this policy. Reserve requests must be approved by the Town Manager and submitted to the Corporate Services Manager.
3. All reserves shall be reviewed annually by the Town Manager and Council through the annual budget process.
4. The Corporate Services Manager will report reserve status **semi-annually quarterly** to Council, to be included with the financial report at a Regular Council Meeting.

GENERAL REQUIREMENTS

1. All operating and capital reserves will be established as follows:
 - a. The establishment of, contributions to, and withdrawals from a specific reserve shall be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. This may be either as part of the overall budget review and approval process or by resolution on an as needed basis.
 - b. Each reserve will be outlined in a schedule attached to this policy and will outline the following:
 - i. Type of Reserve (Operating or Capital).
 - ii. Reserve Name.
 - iii. Purpose of the Reserve.
 - iv. Source of Funding.
 - v. Minimum/Maximum Limits (if applicable).
 - vi. Application.

2. Transfers to or from reserves shall be authorized for use as per the Financial Reserves Policy schedule and approved by Council.
3. Budgeted release of reserves will occur at the financial year end and will be administered by the Corporate Services Manager.
4. Reserves shall be funded from either internal or external resources as defined in the Reserve Schedules.

DRAFT

Reserve Policy – Schedule A-1

Type: Operating

Name: General Reserve

Purpose: To provide funding for non-recurring/one-time operating expenditures or transfers to capital that will not be built into the base-operating budget in future years.

Source of Funding: a) An annual contribution as determined by Council.
b) Transfers from annual unexpected surplus.
c) Other sources as approved by Council.

Targets →

Minimum Limit: 5% of the annual municipal operating budget.

Maximum Limit: 35% of the annual municipal operating budget.

Application: Funds from this reserve can be used for increased or unplanned operating costs or for transfers to capital.

Reserve Policy – Schedule A-2

Type:	Operating
Name:	Community Services
Purpose:	Funds allocated for Community Services programs such as Karing for Kids, Roots of Empathy, etc.
Source of Funding:	a) Received by organizations servicing the Community Services programs in our community. b) Donations.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve are allocated towards the Community Services reserves. Karing for Kids: \$2,755 Roots of Empathy: \$1,662

Reserve Policy – Schedule A-3

Type:	Operating
Name:	Facility Infrastructure Reserve
Purpose:	To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects.
Source of Funding:	a) Annual operating budget surplus' from Repairs and Maintenance operating budget or, b) Other sources as approved by Council.
Target →	
Minimum Limit:	NA
Maximum Limit:	NA
Application:	Funds from this reserve will be used for unplanned significant operational building repairs and/or maintenance or transfers to capital to fund facility infrastructure capital projects.

Reserve Policy – Schedule A-4

Type: Operating

Name: Parks & Recreation

Purpose: To provide funding for budgeted or unexpected expenditures for parks and recreation operation.

Source of Funding: a) Surplus from the Sturgeon County Recreation Grant

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve are to be used for parks and recreation operational purposes.

Reserve Policy – Schedule A-5

Type: Operating

Name: Protective Services (COPS)

Purpose: To hold funding allocated for the Citizens on Patrol group in the Town.

Source of Funding: a) Funds received from the COPS organization.
b) Other sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be held until such time as the Citizens on Patrol organization resumes and requests the funds.

Reserve Policy – Schedule A-6

Type: Operating

Name: Snow Removal Reserve

Purpose: To provide funding for unexpected increases in requirements to municipal snow removal services based on winter conditions and approved Council levels of service. In addition, funds can be used for transfers to capital to purchase snow removal related equipment.

Source of Funding: a) Surplus funds remaining in the snow removal operating budget at the end of fiscal year.
b) Other sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for unexpected increases or overages in the snow removal budget, based on conditions for the seasons and levels of service. Funds can also be transferred to capital for the purchase of snow removal equipment.

Reserve Policy – Schedule B-1

Type: Capital

Name: Gateway Plan Reserve

Purpose: To provide funding for operating or transfers to capital to enhance or facilitate community development at the gateway, including but not limited to economic development.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for expenditures related to the gateway development, or other community development and economic development projects approved by Council.

Reserve Policy – Schedule B-2

Type: Capital

Name: Fleet & Equipment Reserve

Purpose: To provide funding for the purchase of new and/or replacement vehicles and equipment identified in capital budgets as well as providing matching funds for other provincial and federal grants that may arise.

Source of Funding: a) A budgeted annual contribution.
b) Annual unexpected surplus funds as transferred by Council.
c) Other sources as approved by Council.

