

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

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** October 6, 2026; Organizational Meeting (enclosure)
 - 3.2.** October 6, 2026; Regular Council Meeting (enclosure)
- 4. DELEGATION**
 - 4.1.** 9:05 A.M. Karen Mann and Sgt. Susie Pestana – Sturgeon County Protective Services Q3 Report (enclosure)
- 5. DEPARTMENTS REPORT**
 - 5.1.** October 2026 (enclosure)
 - 5.2.** Financial Report – Operating, September (enclosure)
 - 5.3.** Financial Report – Capital, September (enclosure)
 - 5.4.** September Bank Reconciliation (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1.** 2026-2027 Council Committee Appointment (enclosure)
 - 6.2.** Organizational Meeting Date Changes (enclosure)
- 7. NEW BUSINESS**
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1.** 2026-06 Cemetery Bylaw – 2nd and 3rd Readings (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1.** Mayor Holden (enclosure)
 - 10.2.** Deputy Mayor Gallant (enclosure)
 - 10.3.** Councillor Bidney (enclosure)
 - 10.4.** Councillor May (enclosure)
- 11. CORRESPONDENCE**
 - 11.1.** Bon Accord Community School – Remembrance Day Ceremony Invitation (enclosure)
 - 11.2.** Gibbons Legion – Remembrance Day Ceremony Invitation (enclosure)
- 12. CLOSED SESSION**

Town of Bon Accord
AGENDA
Regular Council Meeting
October 20, 2026, 9:00 a.m. in Council Chambers
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- 12.1.** Enforcement Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials
- 12.2.** SREMP Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials
- 12.3.** Bon Accord Arena – Emergency Evacuation Centre Agreement – ATIA Section 26 Disclosure harmful to intergovernmental relations and Section 29 Advice from officials
- 12.4.** Notice of Mediation – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 32 Privileged information

13. ADJOURNMENT

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

**COUNCIL
PRESENT**

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

ADMINISTRATION

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR GALLANT MOVED THAT Council adopt the agenda for the October 6, 2026, Organizational Meeting, as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-218

APPOINTMENT OF DEPUTY MAYOR

Councillor Gallant was sworn into office as Deputy Mayor for the Town of Bon Accord.

NEW BUSINESS

2027 Council Meeting Schedule

COUNCILLOR LARSON MOVED THAT Council approves the 2027 Regular Meeting of Council Schedule as amended with all evening meetings at 4:15 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-219

2026-2027 Council Appointments to Boards, Commissions, and Committees

COUNCILLOR MAY MOVED THAT Council approves the 2026-2027 Council Appointments to Boards, Commissions and Committees as amended.

CARRIED UNANIMOUSLY RESOLUTION 26-220

COUNCILLOR LARSON MOVED THAT Council appoints Tanya May to the Bon Accord Public Library Board for a term expiring October 31, 2027.

CARRIED UNANIMOUSLY RESOLUTION 26-221

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the October 6, 2026, Organizational Meeting adjourn at 5:22 p.m.

Town of Bon Accord
Organizational Meeting of Council Minutes
October 6, 2026, 5:00 p.m.
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CARRIED UNANIMOUSLY RESOLUTION 26-222

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

DRAFT

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

**COUNCIL
PRESENT**

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

ADMINISTRATION

Bill Rogers – Chief Administrative Officer
Falon Fayant – Corporate Services Manager
Donna Hill – Health and Safety Advisor
Jessica Spaidal – Legislative Services & Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

There were no objections to Deputy Mayor Gallant adding item 7.6 Personnel.

COUNCILLOR MAY MOVED THAT Council adopt the October 6, 2026, agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 26-223

PROCLAMATIONS

*Small Business Week
Fire Prevention Week*

ADOPTION OF MINUTES

September 15, 2026; Regular Council Meeting

COUNCILLOR LARSON MOVED THAT Council adopts the September 15, 2026; Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-224

September 30, 2026; Committee of the Whole Meeting

COUNCILLOR BIDNEY MOVED THAT Council adopts the September 30, 2026; Committee of the Whole Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-225

NEW BUSINESS

ATCO Franchise Fees

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

COUNCILLOR MAY MOVED THAT Council supports no change to the ATCO franchise fees for 2027.

CARRIED UNANIMOUSLY RESOLUTION 26-226

Fortis Franchise Fees

COUNCILLOR LARSON MOVED THAT Council supports no change to the Fortis franchise fees for 2027.

Councillor May requested a recorded vote.

In Favour: Mayor Holden, Deputy Mayor Gallant, Councillor Bidney, and Councillor Larson

Opposed: Councillor May

CARRIED RESOLUTION 26-227

Holiday Closure 2026

COUNCILLOR MAY MOVED THAT Council approves Option 3, as is, for the holiday closure 2026.

CARRIED UNANIMOUSLY RESOLUTION 26-228

Truth and Reconciliation Day Holiday Designation

COUNCILLOR LARSON MOVED THAT Council approve September 30 of each year – National Day for Truth and Reconciliation – as a municipal holiday in the Town of Bon Accord and direct administration to update the Town Facilities Policy and other applicable policies as necessary.

CARRIED UNANIMOUSLY RESOLUTION 26-229

Capital Region Assessment Services Commission New Member Request

DEPUTY MAYOR GALLANT MOVED THAT Council approve the new member request from the Summer Village of Sunrise Beach to join the Capital Region Assessment Services Commission.

CARRIED UNANIMOUSLY RESOLUTION 26-230

Personnel

DEPUTY MAYOR GALLANT MOVED THAT Council award to employees a day off in lieu for the National Day for Truth and Reconciliation that they worked on September 30, 2026.

Councillor May requested a recorded vote.

In Favour: None

Opposed: Mayor Holden, Deputy Mayor Gallant, Councillor Bidney, Councillor May, and Councillor Larson.

DEFEATED RESOLUTION 26-231

BYLAWS/POLICIES/AGREEMENTS

Health and Safety Policy

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

COUNCILLOR MAY MOVED THAT Council approve the Health and Safety Policy, as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-232

2026-06 Cemetery Bylaw

COUNCILLOR LARSON MOVED THAT Council gives first reading to 2026-06 Cemetery Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-233

CORRESPONDENCE

Go East of Edmonton – Request for Letter of Support

DEPUTY MAYOR GALLANT MOVED THAT Council ratifies the letter of support that was sent to Go East of Edmonton.

CARRIED UNANIMOUSLY RESOLUTION 26-234

Town of Morinville – Lite Up the Nite Christmas Festival Parade Invitation

COUNCILLOR MAY MOVED THAT Council directs administration to register Mayor Holden, Deputy Mayor Gallant, Councillor May and Councillor Larson for the Morinville Lite Up the Nite Parade.

CARRIED UNANIMOUSLY RESOLUTION 26-235

Town of Bruderheim – Oktoberfest Parade Invitation

COUNCILLOR LARSON MOVED THAT Council declines the invitation to attend the Bruderheim Oktoberfest Parade.

CARRIED UNANIMOUSLY RESOLUTION 26-236

Lilian Schick School – Remembrance Day Ceremony Invitation

DEPUTY MAYOR GALLANT MOVED THAT Council directs administration to RSVP Councillor Larson for the Lilian Schick School Remembrance Day Ceremony.

CARRIED UNANIMOUSLY RESOLUTION 26-237

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the October 6, 2026, Regular Meeting of Council adjourn at 6:59 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-238

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

SERVICE TRACKING

REPORTING PERIOD: **2026-07-01 to 2026-09-30**

MUNICIPALITY: **BON ACCORD**

EVENT	START/END	HOURS	MUNICIPALITY	ACTIVITY	LINKED REPORT INCIDENT TYPE	NOTES
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TYPE: **7 HRS PER WEEK**

1	2026-07-01 09:30:00 2026-07-01 09:45:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Follow up for Proactive file # 2026-206-0018
2	2026-07-01 12:55:00 2026-07-01 13:10:33	0.26	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
3	2026-07-02 08:30:00 2026-07-02 09:00:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
4	2026-07-02 08:30:00 2026-07-02 10:00:00	1.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Ticket for speeding 30 over. Traffic Enf, paperwork.
5	2026-07-02 11:35:00 2026-07-02 12:20:00	0.75	BON ACCORD	COMPLAINT - BYLAW		Dog barking complaint / feces in yard/ unsightly
6	2026-07-03 09:55:00 2026-07-03 10:25:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		No violations observed.
7	2026-07-05 19:33:00 2026-07-05 19:48:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
8	2026-07-06 07:28:00 2026-07-06 07:43:00	0.25	BON ACCORD	COMPLAINT - BYLAW		Follow up on unsightly 2026-206-0025
9	2026-07-06 18:48:00 2026-07-06 19:48:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		1 stop sign VT : A19137296J hand written ticket.
10	2026-07-07 13:00:00 2026-07-07 15:00:00	2.00	BON ACCORD	COMMUNITY ENGAGEMENT		Bike Rodeo
11	2026-07-07 13:00:00 2026-07-07 15:00:00	2.00	BON ACCORD	COMMUNITY ENGAGEMENT		Bicycle Rodeo with Fire / Brandi Gray / Jenn Penner / AHS : Hockey rink parking lot
12	2026-07-08 09:44:00 2026-07-08 09:44:00	0.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
13	2026-07-08 11:30:00 2026-07-08 13:05:00	1.58	BON ACCORD	COMPLAINT - BYLAW		
14	2026-07-08 13:05:00 2026-07-08 14:15:00	1.17	BON ACCORD	COMPLAINT - TRAFFIC		
15	2026-07-08 15:30:00 2026-07-08 16:30:00	1.00	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		file 2026-206-0056
16	2026-07-09 06:23:00 2026-07-09 06:23:00	0.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
17	2026-07-09 07:53:00 2026-07-09 08:08:00	0.25	BON ACCORD	COMPLAINT - BYLAW		2026-206-0025

18	2026-07-09 10:17:00 2026-07-09 10:32:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Traffic Violation E04144700P issued for failing to obey TCD
19	2026-07-09 16:30:00 2026-07-09 16:45:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		checked on grass file 2026-206-0056
20	2026-07-14 10:35:00 2026-07-14 10:50:00	0.25	BON ACCORD	COMPLAINT - BYLAW		Chicken complaint
21	2026-07-16 07:15:00 2026-07-16 08:00:00	0.75	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Town patrol. No violations observed.
22	2026-07-16 10:45:00 2026-07-16 11:45:00	1.00	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		4742 51 avenue follow up
23	2026-07-17 15:45:00 2026-07-17 16:45:00	1.00	BON ACCORD	COMPLAINT - BYLAW		Abandoned vehicle file
24	2026-07-18 13:04:00 2026-07-18 13:19:00	0.25	BON ACCORD	COMPLAINT - BYLAW		2026-206-0025 follow up
25	2026-07-18 13:19:00 2026-07-18 13:34:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
26	2026-07-19 08:45:00 2026-07-19 10:00:00	1.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Windstorm overnight, trees down around town, assisted fire w/ suspected B&E but was not a B&E. RCMP attended and cleared house.
27	2026-07-19 11:30:00 2026-07-19 12:00:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
28	2026-07-19 13:30:00 2026-07-19 14:15:00	0.75	BON ACCORD	PAPERWORK		2026-206-0093 created while 10-78
29	2026-07-19 15:00:00 2026-07-19 16:01:00	1.02	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		E02453791B
30	2026-07-19 16:00:00 2026-07-19 16:30:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		A19137322J - 167(1)(C) tsa
31	2026-07-19 16:10:00 2026-07-19 17:10:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		2 traffic stops - speeding 49 KM/HR over speed limit/ 34 KM/HR over speed limit
32	2026-07-20 06:00:00 2026-07-20 06:30:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		No violations
33	2026-07-20 06:30:00 2026-07-20 07:00:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Town patrol. Lots of down trees from storm
34	2026-07-20 06:45:00 2026-07-20 07:00:00	0.25	BON ACCORD	COMPLAINT - BYLAW		Follow up for two files
35	2026-07-20 08:00:00 2026-07-20 08:15:00	0.25	BON ACCORD	PAPERWORK		Paper work for abandoned vehicle in Bon Accord
36	2026-07-21 10:57:53 2026-07-21 11:27:53	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
37	2026-07-22 07:00:00 2026-07-22 07:15:00	0.25	BON ACCORD	COMPLAINT - BYLAW		Follow up 2026-206-0025
38	2026-07-22 07:15:00 2026-07-22 07:30:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
39	2026-07-22 10:34:00 2026-07-22 10:49:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		

40	2026-07-22 19:00:00 2026-07-22 19:45:00	0.75	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Town patrol / file follow up
41	2026-07-23 06:00:00 2026-07-23 06:30:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
42	2026-07-23 06:05:00 2026-07-23 06:20:00	0.25	BON ACCORD	PAPERWORK		2026-206-0025 - file work/emails with Town/MGA order
43	2026-07-23 06:30:00 2026-07-23 07:00:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
44	2026-07-23 10:15:00 2026-07-23 10:30:00	0.25	BON ACCORD	COMPLAINT - BYLAW		2026-206-0025 - Service of another MGA order
45	2026-07-23 17:45:00 2026-07-23 18:00:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
46	2026-07-23 18:00:00 2026-07-23 18:15:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
47	2026-07-24 10:18:00 2026-07-24 10:33:00	0.25	BON ACCORD	COMPLAINT - BYLAW		2026-206-0025 - check on property and time from yesterday calling new COM on same complaint/ sending emails to Town
48	2026-07-24 11:00:00 2026-07-24 11:45:00	0.75	BON ACCORD	COMPLAINT - BYLAW		
49	2026-07-24 16:14:00 2026-07-24 16:50:13	0.60	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
50	2026-07-26 10:17:00 2026-07-26 10:17:00	0.00	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
51	2026-07-26 14:25:00 2026-07-26 15:25:00	1.00	BON ACCORD	COMMUNITY ENGAGEMENT		
52	2026-07-27 08:20:00 2026-07-27 08:29:00	0.15	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
53	2026-07-27 08:57:00 2026-07-27 10:00:00	1.05	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		E04208912P : 103 / 60 zone, out of province driver / Admin time to enter VT on MRF
54	2026-07-28 07:15:00 2026-07-28 08:30:00	1.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
55	2026-07-28 13:00:00 2026-07-28 13:30:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Vehicle stopped for fail to stop at stop sign. Warning issued
56	2026-07-28 13:30:00 2026-07-28 14:00:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
57	2026-07-29 14:50:00 2026-07-29 15:10:00	0.33	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
58	2026-07-29 19:46:00 2026-07-29 20:46:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
59	2026-07-30 09:57:00 2026-07-30 10:12:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
60	2026-07-30 12:15:00 2026-07-30 13:00:00	0.75	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		

61	2026-07-30 13:14:00 2026-07-30 13:59:59	0.77	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
62	2026-07-30 17:05:00 2026-07-30 18:05:00	1.00	BON ACCORD	COMMUNITY ENGAGEMENT		Pro active patrol
63	2026-07-30 18:10:00 2026-07-30 19:10:00	1.00	BON ACCORD	COMMUNITY ENGAGEMENT		
64	2026-08-02 08:20:00 2026-08-02 08:50:00	0.50	BON ACCORD	COMPLAINT - BYLAW		
65	2026-08-03 14:30:00 2026-08-03 15:30:00	1.00	BON ACCORD	COMMUNITY ENGAGEMENT		
66	2026-08-04 13:43:00 2026-08-04 13:58:00	0.25	BON ACCORD	COMPLAINT - BYLAW		2026-206-0025 follow up
67	2026-08-04 13:58:00 2026-08-04 14:13:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
68	2026-08-04 14:50:00 2026-08-04 15:20:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
69	2026-08-05 14:00:00 2026-08-05 15:00:00	1.00	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
70	2026-08-05 20:06:00 2026-08-05 20:21:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
71	2026-08-07 07:45:00 2026-08-07 08:15:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
72	2026-08-07 08:15:00 2026-08-07 08:45:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
73	2026-08-07 09:23:00 2026-08-07 09:53:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
74	2026-08-08 12:00:00 2026-08-08 13:15:00	1.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
75	2026-08-09 10:30:00 2026-08-09 11:30:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Traffic and town patrol
76	2026-08-10 09:17:00 2026-08-10 09:32:00	0.25	BON ACCORD	COMPLAINT - BYLAW		
77	2026-08-10 14:27:00 2026-08-10 14:57:00	0.50	BON ACCORD	COMPLAINT - BYLAW		
78	2026-08-11 14:54:00 2026-08-11 15:42:00	0.80	BON ACCORD	COMPLAINT - TRAFFIC	TRAFFIC BYLAW - PARK OVER 4800 KG VEHICLE	
79	2026-08-11 15:42:00 2026-08-11 16:26:13	0.74	BON ACCORD	COMPLAINT - TRAFFIC	TRAFFIC BYLAW - UNATTACHED TRAILER	
80	2026-08-12 14:45:00 2026-08-12 16:30:00	1.75	BON ACCORD	COMPLAINT - BYLAW		
81	2026-08-13 15:30:00 2026-08-13 16:00:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
82	2026-08-13 17:30:00 2026-08-13 17:45:00	0.25	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
83	2026-08-13 19:00:00 2026-08-13 20:00:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		x1 speeding ticket Hwy 28, 108 in a 60 zone.
84	2026-08-14 07:19:00 2026-08-14 08:04:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		1 TRAFFIC STOP
85	2026-08-14 17:25:00 2026-08-14 18:40:00	1.25	BON ACCORD	COMMUNITY ENGAGEMENT		

86	2026-08-17 06:45:00 2026-08-17 07:30:00	0.75	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
87	2026-08-18 09:15:00 2026-08-18 10:00:00	0.75	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
88	2026-08-19 07:25:00 2026-08-19 08:05:00	0.67	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
89	2026-08-19 08:08:00 2026-08-19 08:31:00	0.38	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		E02453931B : 92/60 ZONE HWY 28
90	2026-08-19 13:05:00 2026-08-19 13:23:00	0.30	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		No issues observed.FK
91	2026-08-19 19:15:00 2026-08-19 19:45:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
92	2026-08-20 08:40:00 2026-08-20 09:10:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
93	2026-08-20 09:15:00 2026-08-20 10:15:00	1.00	BON ACCORD	COMMUNITY ENGAGEMENT		Patrol conducted, no issues observed. Concluded. FK
94	2026-08-20 20:03:00 2026-08-20 20:33:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
95	2026-08-20 20:25:00 2026-08-20 21:25:00	1.00	BON ACCORD	COMPLAINT - BYLAW		
96	2026-08-20 22:25:00 2026-08-20 22:55:00	0.50	BON ACCORD	COMPLAINT - BYLAW		
97	2026-08-21 11:00:00 2026-08-21 11:15:00	0.25	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
98	2026-08-21 15:25:00 2026-08-21 16:25:00	1.00	BON ACCORD	PAPERWORK		
99	2026-08-21 17:44:00 2026-08-21 18:14:00	0.50	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
100	2026-08-23 16:53:00 2026-08-23 17:08:00	0.25	BON ACCORD	COMPLAINT - BYLAW		
101	2026-08-24 07:40:00 2026-08-24 07:55:00	0.25	BON ACCORD	COMPLAINT - BYLAW		follow up 2026-206-0208
102	2026-08-24 07:55:00 2026-08-24 08:10:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
103	2026-08-24 11:06:00 2026-08-24 11:51:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Patrol conducted, no issues observed.FK
104	2026-08-24 18:30:00 2026-08-24 19:00:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
105	2026-08-25 09:54:00 2026-08-25 10:54:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		No issues observed. FK.
106	2026-08-25 11:21:00 2026-08-25 11:36:00	0.25	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
107	2026-08-25 11:36:00 2026-08-25 11:51:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
108	2026-08-25 16:30:00 2026-08-25 17:15:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
109	2026-08-26 14:15:00 2026-08-26 15:15:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		E02453986B STOP SIGN VIOLATION TICKET
110	2026-08-26 16:14:00 2026-08-26 16:44:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		