Target →

Minimum Limit: Current year's capital budget for fleet and equipment replacement.

Maximum Limit: Total of the budget/plan for fleet and equipment replacement.

Application: Funds from this reserve will be used for Town owned fleet and equipment that is approved by Council. In addition, funds may be utilized for vehicles and equipment funded under a provincial or federal program where matching funds are required.

Reserve Policy – Schedule B-3

Type:	Capital
Name:	Parks, Recreation, and Culture
Purpose:	To provide funding for the purchase of new and/or replacement capital items for parks, recreation, and culture as identified in capital budget, as well as provide matching funds for any provincial, federal, or other grants that may arise.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for parks, recreation, and culture items.
Maximum Limit:	Total of the capital budget/plan for parks, recreation, and culture projects.
Application:	Funds from this reserve will be used for capital items for parks, recreation, and culture facilities (e.g. arena, library). In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-4

Type:	Capital
Name:	Protective Services – Fire Reserve
Purpose:	To provide funding for the replacement of fire hydrants within the Town.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget for the fire hydrant replacement program.
Maximum Limit:	Total of the budget/plan for the fire hydrant replacement program.
Application:	Funds from this reserve will be used for the management of the fire hydrant replacement program as approved by Council.

Reserve Policy – Schedule B-5

Type:	Capital
Name:	Sewer System Projects
Purpose:	To provide funding for sewer capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget sewer projects.
Maximum Limit:	Total of the expected costs of sewer line replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for sewer related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-6

Type:	Capital
Name:	Storm Water System Projects
Purpose:	To provide funding for storm water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget storm water projects.
Maximum Limit:	Total of the expected costs of storm water management within the Town's asset management program.
Application:	Funds from this reserve will be used for storm water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-7

Type: Capital

Name: Transportation Projects

Purpose: To provide funding for transportation capital projects identified in the capital budget and plans as well as providing matching funds for any provincial, federal, or other grants that may arise.

Source of Funding: a) A budgeted annual contribution.
b) Annual unexpected surplus funds as transferred by Council.
c) Other sources as approved by Council.

Target →

Minimum Limit: Current year's capital budget transportation projects.

Maximum Limit: Total of the capital budget/plan for transportation projects.

Application: Funds from this reserve will be used for transportation (roads, trails, etc.) related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

Reserve Policy – Schedule B-8

Type: Capital

Name: Veteran's Park Reserve

Purpose: To provide funding for capital replacement projects for Veteran's Park.

Source of Funding: a) Sources as approved by Council.

Target →

Minimum Limit: NA

Maximum Limit: NA

Application: Funds from this reserve will be used for capital replacement projects for the Veteran's Park, including but not limited to flag poles.

Reserve Policy – Schedule B-9

Type:	Capital
Name:	Water System Projects
Purpose:	To provide funding for water capital projects identified in the capital budget and plans.
Source of Funding:	a) A budgeted annual contribution. b) Annual unexpected surplus funds as transferred by Council. c) Other sources as approved by Council.
Target →	
Minimum Limit:	Current year's capital budget water projects.
Maximum Limit:	Total of the expected costs of waterline replacement within the Town's asset management program.
Application:	Funds from this reserve will be used for water related capital projects. In addition, funds may be utilized for matching funds for provincial, federal, or other grant programs.

TOWN OF BON ACCORD

Mayor Report – for period September 17 – November 12, 2025

September 17, 2025	Attended Community Services Advisory Board Quarterly Meeting.
September 25, 2025	Chaired Special Meeting of Council. This meeting was in Closed Session.
October 2, 2025	Attended BloomCME Webinar (Creating Great Organizational Culture) All of Bloom's webinars are short and packed full of great information.
October 7, 2025	Chaired Regular Meeting of Council.
October 8, 2025	Attended BloomCME Webinar (Strategic Planning for Elected Officials)
October 9, 2025	Attended Roseridge Meeting. As there was a very short agenda with only one decision, we held our meeting virtually
October 16, 2025	Chaired Special Meeting of Council to appoint Bloom CME as Interim Chief Administrative Officer as well as cancel Munis 101 course as Bloom will cover the Orientation meeting.
October 22, 2025	Attended Bloom Webinar. (Budget Surplus and Deficit Policy)
October 25, 2025	Attended Spooktacular event in support of CSAB and their efforts to put this event together. This was a great event that was well attended. Lots of fun and scary costumes.
October 30, 2025	Attended Council Orientation and then later that day, attended Organizational Meeting.
November 4, 2025	Chaired Regular Meeting of Council
November 6, 2025	Attended Sturgeon Composite High School Awards Ceremony. Nice event. Well over \$200,000 in Scholarships were given to students.
November 7, 2025	Participated in Bon Accord Community School Remembrance Day Ceremony. I was honoured to be a Flag Bearer during the ceremony.
November 11, 2025	Attended Bon Accord Remembrance Day Ceremony
November 11, 2025	Traveled to Calgary for Alberta Munis Convention