111	2026-08-27 09:36:00 2026-08-27 10:06:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
112	2026-08-27 16:37:00 2026-08-27 17:07:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
113	2026-08-29 10:30:00 2026-08-29 10:45:00	0.25	BON ACCORD	COMPLAINT - BYLAW		
114	2026-08-31 08:40:00 2026-08-31 09:55:00	1.25	BON ACCORD	COMPLAINT - BYLAW		
115	2026-08-31 11:40:06 2026-08-31 12:10:06	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
116	2026-09-01 13:25:00 2026-09-01 13:55:00	0.50	BON ACCORD	COMPLAINT - BYLAW		
117	2026-09-01 13:30:00 2026-09-01 14:00:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
118	2026-09-02 08:00:00 2026-09-02 09:00:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Back to school traffic enforcement!
119	2026-09-03 07:30:00 2026-09-03 08:00:00	0.50	BON ACCORD	PAPERWORK		
120	2026-09-03 08:00:00 2026-09-03 08:30:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
121	2026-09-04 11:00:00 2026-09-04 11:45:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
122	2026-09-05 11:30:00 2026-09-05 13:00:00	1.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		HEAVY LONG WEEKEND TRAFFIC - 2 STOP SIGN TICKETS ISSUED ON HWY 28 AT RR 240
123	2026-09-07 13:30:00 2026-09-07 14:34:00	1.07	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Sept long weekend traffic : 2 vt : speeding 98/60 zone / stop sign VT
124	2026-09-07 16:15:00 2026-09-07 16:45:00	0.50	BON ACCORD	PAPERWORK		Notes / file work for violation tickets issued in Bon Accord Sept 5th 2026.
125	2026-09-08 06:40:00 2026-09-08 07:40:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Conducted traffic enforcement no offences observed
126	2026-09-08 07:30:00 2026-09-08 08:30:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
127	2026-09-08 10:00:00 2026-09-08 11:00:00	1.00	BON ACCORD	COMPLAINT - TRAFFIC		Supporting Sturgeon Fire for gas leak on 51street in Bon Accord
128	2026-09-08 10:00:00 2026-09-08 11:00:00	1.00	BON ACCORD	COMPLAINT - TRAFFIC	ASSIST FIRE SERVICES; EMERGENCY RESPONSE	Assist fire with traffic control for gas leak.
129	2026-09-08 15:35:00 2026-09-08 15:50:00	0.25	BON ACCORD	COMPLAINT - TRAFFIC		
130	2026-09-08 15:50:00 2026-09-08 16:20:00	0.50	BON ACCORD	COMPLAINT - BYLAW		
131	2026-09-09 10:10:00 2026-09-09 11:10:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		Traffic Enforcement
132	2026-09-09 14:49:26 2026-09-09 15:04:26	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		

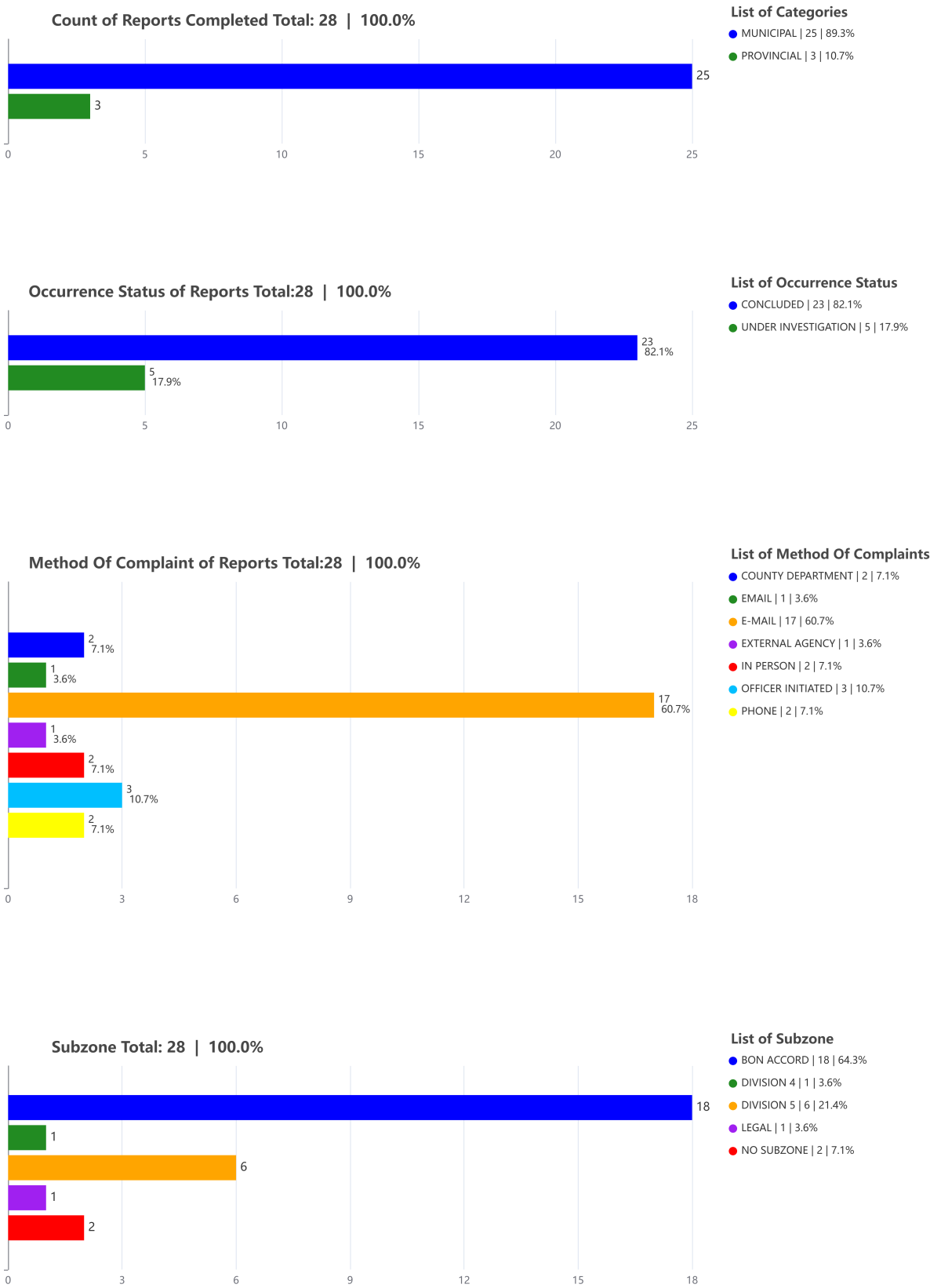
133	2026-09-09 16:11:00 2026-09-09 16:26:00	0.25	BON ACCORD	COMPLAINT - BYLAW		chicken file
134	2026-09-11 14:45:00 2026-09-11 15:30:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		traffic stop on hwy 28 for 95/60 zone, time added for paperwork on ticket - notes etc.
135	2026-09-13 12:12:00 2026-09-13 12:27:00	0.25	BON ACCORD	COMPLAINT - BYLAW	COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM	
136	2026-09-15 10:30:00 2026-09-15 11:00:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
137	2026-09-15 11:00:00 2026-09-15 12:30:00	1.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
138	2026-09-17 09:30:00 2026-09-17 10:15:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
139	2026-09-17 10:01:19 2026-09-17 10:31:19	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
140	2026-09-18 08:11:00 2026-09-18 08:41:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
141	2026-09-18 09:35:00 2026-09-18 10:20:00	0.75	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
142	2026-09-18 10:00:00 2026-09-18 10:15:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Sun, +15c. //
143	2026-09-18 10:15:00 2026-09-18 10:30:00	0.25	BON ACCORD	COMPLAINT - BYLAW		
144	2026-09-19 15:39:00 2026-09-19 16:24:00	0.75	BON ACCORD	PAPERWORK		
145	2026-09-20 20:01:00 2026-09-20 20:31:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Community Patrol
146	2026-09-21 10:33:00 2026-09-21 11:18:00	0.75	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		No issues observed.FK
147	2026-09-21 12:41:56 2026-09-21 13:11:56	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
148	2026-09-22 14:50:00 2026-09-22 15:05:00	0.25	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		Patrol conducted, x1 warning for speeding at Hwy 28.FK
149	2026-09-22 18:00:00 2026-09-22 18:30:00	0.50	BON ACCORD	PAPERWORK		
150	2026-09-23 09:55:00 2026-09-23 10:55:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		No issues observed.
151	2026-09-23 09:55:00 2026-09-23 10:55:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		No issues observed.FK
152	2026-09-23 12:09:59 2026-09-23 12:39:59	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
153	2026-09-24 09:10:00 2026-09-24 10:10:00	1.00	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
154	2026-09-25 08:28:00 2026-09-25 09:28:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		One violation issued during patrol
155	2026-09-25 10:37:00 2026-09-25 11:07:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
156	2026-09-25 16:20:00 2026-09-25 16:35:00	0.25	BON ACCORD	COMPLAINT - BYLAW		
157	2026-09-29 08:24:00 2026-09-29 08:54:00	0.50	BON ACCORD	PROACTIVE BYLAW ENFORCEMENT		
158	2026-09-29 09:10:00 2026-09-29 09:40:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		

159	2026-09-29 13:40:00 2026-09-29 14:10:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
160	2026-09-30 13:33:00 2026-09-30 14:33:00	1.00	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		
161	2026-09-30 17:22:00 2026-09-30 17:52:00	0.50	BON ACCORD	PROACTIVE TRAFFIC ENFORCEMENT		

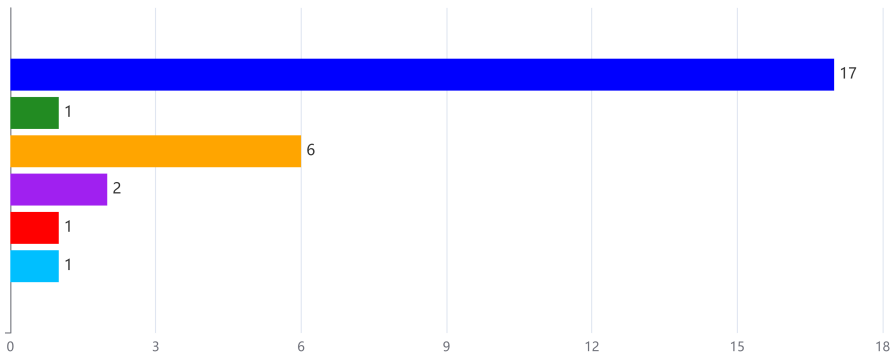
TYPE:

162	2026-07-08 08:24:00 2026-07-08 08:24:00	0.00	BON ACCORD	COMMUNITY ENGAGEMENT		
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TOTAL HOURS: 102.13				TOTAL EVENTS: 162		
7 HRS PER WEEK HOURS: 102.13				7 HRS PER WEEK PERCENTAGE: 100.0%		



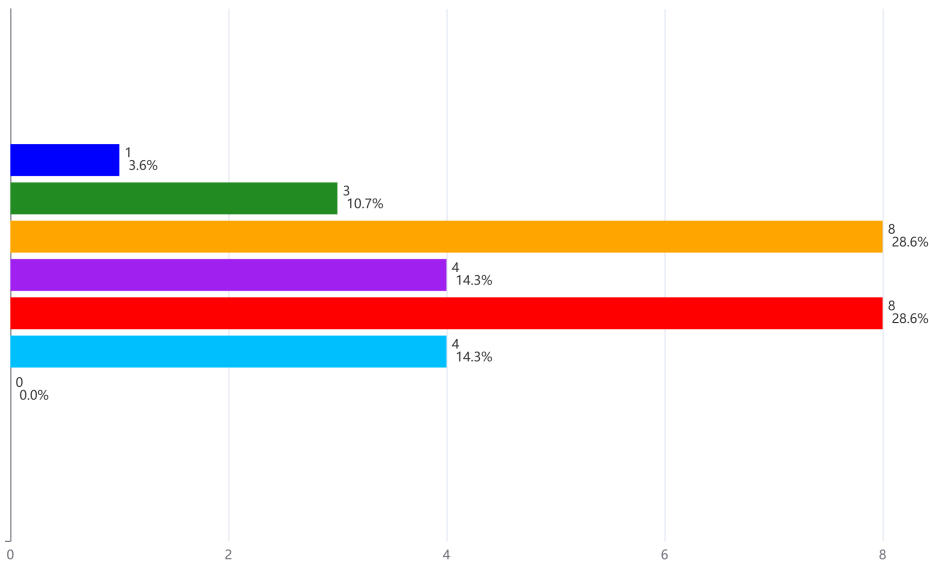
List of Offence location (Subzone) Total: 28 | 100.0%



List of Offence location (Subzone)

- BON ACCORD (BON ACCORD) | 17 | 60.7%
- BON ACCORD (DIVISION 4) | 1 | 3.6%
- BON ACCORD (DIVISION 5) | 6 | 21.4%
- BON ACCORD | 2 | 7.1%
- EDMONTON (BON ACCORD) | 1 | 3.6%
- LEGAL (LEGAL) | 1 | 3.6%

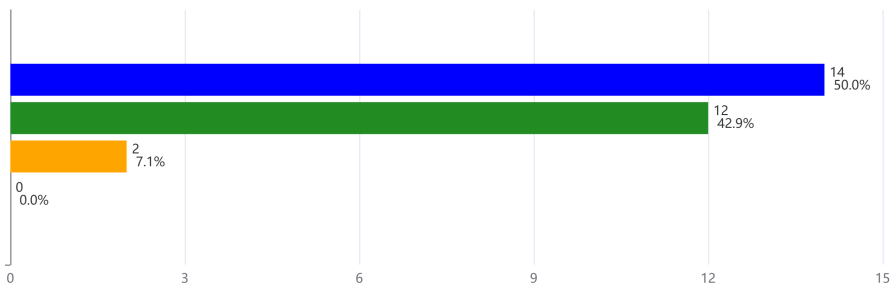
Day of the week of Reports Total:28 | 100.0%



List of Day of the week

- SUNDAY | 1 | 3.6%
- MONDAY | 3 | 10.7%
- TUESDAY | 8 | 28.6%
- WEDNESDAY | 4 | 14.3%
- THURSDAY | 8 | 28.6%
- FRIDAY | 4 | 14.3%
- SATURDAY | 0 | 0.0%

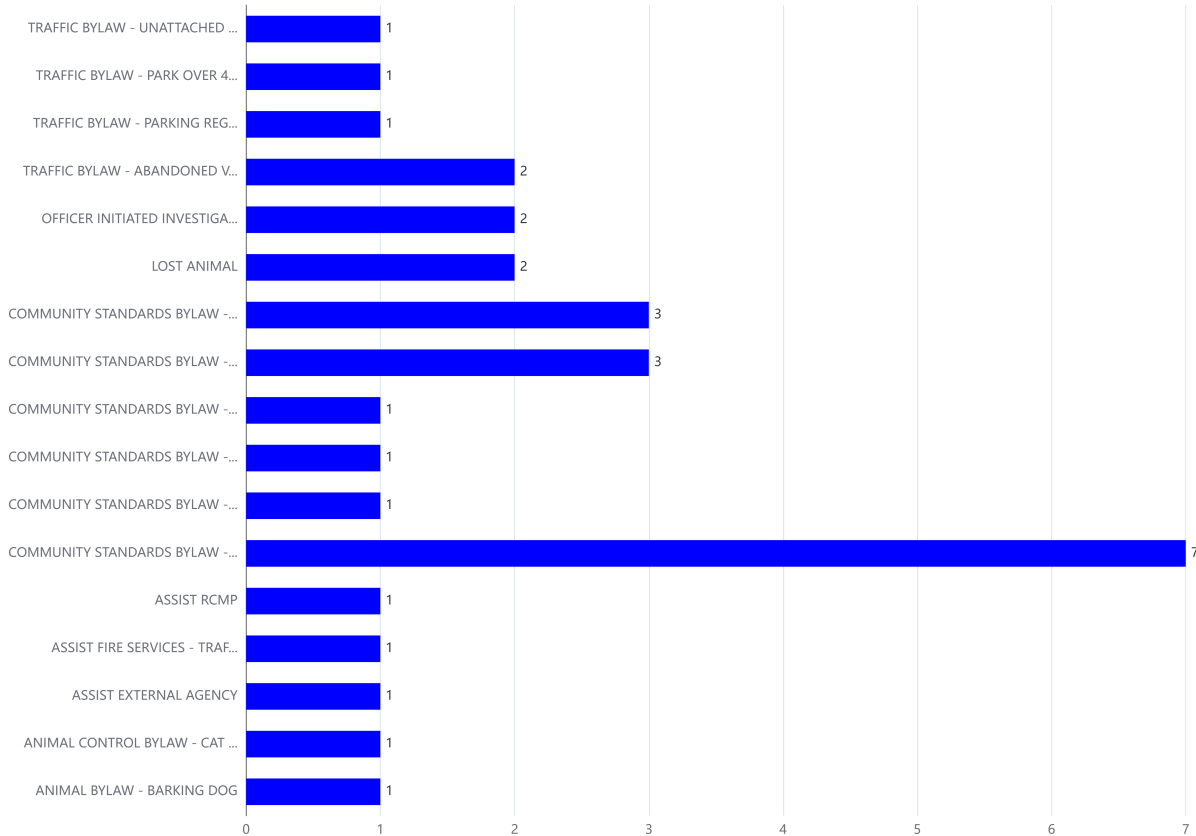
Hours of the day of Reports Total:28 | 100.0%



List of Hours of the day

- 6am - 12pm | 14 | 50.0%
- 12pm - 6pm | 12 | 42.9%
- 6pm - 12am | 2 | 7.1%
- 12am - 6am | 0 | 0.0%

MUNICIPAL Count of Incident Types Total:30 | 100.0%



3.33% # of Reports: 1 Municipal ANIMAL BYLAW - BARKING DOG.

3.33% # of Reports: 1 Municipal ANIMAL CONTROL BYLAW - CAT REGULATIONS.

3.33% # of Reports: 1 Municipal ASSIST EXTERNAL AGENCY.

3.33% # of Reports: 1 Municipal ASSIST FIRE SERVICES - TRAFFIC CONTROL.

3.33% # of Reports: 1 Municipal ASSIST RCMP.

23.33% # of Reports: 7 Municipal COMMUNITY STANDARDS BYLAW - GRASS AND WEEDS OVER 15 CM.

3.33% # of Reports: 1 Municipal COMMUNITY STANDARDS BYLAW - ILLEGAL DUMPING - WASTE.

3.33% # of Reports: 1 Municipal COMMUNITY STANDARDS BYLAW - INOPERABLE/DERELICT MOTOR VEHICLE.

3.33% # of Reports: 1 Municipal COMMUNITY STANDARDS BYLAW - NOISE REGULATIONS - MOTOR VEHICLE.

10.00% # of Reports: 3 Municipal COMMUNITY STANDARDS BYLAW - TREE OBSTRUCTION - SIDEWALK/IMPAIR VISIBILITY.



STURGEON COUNTY ENFORCEMENT SERVICES

Statistics from:2026-07-01 to 2026-09-30
Printed on:2026-10-01 01:47:03

Report Type:Occurrence report

10.00% # of Reports: 3 Municipal COMMUNITY STANDARDS BYLAW - UNSIGHTLY PROPERTY.

6.67% # of Reports: 2 Municipal LOST ANIMAL.

6.67% # of Reports: 2 Municipal OFFICER INITIATED INVESTIGATION.

6.67% # of Reports: 2 Municipal TRAFFIC BYLAW - ABANDONED VEHICLE.

3.33% # of Reports: 1 Municipal TRAFFIC BYLAW - PARKING REGULATIONS.

3.33% # of Reports: 1 Municipal TRAFFIC BYLAW - PARK OVER 4800 KG VEHICLE.

3.33% # of Reports: 1 Municipal TRAFFIC BYLAW - UNATTACHED TRAILER.

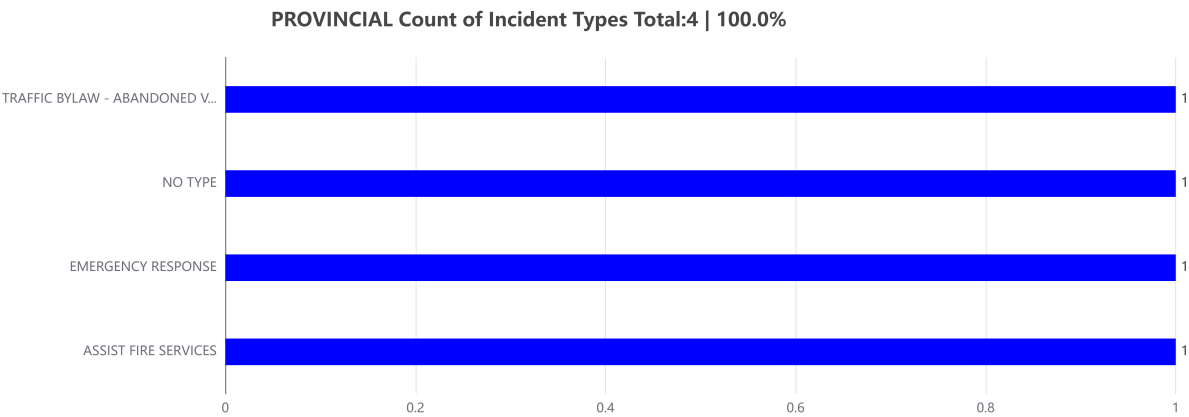
Municipal Types:Grand Total: 100.00% Total # of Incident Types Reported:30 Total # of Reports: 25



STURGEON COUNTY ENFORCEMENT SERVICES

Statistics from:2026-07-01 to 2026-09-30
Printed on:2026-10-01 01:47:05

Report Type:Occurrence report



25.00% # of Reports: 1 Provincial ASSIST FIRE SERVICES.

25.00% # of Reports: 1 Provincial EMERGENCY RESPONSE.

25.00% # of Reports: 1 Provincial NO TYPE.