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – Sept 11 – October 15, 2025

Sept 16, 2025	Attended the Regular Meeting of Council.
Sept 25, 2025	Attended the Homeland Housing Board Meeting. Attended the Special Meeting of Council.
Sept 26, 2025	Attended the Arrow Commission meeting. The 2026 Budget was reviewed, discussed and adopted. New rate information will be sent to stakeholders to allow for municipal budget planning.
Oct 2, 2025	Attended a virtual meeting with Interim CAO Duhamel.
Oct 7, 2025	Attended the last Regular Meeting of Council for the 2021 – 2025 term.
Oct 16, 2025	Attended the Homeland Housing Board meeting. Attended the Special Meeting of Council.

Oct 20, 2025	Gratefully re-elected in the Municipal Election for the 2025 – 2029 term.
Oct 30, 2025	Attended “Munis 101” orientation for council as legislated in the MGA (Municipal Government Act). Attended the Organizational Meeting of Council.
Nov 4, 2025	Attended the Regular Meeting of Council. I will be serving as Deputy Mayor for the first year of this term.
Nov 8, 2025	Represented the Town of Bon Accord at the Lilian Schick Remembrance Day service.
Nov 11, 2025	Attended the Remembrance Day service at Veterans’ Park.
Nov 12 – 14, 2025	Will be attending the AB Munis’ Convention. This conference is always packed full of pertinent educational topics. It is also a great chance to make connections with other municipal leaders as well as a chance to talk with Provincial Leaders and Ministers.

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period October 30 – November 11

October 30, 2025 Attended orientation for Council
 Attended Organizational meeting of Council

November 4, 2025 Attended Regular Meeting of Council

November 11, 2025 Attended Remembrance Day Services at Veterans' Park in Bon Accord

Note: Have been spending time familiarizing myself with Roberts' Rules and reading the "Now That You're Elected" handbook I received from Councillor Bidney.

Cindy Gallant
Councillor
Town of Bon Accord

TOWN OF BON ACCORD*Councillor Report - Sept 10-Nov 14, 20225*

September 16-19, 2025	Attended CRNWSC (Capital Regional Northeast Water Service Commission) conference. This was a very informative conference. Attended EPCOR EL Smith Water Treatment Plant & kīsikāw pīsim solar farm tour and attended half a dozen workshops
September 22, 2025	Attended CRNWSC (Capital Regional Northeast Water Service Commission)
September 25, 2025	Attended the Special Meeting of Council.
October 02, 2025	Attended Zoom Meeting -Tim Duhamel - recruitment
October 02, 2025	Attended Agenda review
October 03, 2025	Legal Arena grand opening. This a good show of what a community can accomplish. It was good to see. This was a great benefit to the community
October 7, 2025	Attended Regular Meeting of Council
October 14, 2025	Attended CRNWSC (Capital Regional Northeast Water Service Commission)
October 16, 2025,	Attended the Special Meeting of Council.
October 20, 2025	re-elected in the Municipal Election to council
October 30, 2025	Attended orientation for Council
October 30, 2025	Attended Organizational Meetings for Council.
November 4, 2025	Attended Regular Meetings of council.
November 11, 2025	Honored to Attended the Remembrance Day service at Veterans' Park.
November 11-14, 2025	Attended the Alberta Munis Conference in Calgary Munis always looking forward in network with other elected officials' discussion about similar problems and solutions.

Timothy LARSON
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – September 17 – November 12, 2025

September 17, 2025	Attended Strategic Thinking Bloom Webinar.
September 25, 2025	Attended ARB Hearing meeting.
September 25, 2025	Attended Special Meetings of Council.
September 26, 2025	Attended NLLS (Northern Lights Library Meeting).
October 2, 2025	Attended Recruitment Process Q and A.
October 10, 2025	Attended Catalis Meeting CRASC.
October 20, 2025	Re-elected to council.
October 28, 2025	Attended Bloom Webinar for Budget Surplus and Deficit.
October 30, 2025	Attended Council Orientation.
October 30, 2025	Attended Organizational Meetings for Council.
November 4, 2025	Attended Regular Meetings of council.