25.00% # of Reports: 1 Provincial TRAFFIC BYLAW - ABANDONED VEHICLE.

Provincial Types:Grand Total: 100.00% Total # of Incident Types Reported:4 Total # of Reports: 3

Grand Total: 100.00% Total # of Incident Types Reported:34

News | Projects | Events

Projects

- 50th Ave/53rd Street rebuild and repave project is underway, expected to be completed before the end of October.
- 2027 preliminary budget planning activities are underway.

Events & Programs

- Fall pickleball is Mondays from 6:30 – 9:00 PM at the Lilian Schick school gym. Drop in is \$5 per person, cash only.
- September 27th Rooted in Wellness Dinner; attendees enjoyed a lasagna dinner and a presentation regarding Consumer Protection and Fraud Prevention.
- October 5th Bon Accord Connects; this event was successful with 40 vendors and approximately 175 people who attended.
- The October 17th field trip to Bountiful Market was cancelled due to zero registrations.
- Upcoming Programs and Events include:
 - October 19th Youth Program – create a Clay Ghost at the arena mezzanine from 6-8pm, ages 10-17 welcome. The town has partnered with Sturgeon County for this event.
 - October 21st Art Night Out Halloween Edition; held at the arena mezzanine and there are 3 Halloween themed art projects to choose from.
 - October 25th Rooted in Wellness Dinner; join us at the arena mezzanine from 3:30 to 6:00 pm for a poutine bar, a presentation on decluttering and organizing, and enjoy an afternoon of family skating.
 - October 31st A Boo-tiful Afternoon; drop by the Town office from 2-4 pm in your costume and get popcorn and a treat bag (while supplies last).
 - November 26th Greenland Garden Centre Community Field Trip.

Conferences, Meetings, and Training

- October 7-9 – 1 staff member took LTRP Clerk Training
- October 15-16 – 1 staff member attended the AMCA Fall Workshop

Department Highlights

Planning | Development

- Respond to resident inquiries re: proposed development and assist Administration with enforcement issues;
- Meet with MPE and CAO re: 51 Street drainage options;
- Issue development permits to residents, including new highway commercial use in CRU;
- Coordinate with Rogers re: installation of new lines and infrastructure to upgrade services within Town.

Corporate Services

- Administration has been working to prepare the draft 2027 interim operating and capital budgets.
- We are working with our GIS provider and Telus to help support the initiative of geospatial call routing for 911 calls. Essentially, Telus is ensuring they have the correct mapping information for our municipality so that 911 calls can be routed to the correct emergency services based on the caller's location.
- As of October 1st, we have moved to the regional waste collection program with Roseridge. Services remain the same; residents are to contact Roseridge directly with any issues including missed pickups, etc.
- Large item pickup is scheduled for October 16th.

Community Services

- Staff have been working on the preparations for the Remembrance Day ceremony. Due to volunteer conflicts, the Gibbons Legion is unable to help support this event in Bon Accord this year as they have in previous years.
- Planning for Winter Wonderfest is underway. There will be a pancake breakfast with Santa, Christmas market, choir performances, crafts, Mayor Holden reading the Night Before Christmas, and you may see a green Grinch wandering around causing Christmas mischief.
- Community Services staff are already planning for 2027 events and programs.

Operations | Public Works

- With the cooler weather and less sunlight, the vegetative growth around town has slowed. Mowing schedules have been reduced to of an "as required" basis. Flower planters have been cleared and fall cleanup around town has begun.

- Tree removals and shrub clearing/pruning are on-going through this fall/winter season. Both with the use of Town staff and hired contractors, problem mature trees have been and will be cleared along ditches, paths, and green spaces.
- Town staff are working to clear as many ditches and culverts as possible to be ready for the anticipated spring run-off.
- The 2026 Capital Road Rehab project for full-depth road reconstruction of 50 Avenue between 53rd and 56th Streets has begun. The dig out and base stabilization has been completed. The backfill and compaction has been completed and paving is expected to happen October 15 and 16, thus finishing the project and the road back open to residents. Public Works staff assisted with piling the removed material in the marginal material lay down area at the lagoon site.
- Fall hydrant inspections and winterization procedures are underway to prepare for the colder weather ahead.
- 3 cremation burials have been completed in the last reporting period.
- The modifications necessary to bring the lift station crane systems into compliance with OHS regulations have been completed. The lifting frames have been put back in service in time for the pump inspections slated for the end of October.
- Talks have started on preliminary department budget items and concerns, working towards the preparation of the 2027 operating and capital budgets.

Attachments

- Chief Administrative Officer
 - Action Item List
- Corporate Services and Community Services
 - 2026 CiB Evaluation Report

CAO Action List

Date: October 20, 2026

Reporting Period: September 12 – October 16, 2026

Submitted by: Bill Rogers, Chief Administrative Officer

Action Item	Status
Proposed Park Renaming Survey Results Council accepts this report as information and directs administration to investigate the cost of signage for said parks.	Cost to be included as part of the 10-year capital plan.
Nature-Based Stormwater Project Council approved engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.	Survey work of the proposed area was done end of September; Biological Impact assessment has been completed, currently in ongoing discussions with Consultants and Province re Wetland area
Resident Concern re: Neighbour Video Surveillance Council directs administration to consult legal and begin to plan for possible bylaw regarding video surveillance and drones.	In progress
Transport Trucks Council directs administration to look into alternatives to parking for transport trucks along Highway 28 and bring back at the February 24, 2026 Committee of the Whole meeting.	To be included as part of the Regional Transportation Study.

Evaluation Form

2026



Bon Accord

2026 Evaluation Form

2026 Evaluation Form



Community: Bon Accord
Category: Population 1-2,000

Community Appearance	121.50	/	150
Environmental Action	119.00	/	150
Heritage Conservation	114.00	/	150
Tree Management	130.50	/	175
Landscape	151.50	/	200
Plant and Floral Displays	138.50	/	175
Total	775.00	/	1000

Percentage: 77.50%

Bloom rating: 4 Bloom

Bloom rating: Provincial, National and International Participants

Up to 55%: 1 bloom. 56% to 63%: 2 blooms. 64% to 72%: 3 blooms 73% to 81%: 4 blooms. >82%: 5 blooms.

Community

Highlight: Therapeutic Gardening in Bon Accord

Representative(s) of Community

Name:	<u>Christina Fedorak</u>	Function:	<u>Community Services Coordinator, Town of Bon Accord</u>
Name:	<u>Andrea Owen</u>	Function:	<u>Bon Accord Parks and Recreation</u>
Name:	<u>Dan Atkins and Myrna Ross</u>	Function:	<u>Communities in Bloom Members</u>

Judges

Name:	<u>Marie Wenger</u>	Name:	<u>Bob Côté</u>
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Evaluation date: July 30,2026

2026 Evaluation Form

IMPORTANT NOTES:

Evaluation is adjusted to the climate and environmental conditions of the community.

Evaluation is also adjusted to match the capacity of a community population to the achievements in all criteria – i.e. evaluate what they do (achieve) with what they have (population/ resources).

Some aspects of the evaluation might not be applicable: scoring will be prorated.

The score will vary from the previous year because the evaluation form is subject to modifications each year and the scores are based on the perception of the current judges.

SECTORS OF EVALUATION

Municipal:

- Municipal properties, parks and green spaces, streets, streetscapes
- Properties owned and run by municipalities such as museums, historical sites

Business and Institutions:

Properties owned and managed by

- **Business:** commercial sector, shopping centres, Business Improvement Areas (BIA), industrial parks, manufacturing plants
- **Institutions:** schools, universities, churches, hospitals, service and community organization buildings (such as YMCA, Legion), private museums, Government and Crown Corporations buildings (such as Canada Post, provincial and federal parks, etc.)
- **Tourism bureaus and Chamber of Commerce offices**
- **Farms:** in rural communities, farms can be considered in this section

Residential:

- Citizens and citizen groups acting within their own properties
- Residential property owners, rate payer groups including condos and co-ops

Community Involvement:

The principle of community involvement is so fundamental to the program that it is considered in each segment of the evaluation.

- Individuals, community organizations, citizen groups (includes youth programs) – all contributing to various aspects of community improvement, including municipal spaces maintained through the efforts of volunteers and community
- Organized clubs such as horticultural societies, garden clubs, community associations, school groups
- Service clubs such as Rotary, Lions, Optimist
- Participation (financial and/or in-kind or employee participation) by the municipality, businesses and institutions.

2026 Evaluation Form

GENERAL COMMENTS AND SUGGESTIONS

Congratulations on 26 years in the Communities in Bloom (CiB) program. That is a remarkable accomplishment. Much civic pride and community involvement continue to make Bon Accord a thriving and vibrant Community.

Bon Accord is a resilient community. The evaluation was just a few days after several storms blew through toppling a number of trees in public spaces and in residential areas. However, we found the town clean and tidy. There was talk of the damage but also that it was time to clean up and move on.

The Town shares their plans and information on an easy to access web site. The 2022 – 2026 Strategic Plan is well defined. The Town Facebook has current information for the residents, businesses and visitors. The residents can keep up with the Town's plans and progress as Town Council meetings are live streamed. The Town of Bon Accord 2026 Community Profile Document is an excellent summary of what is happening in the four sectors of the six CiB criteria, and we felt prepared to listen and view the Community.

We thank the Mayor, CAO, Councilors and Town Administration for their warm welcome and taking the time off their busy schedules to discuss updates on new initiatives and projects. It was very evident in the meet and greet that the Mayor and Town Council and Administration support the efforts of the Communities in Bloom Committee. They have similar priorities and work together to create a beautiful and sustainable Community.

We commend the CiB Committee and members for commitment for 26 years to a long list of projects that have remained sustainable and progressive especially in the criteria of Community Appearance, Landscape, Plants and Floral Displays and in their contributions to Cultural Heritage especially in the cemetery. We also were happy to note that there is a CiB flag in the Centennial Park flower bed, which was the first CiB project.

Equally we would like to acknowledge the members of the Bon Accord and District Agricultural Society. They are greatly committed to Community Involvement projects in Bon Accord and have supported the CiB Committee in projects through financial or in kind or volunteer participation.

Bon Accord is a small town, but the business and service sector is growing and their contributions and donations to the economy of Bon Accord are significant.

We thank the Town of Bon Accord and the Communities in Bloom Committee for your warm welcome and generous hospitality and being part of the CiB Program. It was delightful to visit Bon Accord and the tour given by the CiB Committee was simply awesome. We hope our observations and suggestions will further help the Community to grow.

Marie Wenger and Bob Coté

2026 Evaluation Form

Community Highlight Description



Therapeutic Gardening in Bon Accord

The Bon Accord CiB Committee plan, plant and maintain four main flower beds in Bon Accord

These beds are as follows:

- Centennial Park Bed which now also includes a CiB flag, first bed planted by CiB
- The Heritage Rose Garden was established in 2005
- The flower bed at the Bon Accord Welcome sign featuring annuals for pollinators
- The partly shaded flower bed in front of the library featuring shade tolerant flowers

Each year they have fun and find joy in planning the beds, planting the beds and caring for them.

A group of nine of them may work for one hour in fellowship, yet the garden has received 9 hours of care. It makes them feel good that the plantings also bring joy to the residents and passersby.

This is very rewarding and therapeutic to them not just in the theme year for therapeutic gardening but each year that they do this project.



2026 Evaluation Form

COMMUNITY APPEARANCE		
Community appearance reflects an overall effort by the municipality, businesses, institutions and the residents throughout the community to create great first impressions and a sense that there is continuous attention and upkeep to critical elements of a community that benefit quality of life and economic vitality Elements for evaluation are: parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti prevention/removal and vandalism deterrent programs.		
	Max	Actual
Municipal		
Gateway Impressions First impressions of the community including gateway/entrance landscape treatments	10	8.0
Overall Impressions Order, cleanliness, curb appeal and first impressions	10	8.0
Anti-litter/Graffiti Prevention and Removal Community anti-litter/graffiti awareness programs	10	8.0
Regulations Effective bylaws, programs and policies and enforcement; litter control, private property maintenance by-laws, vandalism, graffiti prevention and eradication, graffiti removal kits to residents	10	8.0
Asset Appearance Includes public green infrastructure: parks, streetscapes (sidewalks, planters, urban signage and furniture such as benches, litter and recycling containers etc.)	10	8.0
Municipal Properties Appearance Visual appeal and condition of municipal buildings and municipal owned properties	10	8.0
Business & Institutions		
Overall Impressions Curb appeal, order, and cleanliness	15	12.0
Site Conditions Condition of buildings (exterior maintenance), grounds, sidewalks and parking lots	15	11.5
Furniture/Amenities Appearance Condition of urban furniture: benches, litter and recycling containers	5	3.0
Residential		
Overall Impressions Curb Appeal, order and cleanliness	20	18.0
Property Conditions Condition of buildings, grounds and yards	15	13.0
Community Involvement		
Public Participation In community, neighbourhood or individual streets, clean-up programs, activities and annual maintenance (including promotion, organization, innovations involving youth and seniors, etc.)	10	8.0
Community Support Financial and/or in-kind or participation by the municipality, businesses service groups, and institutions for community clean-up programs.	10	8.0
Community Appearance Total	150	121.50

2026 Evaluation Form

COMMUNITY APPEARANCE

Observations:

The overall appearance and first impression of Bon Accord is neat and tidy with no litter and graffiti. The entrances were welcoming and the red Adirondack chairs were equally inviting. Just prior to our visit, Bon Accord had several severe storms which toppled trees and caused damage, yet the streets were free of debris.

The Town has a number of land use and community standards by laws which help keep the Town clean and are easily accessible for review on the Town website. As necessary these by laws are enforced when a property needs maintenance and cleanup and has not complied.

Keeping Bon Accord tidy and neat is encouraged through the whole community. Children from both schools take part in spring cleanup of public places. The parks and recreation staff check the parks each morning for litter and debris. The majority of resident yards are well maintained and residents also do their share in picking up any litter in public places.



We were impressed to hear that children asked for more waste receptacles along walking trails. Also the skateboard park is kept clean and tidy and free from graffiti.

On the whole business and institution properties were neat and tidy.

The Town Staff maintains the turf in the green spaces and dog waste bags and receptacles are available in parks. The Town has cleaned up the frontage off the highway and added tables, some chairs, shrubs and trees and unique planters.

Recommendations:

We noted unique, locally made waste cans in parks and public spaces. Are there also such receptacles for pop cans and plastic water bottles?

The Community School sign is prominent and attractive but in needs repair. Equally the flower bed is full of grass and weeds and the impressive raised vegetable beds are also full of weeds. We understand that we visited during school break. Perhaps some type of arrangement can be made with the Parents and Teacher Association or other groups so volunteers can look after this area in the summer.

Another solution to the comment above is use a mulch in the bed under the sign. Perhaps the raised vegetable beds could be mulched before the summer break to slow down the weeds and retain moisture.

2026 Evaluation Form

Continue sending education communication on weed control and weed identification.

Creeping bell flower, even though removed from the prohibited weed list, has not changed its spreading habit and should still be controlled as much as possible.

There are some way-finding signs in Bon Accord but others can be added such as to the Heritage Rose Garden and the Jewel Box and start of the Dark Sky Trail.

2026 Evaluation Form

ENVIRONMENTAL ACTION		
Environmental action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to environmental stewardship, policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and activities under the guiding principles of sustainable development pertaining to green spaces.		
	Max	Actual
Municipal		
Sustainable Development Strategies Policies, programs, guidelines, long-term planning/vision; effective bylaws/policies and their enforcement; and public education programs and activities. This includes activities such as: the creation of Active Transportation networks, fleet management, and recognition of the importance of biodiversity to mitigate and adapt to climate change.	20	17.5
Waste Reduction Reduction of waste going to landfill and results (3-R: reduce, reuse and recycle), municipal composting programs, including activities such as composting sites, yard waste collections, plastics reduction programs, mulching of wood debris (Christmas trees, hedge trimmings, etc.) and reclamation of cut trees. Handling of hazardous waste including e-waste collection and reuse of compost material. Officially mandating the greening of public events such as on-site recycling bins, biodegradable drink containers, food service dishes, utensils, etc. to minimize the use of plastic.	20	17.5
Water Conservation Use reduction programs such as promotions, efficient irrigation, use of non-potable water, water restriction policies	15	11.5
Energy Conservation Programs such as alternate forms of energy (ex. geothermal, biomass, wind, solar) and initiatives such as: energy-efficient appliances, shielding for night skies, efficient street lighting	15	12.5
Environmental Initiatives, Innovations and Actions - Development and expansion of sustainable mobility and active transportation networks such as bike lanes, multi-use commuter pathways, and recreational trails - Horticultural practices such as planned biodiversity, green roofs, green walls, green lanes, living fences, buffer zones; re-use of sites; engineered wetlands, bioswales, permeable surfaces and rainwater management - Brownfield redevelopment, remediation, land reclamation - Air quality programs such as alternate energy sources, sustainable design of facilities, sustainable fleet management, reduction of greenhouse gas emission (carbon reduction), anti-idling by-laws.	10	8.0
Business & Institutions		
Participation in The Environmental Effort Waste management (reduce, reuse and recycle), water conservation, energy conservation and audits (fleet management, electric conservation), brownfield management	10	7.0
Corporate Environmental Initiatives and Action Innovation/stewardship, initiatives, activities (for example: environmental clean-up activities, plastic reduction) carbon emissions, green roofs	10	7.0
Residential		
Participation in Environmental Initiatives 3-R (reduce, reuse and recycle), composting	10	8.0
Water & Energy Conservation Practices such as water use reduction, rainwater collection and rain gardens, alternate forms of energy, thermostat reduction	15	11.0
Community Involvement		
Public Participation – Civil Action Participation in public forums and policy development on environmental issues, such as climate change adaptation and mitigation	5	3.5
Public Participation in Activities Community (including children/youth), neighbourhood or individual street environmental activities and programs (including promotion, organization and evidence of taking ownership, etc.)	10	8.0
Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions in public environmental activities and programs	10	7.5
Environmental Action Total	150	119.00

2026 Evaluation Form

ENVIRONMENTAL ACTION

Observations:

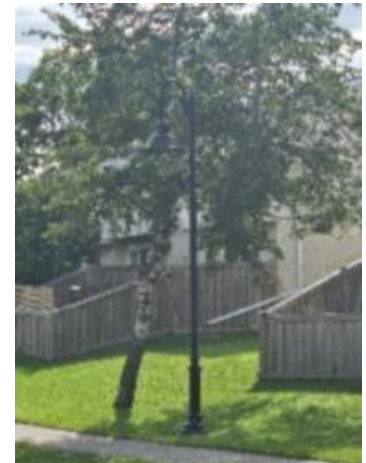
Bon Accord has achieved some of its goals and continues to work on its progressive plans to ensure that it is sustainable and active in environmental stewardship.

Strategies for waste reduction continue with curbside pickup for waste, organics, and blue bag with more recyclables added starting October 01. Big item pickup occurs yearly. Bon Accord is part of the Rose Ridge solid waste collection and recycling commission which coordinates solid wastes and recycling. Community involvement also plays a part here as the 4 H Club collects batteries, electronics and tires for a fund raiser and are stored at the Jewel Box which is the Golden Gem senior gathering place. Compost is also available for residents. Toxic waste can be disposed of at the Gibbons site.

Water conservation is practiced. A number of residents have rain barrels and these can be ordered at a discounted price through the town.

Significant effort has been put into energy conservation. The Town continues to achieve energy cost savings through use of alternative form of energy from the solar farm. This practice has encouraged several residents and businesses to also use this form of energy.

Most lighting in public areas is now LED. The library has been recently retrofitted with LED lighting which has decreased energy consumption. The Dark Sky walking trail has dark sky friendly lighting.



The addition of a new ice plant in the arena has created a major environmental impact by effectively decreasing the use of ammonia and energy consumption.

Bon Accord is contributing to carbon reduction by having several electric vehicle charging stations available which are utilized regularly.

Plans continue to develop the Storm Water Management Facility which will utilize the provincial wetlands to mitigate flood risk and create an ecological green park like space for residents to enjoy and wildlife to use as their habitat.

Recommendations:

Keep promoting the positive effects of solar energy to residents.

Keep promoting use of storm water through use of rain barrels to encourage water conservation.

Storm water retention from Town buildings may be useful for watering planters and hanging baskets maintained by the Town and also supply the community garden.

2026 Evaluation Form

If not already done, use of compost may be an effective way to enhance flower beds.

The judges suggest that special care is taken to ensure that the Storm Water Management Facility involving the wetlands is a low impact development and maintains the natural heritage of the wetlands and riparian areas.