Note: Any additional information for report

Tanya May
Councillor
Town of Bon Accord

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Congratulations from Minister Williams, Minister of Municipal Affairs
Date: November 5, 2025 2:39:36 PM
Attachments: [0034 Town of Bon Accord.pdf](#)

From: Municipal Information Services <ma.updates@gov.ab.ca>
Sent: Wednesday, November 5, 2025 9:53 AM
To: Tim Duhamel <cao@bonaccord.ca>
Subject: Congratulations from Minister Williams, Minister of Municipal Affairs

Good Morning,

Please see the attached congratulatory letter and [video](#) from Minister Williams, Minister of Municipal Affairs. You're welcome to share both this letter and video with your teams.

Video link: <https://youtu.be/xwORtg5rUqw>

Thank you.

Classification: Protected A



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Peace River

AR120370

November 4, 2025

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

Dear Mayor Holden and Council:

My sincere congratulations on your election to municipal office for the Town of Bon Accord. I commend you for stepping forward to represent your community. I am sure you will uphold the trust placed in you by your electorate to serve your community with diligence and to the best of your ability.

Urban municipalities are at the forefront of innovation, economic development, and service delivery. As Alberta's villages, towns, and cities continue to grow and diversify, your leadership will be instrumental in advancing strategic priorities such as sustainable infrastructure, public safety, housing, and inclusive community development.

I look forward to working with you to support the Town of Bon Accord's success through funding programs, legislative guidance, and collaborative initiatives that strengthen local infrastructure, public services, and community resilience. Strong, safe, and sustainable municipalities contribute to the success and future of our province.

Thank you for your dedication to public service. I look forward to working together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Williams'.

Dan Williams, ECA
Minister of Municipal Affairs

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Request Letter of Support - Water For Life Grant Application
Date: November 5, 2025 2:43:31 PM
Attachments: [2025 Support Letter - Water for Life Grant - CRNWSC.docx](#)

From: Gene Sobolewski <sobo5021@outlook.com>
Sent: Wednesday, November 5, 2025 12:16 PM
To: Tim Duhamel <cao@bonaccord.ca>; Eric Lowe <elowe@gibbons.ca>; Sadie Miller <smiller@fortsask.ca>; Jason Casault <Jason.Casault@strathcona.ca>; Ken VanBuul <kvanbuul@redwater.ca>; Jeffrey Yanew <jyanew@sturgeoncounty.ca>; Gord Cebryk <gcebryk@sturgeoncounty.ca>; Al Harvey <mgr@jsbrwc.ca>; Brenda Adamson <badamson@smokylakecounty.ab.ca>; Dave Franchuk (<dfranchuk@smokylakecounty.ab.ca>) <dfranchuk@smokylakecounty.ab.ca>; Rhonda KING <ace.regional.water@gmail.com>
Cc: Chris Parfitt <parfittc@ae.ca>
Subject: Request Letter of Support - Water For Life Grant Application

Good morning,

As you may be aware, the CRNWSC transmission system is comprised of the North pipeline, which is a 900/750 mm PCCP (pre-stressed concrete cylinder pipe) constructed in 1980, a South Pipeline, which is a 400 mm steel pipe constructed in 1970 and the 1.5 million gallon (6,800 m³) storage/balancing reservoir. In 1980, the south pipeline capacity was seen as insufficient to supply the required 25 year water demands so the north pipeline was designed to carry a greater flow of water so that the combined flow of the north and south pipelines would meet the anticipated demands calculated at that time.

The south pipeline remains as an integral part of the system as it subsidizes peak flow demands and provides approximately 25% of total flow redundancy when the PCCP pipe is required to be shut down for repairs or replacement.

Prestressed Concrete Cylinder Pipe (PCCP) consists of a concrete core, a thin steel cylinder, high tensile prestressed wires, and a mortar coating. The concrete core is the main structural load-bearing component with the steel cylinder acting as a water barrier between concrete layers. The prestressed wires offset tensile stresses in the pipe, and the mortar coating protects the prestressed wires from physical damage and external corrosion. At the time, this pipe was seen as a viable (cheaper) alternative to steel pipe for large pipe diameters. Over time, PCCP pipe constructed in this era have been shown to have two significant weaknesses:

- The pipe joints deteriorate over time and leak, resulting in further distress to the pipe and pipe bedding, and,
- The mortar is a non-elastic and brittle material, resulting in cracking, which exposed the prestressed wire to water and caustic soil conditions, and/or,
- The separation of the mortar from the steel cylinder, exposing the steel to corrosion from the water.