2026 Evaluation Form

HERITAGE CONSERVATION		
Heritage conservation includes efforts to preserve and protect both natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems and associated geological structures and formations. Cultural conservation represents the “persona” of a community and refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations. The participation of groups such as historical societies, traditional cultural groups, and conservation groups is considered.		
	Max	Actual
Municipal		
Natural Heritage Plans Management and preservation policies, plans, programs and initiatives: including eco systems, eco parks, trail networks, grasslands, naturalization, wetlands, urban agriculture/farming, wildlife and wildlife corridors, protection of sensitive habitats, species at risk and support for at risk pollinators.	20	16.0
Natural Heritage Promotion Management and promotion of natural heritage (through communications, information and support programs, economic development/tourism) including year-around activities and programs for education and use of natural heritage sites (including trail networks) for and by the public.	15	12.0
Cultural Heritage Plans Policies, by-laws, plans, and preservation initiatives for heritage buildings, cemeteries, artifacts, museums, monuments, heritage trees and gardens, including their integration with streetscapes and landscape	15	11.0
Cultural Heritage Activities Initiatives throughout the year including festivals and celebrations along with preservation of traditions and customs	15	12.0
Business & Institutions		
Natural Heritage Assets Conservation, restoration and integration of natural heritage, including eco parks, conservation areas, trails, heritage gardens, trees and landscapes.	10	6.0
Cultural Heritage Assets Conservation, restoration and reuse of heritage buildings and artifacts including their integration with the built/hard, streetscapes and green landscapes	10	7.0
Residential		
Cultural Heritage Initiatives Conservation/restoration and reuse of heritage buildings and artifacts on residential lands	10	7.0
Community Involvement		
Natural Heritage Public Participation Participation in community (including children/youth), neighbourhood or individual natural heritage programs and initiatives including developing policies and plans, site improvements (including trails, eco parks, reforestation and management, maintenance, conservation and education initiatives	20	15.5
Natural Heritage – Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions (including environmental groups) in community-initiated natural heritage activities and programs	10	7.5
Cultural Heritage - Public Participation Participation in community (including children/youth), neighbourhood or individual cultural heritage programs including year-round heritage community events/activities, festivals and celebrations along with preservation of traditions and customs	15	12.0
Cultural Heritage - Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions (including historical societies) in community-initiated cultural heritage activities and programs	10	8.0
Heritage Conservation Total	150	114.00

2026 Evaluation Form

HERITAGE CONSERVATION

Observations:

In 2015 Bon Accord became Canada's first International Dark Sky Community. This is an example of a vast natural heritage that communities have but may not enjoy to the fullest. Lighting designed to protect the dark sky has been installed, especially on the Dark Sky trail. The CiB Committee take night sky readings on a regular schedule to keep the designation. The Town has placed pairs of red Adirondack chairs so the night sky can be watched in comfort. The Town Facebook page posts reminders of meteor showers or other Dark Sky happenings

The provincial wetlands on one end of Bon Accord is another example of natural heritage that the Community can enjoy. When grass is being mowed in this area a 6-foot buffer zone is left for the wildlife and care is taken not to disturb nesting fowl. Plans are progressing to make this area a Storm Water Management Facility which will not only protect the Town from high water but also create a park-like setting and at the same time a home for wildlife especially birds.

The Welcome sign in the form of a castle wall, "castle planters" and coat of arms remind the residents of their Scottish roots.

The tangible and intangible cultural heritage presents itself in a subtle manner but is found throughout the community. For example, the unique elevator shaped banners remind of places and sites of the past.

Legion Park and the Cemetery are well maintained and keep Bon Accord's cultural heritage alive. Legion Park has memorial benches, and the cemetery has a monument to the pioneers. Both sites came to be or have been improved through community involvement and donations.



The library is a welcoming community orientated place promoting cultural heritage through programs and heritage artifacts and photos.

The Family and Community Support Services (FCSS) encourage community involvement and intangible heritage through many programs including Kids Camp and having seniors drop in for some of Kids Camp summer programs which may include sharing of the past.

Bon Accord is building its own cultural heritage through traditions, festivals and celebrations such as Music in the Park, Canada Day Celebrations, Harvest Fest and Winterfest. These celebrations are supported by the business sector, volunteers and donations.

Harvest Days celebrate western and agricultural roots with even a traditional bench show from the past. The Agricultural Society is a key organizer of this event and has been part of Bon Accord for over 50 years.

2026 Evaluation Form

Recommendations:

As already mentioned in Environmental Action, continue to work on plans for storm water management using the natural wetlands

Continue to work on promotion of artifacts related to local area.

During Harvest Days celebrate agricultural and western roots in this area. Bring a taste of Alberta Farm Days to the Community. For example, bring in a farrier or other agricultural trades for a demonstration. Reach out to the rural community and someone may want to help.

The Community School has an impressive mural representing indigenous culture. Boost indigenous recognition by incorporating more indigenous art or murals.

Continue with Dark Sky Initiative. These initiatives celebrate the natural heritage of dark sky and enhance this recognition for Bon Accord.

2026 Evaluation Form

TREE MANAGEMENT		
Woodlands, Canopy Management, Urban and Rural Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management protection (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator-friendly tree selection, tree inventory including heritage, memorial, and commemorative trees, and Integrated Pest Management (IPM) programs.		
	Max	Actual
Municipal		
Overall Impression Overall impact, benefit and first impression of the urban forest	10	8.0
Strategic Plans Policies, regulations and tree by-laws, tree protection and planting on public and private lands	15	12.0
Urban Forestry Plan Plan, design and inventory management including integration with overall green infrastructure landscape plan, and measures to preserve, protect, manage and expand overall tree inventory, including woodlots and managed forests	20	16.5
Plan of Action Procurement, species diversity (including native trees), selection of hardy and pollinator habitat tree species, recommended tree list and tree planting standards.	10	7.5
Integrated Pest Management (IPM) / Plant HealthCare (PHC): plan of action for invasive pest detection and control, information on current infestations and diseases	10	8.0
Public Information Programs Provides information on good planting techniques, best practices and maintenance programs	15	12.0
Maintenance Quality Best practices with demonstrated results	10	7.0
Qualified Resources Qualified personnel (including seasonal staff and/or qualified experienced contractors) and/or in place training programs	5	3.0
Business & Institutions		
Tree inventory Contribution to expanding overall tree inventory and canopy, management of hedgerows and forests, with consideration of design and diversity including native and hardy species of trees, on properties owned by businesses and institutions.	15	9.0
Maintenance Quality Programs, best practices with demonstrated results: watering, pruning, IPM	10	6.0
Residential		
Tree Planting Contribution to expanding overall tree inventory, with consideration of design and diversity including native and hardy species of trees on residential properties	15	12.0
Maintenance Quality Best practices with demonstrated results	10	7.5
Community Involvement		
Public Participation Participation (including children/youth) in tree planting and conservation programs such as Green Streets Canada, Arbor Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.)	20	14.5
Community Support Financial and/or in-kind or participation or promotion by the municipality, businesses and institutions for community tree planting and conservation programs on public lands	10	7.5
Tree Management Total	175	130.50

2026 Evaluation Form

TREE MANAGEMENT

Observations:

The trees on 51 Street planted by the 4 H Club in 1967 are impressive and were not damaged by the recent storms in Bon Accord. Equally there are healthy and huge trees in Centennial Park, the cemetery and in residents' yards.

Public works cares for trees, removes black knot or trees as needed and informs business and residents on black knot. Plant health care (PHC) is used as needed. For example, the cedars in Legion Park were struggling but with ample watering are now thriving.

It was great to see start of an orchard in the community garden area, however the fruit trees and bushes seem to be struggling. They should be monitored and perhaps the plentiful rain will help them thrive.



There are some policies in place for landscaping plans in new developments and commercial developments

The public works manager comes to Bon Accord with tree experience which is an advantage for the Community. We regret that because of other pressing commitments we were not able to discuss with him the forestry plan and strategic plan that may be in place for tree management. We have listed our recommendations below and note that some may already be in place as the Town has a healthy and thriving tree canopy.

Recommendations:

The judges acknowledge that trees are relocated or removed if needed and they suggest that a Tree Protection Plan be developed (if not already in place) and be communicated to residents.

Since trees have been lost in the recent storms, now maybe a good time to start a tree inventory. Records of types of trees and location could be kept. It may be also helpful to know what kinds/types of trees are more susceptible to storms and not replant with same trees lost in the storms.

Sustain the tree canopy. Since Bon Accord has a relatively mature tree canopy, the judges suggest that the Town interplants young trees near the old trees or the ones that had to be removed to ensure that the tree canopy is sustained over time. This would not only be proactive but also create a tree replacement program.

Bushiness and residents also lost trees. A workshop on suitable trees for planting and proper techniques and care may be beneficial. Create tree-care education opportunities. Perhaps a workshop can be organized for town staff and residents on pruning, Plant Health Care (PHC) and Integrated Pest Management (IPM).

When healthy trees are trimmed by the town, perhaps the branches can be used for mulch.

2026 Evaluation Form

LANDSCAPE		
Landscape includes planning, design, construction and maintenance of parks, green spaces and cemeteries suitable for the intended use and location on a year-round basis. Elements for evaluation include native and introduced materials; biodiversity, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community and provide safe and secure public spaces. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.		
	Max	Actual
Municipal		
<u>Sustainable Designs – Soft Landscape</u> Sustainable designs: energy efficient, use of green materials, naturalization, xeriscaping, suitable plant varieties (including pollinator friendly), traffic calming, bank stabilization	15	12.5
<u>Sustainable Designs - Hard Landscape</u> Urban and civic design standards for streetscape and public places including considerations for public safety: flags, banners, public art, fountains, site furnishings, signage including wayfinding and directional, seasonal design and décor, walkways and paving materials including use of artificial turf and its protocols	15	12.0
<u>Landscape Plan</u> Integrated and implemented throughout the municipality	10	8.0
<u>Landscape Management Programs</u> Integrated Pest Management (IPM), Plant Health Care (PHC), alternative solutions to diseases and infestations when appropriate, Invasive Species Management, increased naturalization and adapted maintenance programs	10	6.5
<u>Landscape Maintenance</u> Policies, Standards, Best Practices and Programs including irrigation water management	10	7.5
<u>Landscape Quality</u> Landscape maintained to appropriate standards, specs and best practices, as an example as shown in the Canadian Landscape Standards	5	3.0
<u>Qualified Resources</u> Qualified personnel (including seasonal staff) and/or in place training programs and/or qualified experienced contractors	10	7.5
<u>Year-round use</u> Demonstrated year-round opportunities and programs for education and people being active and using parks and green spaces (urban agriculture, community gardens, parks and recreation programs and accessible public washrooms)	10	7.5
Business & Institutions		
<u>Sustainable Designs</u> Energy efficient, use of green materials, naturalization, xeriscaping, alternate groundcovers, urban agriculture	10	7.0
<u>Integrated Plan</u> Contribution to urban & civic design and public green spaces above requirements: such as public art, streetscape, site furniture, fountains & innovation in concept & design	15	10.0
<u>Maintenance Quality</u> Adequate ongoing life cycle management (ongoing maintenance, ground & asset management, rehabilitation & replacement) of all landscape elements	10	7.0
Residential		
<u>Streetscape Appeal</u> Residential yards (year-round, seasonal, themed)	15	12.0
<u>Maintenance Quality</u> Lawn care, trees and shrub maintenance (with demonstrated results)	15	12.0
<u>Plant Selection</u> Selection of plant material (native, local, innovative, edible & pollinator friendly plants)	10	8.0
Community Involvement		
<u>Public Participation</u> in community programs (including children/youth) such as: urban agriculture, community gardens, "yard of the week", volunteer park maintenance, holiday illumination and decoration (promotion, organization, etc.)	20	15.0
<u>Volunteer Succession Plan and Recognition</u> Succession Plan and Recognition (by municipality and/or volunteer groups) of volunteer efforts in all aspects of the Communities in Bloom program including activities in all evaluated criteria	20	16.0
Landscape Total	200	151.50