To repair a pipe joint on the 900/750 mm pipe involves the use of expensive couplers, removal of one or two sections of pipe and replacement with equivalent diameter PVC pipe.

The CRNWSC system is essentially a single artery pipe system to supply water to customers, with limited redundancy. The PCCP pipe constructed in this era in Canada is demonstrating that the life expectancy of the pipe rapidly accelerates as the frequency of joint (and pipe) failures increase.

The mission and values of the CRNWSC is to provide the utmost in reliability in the supply of water to our members and customers. The PCCP pipe is now being viewed as an increasing risk and impediment to reliability of supply. The CRNWSC serves a large area and population in Alberta, with the potential of doubling this service over the next 20 to 30 years and is uniquely positioned to secure funding from the Water-For-Life program to ensure that Albertans served by the Commission always have secure and safe drinking water. Bearing this in mind, the purpose of the feasibility study will be to:

- reviewing our options for the likelihood of needing to replace the PCCP pipe within 15 to 20 years,
- develop the sizing of the pipe to service the increasing needs of customer growth over the next 50 to 75 years (life cycle of pipe)
- develop a possible route for the new pipe
- provide a cost estimate and breakdown of likely subsidies available from the Water-For-Life program
- explore the possibility of using the cavity of the “old” PCCP pipe to insert a pipe to provide increased redundancy to the Online Reservoir.
- Engage all stakeholders throughout the process of the feasibility study to ensure their future needs are met.

As part of the Water-For-Life application, we require letters of support for the project by our members and customers. Attached is a sample letter to be copied and pasted to your letterhead for signature. The highlighted areas require to be completed individually. Once signed, please return the letter as a pdf to the undersigned for enclosure in the application. The application is required to be submitted to the Province prior to November 30, 2025, therefore we ask that your letter of support be received no later than November 21, 2025.

Thank you for your cooperation in this important project.

Gene

	Gene Sobolewski, C.E.T. CEO and Commission Manager CRNWSC
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Insert Date, 2025

To whom it may concern,

**Re: Letter of Support - Capital Region Northeast Water Services
Commission Grant Application**

On behalf of the Customer/Member Name, I am writing to express our strong support for the grant application being prepared by the Capital Region Northeast Water Services Commission (CRNWSC) for a feasibility study to explore the potential of construction of a water transmission main to replace the aging Prestressed Concrete Cylinder Pipe (PCCP) to service our existing members and customers.

The CRNWSC believes that participating in this feasibility study is a critical first step towards securing a reliable water source for our community/Commission and we are committed to supporting these efforts with the CRNWSC.

We look forward to your favorable response and are excited about the prospect of working together. Please feel free to contact me if you have any questions or require further information.

Thank you for your consideration and support.

Sincerely,

From: [Jessica Spisak](#)
To: [Jessica Spisak](#)
Subject: FW: Invitation to Participate - Morinville's 2025 Lite Up the Nite Parade
Date: November 13, 2025 3:11:10 PM
Attachments: [Outlook-Logo_como.png](#)

From: Megan Brake <megan.brake@morinville.ca>

Sent: Thursday, November 13, 2025 2:20 PM

Subject: Invitation to Participate - Morinville's 2025 Lite Up the Nite Parade

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

Dear Mayor and Council,

On behalf of Mayor Boersma and Morinville Town Council, we are pleased to invite your Council to participate in **Morinville's 2025 Lite Up the Nite Parade** taking place on **Saturday, November 29 at 5:30 p.m.**

We would be delighted to see our surrounding communities join us in kicking off the holiday season. Your participation adds to the spirit of regional collaboration and helps make this annual event truly special for our residents.

To participate, please complete the online submission form by **November 26** at:

www.engagemorinville.ca

If you have any questions or require assistance with your submission, please feel free to contact us.

We hope to celebrate with you at this year's parade!

Warm regards,

Mayor Boersma and Council invite you to participate in:

**Morinville's 2025
Lite Up the Nite Parade**

on Saturday, November 29 at 5:30 p.m.

We would love to see our surrounding communities help us
kick off the holiday season by joining us for this wonderful event!

**2025
Lite
the Nite
Christmas Festival**
Presented by Shoppers Drug Mart

Morinville

To participate, complete the online submission form by November 26:
www.engagemorinville.ca



Megan Brake
Executive Assistant
T. 780-939-7853 | megan.brake@morinville.ca
www.morinville.ca