2026 Evaluation Form

LANDSCAPE

Observations:

Bon Accord is immediately visually appealing with vast green spaces that are well-groomed and inviting. Centennial Park is a beautiful central gathering place for events such as Music in the Park while Legion Park is a serene place to sit and reflect on the past. Other parks have up to date playground equipment which is inclusive and accessible, and some have state-of-the-art exercise equipment. And as you stroll or drive past the parks, you may come across the Heritage Rose Garden (a CiB Committee project) which creates an impressive focal point and is a drawing card to the Town of Bon Accord.

A flagpole in Centennial Park has the CiB flag which celebrates the continuous efforts of the CiB committee and volunteers in the many projects initiated for the Community.



The Community Gardens Committee has established an impressive, raised community garden that has individual and shared beds and the start of a fruit orchard. The Town supports the garden by providing water.

The Community School has raised garden beds where the students can grow and harvest vegetables. Some of these vegetables are entered in the Bench Show during Harvest Days

The Dark Sky Trail and the newer addition connect different parts of the Community and include some well-maintained benches, red Adirondack chairs, waste receptacles and night friendly lights for dark sky viewing.

Many residents have beautiful, tidy yards with varied soft landscaping and a variety of trees that are thriving. The traffic calming boulevard is doing its job and is attractive and well maintained by the Town and residents.

We were excited to learn that the CiB Committee is planning its next project which is to build and erect several rock gabions and place them in a prominent area of the Town landscape. Mounted plaques would recognize something historic to the Community.



Volunteers are recognized for their many hours of effort in the Community and seniors are celebrated on Seniors Day. The CiB has an informal Succession Plan and has two new members through an invitation on Facebook.

2026 Evaluation Form

Recommendations:

Continue with the project of erecting several gabions. You may want to invite children to participate and also ask for suggestions on where to put the gabions and what to put on them that will be memorable.

Create a map of the walking trail for residents and visitors.

Continue planning to keep your green spaces sustainable and inviting as they contribute much to the wellness of the Community.

2026 Evaluation Form

PLANT AND FLORAL DISPLAYS		
This category evaluates the efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain plant and floral displays of high-quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony. It also pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.		
	Max	Actual
Municipal		
Floral Display Plan of Action Integration into overall landscape plan and distribution through community. Concept and design including sustainable design	15	12.0
Diversity of Displays Flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics	20	17.5
Diversity of Plants Annuals, perennials, bulbs, grasses, woody plants, natural flora, pollinator friendly plants	10	8.0
Maintenance Quality Maintenance to appropriate specifications and standards, best practices: watering, weeding, edging, dead heading, etc.	20	17.5
Qualified Resources Qualified personnel (including seasonal staff) and/or in place training programs and/or qualified experienced contractors	10	8.0
Business & Institutions		
Concept and Design (including arrangement, diversity, colour of display and plants) on grounds	15	10.0
Overall Plan Contribution to, and integration with, overall community plant and floral program	10	6.0
Maintenance Quality of planting and maintenance: watering, weeding, edging, dead heading, etc. with demonstrated results.	10	6.0
Residential		
Concept and Design (including arrangement, diversity, colour of display and plants) on residential properties including Pollinator gardens and/or inclusion of pollinator plants in gardens	20	17.5
Maintenance Quality of planting and maintenance with demonstrated results.	15	12.0
Community Involvement		
Public Participation in community projects, volunteer initiatives (including children/youth), outreach programs in plant and floral displays (including promotion, organization, etc.)	15	12.0
Community Support Financial and/or in-kind or participation by the municipality, businesses and institutions for community plant and floral displays activities	15	12.0
Plant and Floral Displays Total	175	138.50

2026 Evaluation Form

PLANT AND FLORAL DISPLAYS

Observations:

Parks and Recreation in Bon Accord are doing an excellent job in planting and maintaining hanging baskets and planters in the public areas. They are not identical but in beautiful harmony with each other in color and plant choices. The planters are uniquely designed in that they have both flowers and vegetables creating a pleasing effect. A garden enthusiast would be enticed to explore each planter and what is growing in it.

The CiB Committee and volunteers have much pride in the impressive flower beds that they plan, plant and maintain which include the flower bed at Centennial Park which is a vibrant mix of shrubs, perennials and annuals. The Heritage Rose Garden is a well-balanced combination of trees, shrubs, perennials and of course hardy roses. The bed at the Library which has some shade, is strategically planted with a variety of begonias and petunias. The Bed in front of the Welcome sign mainly has striking rudbeckia and Gem series of marigolds which attract pollinators. These beds are featured in the Community highlight.

Many residents feature a variety of very attractive flower beds in their front yards. The CiB Committee provides (Blooming Great) yard appreciation signs to unique yards, beautiful flower beds and most improved yards. They also were successful in receiving the Scott's Miracle Gro grant and can award 12 gardens with a special sign and fertilizer products.

To promote community involvement and participation, events have been organized. The sunflower show down invites families to grow the tallest sunflower, the sunflower with the widest flower or one with the most blooms. Also, a group bus trip has been organized to the U of A Botanic Garden to encourage and inspire gardeners with new ideas.

Recommendations:

Mulch in the rose garden is used effectively to preserve moisture and reduce weeds. Perhaps this method can be an asset in other garden beds, especially ones that cannot be watered or weeded regularly as needed.

As discussed on the tour, the orange day lily, *Hemerocallis fulva* may be spreading more than desired and becoming more prominent than the roses. We suggest leaving 3 or 4 clumps that are balanced in position and remove the rest.

It is great that some hardy shrub roses were added to The Heritage Rose Garden and there are plans for more. There are several cultivars in the Parkland / Morden series that are clump forming with lovely tea rose like shape. Some cultivars are Hope for Humanity, Morden Blush, Morden Fireglow, Morden Ruby and Winnipeg Parks and there are more. The Explorer series of hardy shrub roses also have cultivars that would adapt well in the Rose Garden.

As the vegetables in the planters grow, invite residents to sample them.

2026 Evaluation Form

Continue with the Town hanging baskets and planters as they add unity and beauty to the landscape.

The CiB gardening theme for 2027 is **O' Canada Blooming Together** which will promote white and red for Canada's 160 years of confederation. We encourage you to promote this theme in your community in 2027.



2026 Evaluation Form



THANK YOU FOR YOUR INVOLVEMENT

"Within the context of climate change and environmental concerns, communities involved in the Communities in Bloom program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society."

COMMUNITIES IN BLOOM IS MADE POSSIBLE BY

The commitment of local, provincial and national volunteers,

The support of elected officials and of staff in municipalities,

The dedication of our judges, staff and organizations, and

The contributions of our sponsors and partners!

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 20, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Financial Report – Operating, September
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

Attached is the financial report for the period up to September 30, 2026, comparing actuals to budget figures and further information of significant variances. This report is the expanded, more detailed variance report prepared on a quarterly basis. The report also includes information on reserves.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration provides an expanded, more detailed variance report to Council on a quarterly basis.

STRATEGIC ALIGNMENT

Priority Focus Area 2: Great Governance

COSTS/SOURCES OF FUNDING

2026 operating budget.

RECOMMENDED ACTION (by originator)

THAT ... Council accepts the September financial operating report as presented.



Finance Quarterly Report

Q3 – January 1 to September 30, 2026

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

The purpose of this report is to provide Council with a clear and comprehensive overview of the Town's financial performance to date, enabling informed oversight and fiscal accountability.

Staff closely monitors all purchases and expenditures to ensure they remain within the approved budget parameters, with ongoing efforts to identify efficiencies and cost savings where feasible.

Consultant expenditures include professional services such as engineering, property assessment, accounting and auditing, and municipal planning and development support. Not all departments have incurred consultant-related costs during this reporting period; however, their inclusion provides a more detailed and transparent representation of the Town's financial activity.

This report has been prepared with care and due diligence to ensure the information presented is accurate, consistent, and reflective of current financial conditions.

GENERAL MUNICIPAL

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TAXATION (INCLUDING REQUISITIONS)	2,562,093	2,562,787	- 694	0%
FRANCHISE FEES	184,926	245,396	- 60,470	-33%
INVESTMENTS	119,626	102,000	17,626	15%
TOTAL REVENUES	2,866,645	2,910,183	- 43,538	-2%
Expenses:				
TAXATION REQUISITIONS	375,424	493,139	- 117,715	-31%
TOTAL EXPENSES	375,424	493,139	- 117,715	-31%
Net Surplus (Deficit)	2,491,220	2,417,044	74,176	3%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Tax notices were mailed in May and the deadline was June 30th. Since then, there have been 9 assessment adjustments resulting in \$2,936 in decreased tax revenue. Penalties collected to date are \$34,255; \$17,491 has been collected on all outstanding amounts at the end of December 2025, and \$16,764 was collected following the June 30th deadline for current taxes. 89% of taxes have been collected to date compared to 90% at this time last year.

Franchise fees are above budget to September 30th by \$879. These fees can fluctuate throughout the year based on the delivery tariff revenue from ATCO and the transmission and distribution revenue from Fortis and they are also affected by customer usage as well as weather conditions.

Investment revenue is collected from the funds in our ATB Business operating account. Currently, investment revenue is over the expected budget by \$43,126. This fluctuates as well throughout the year based on the balance in the account and on the rate of interest. Generally, we have been receiving an average of \$13,300 per month.

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

ADMINISTRATION

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	17,679	19,730	(2,051)	-10%
TRANSFERS FROM RESERVES	5,500	5,500	0	0%
TOTAL REVENUES	23,179	25,230	(2,051)	-8%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	273,616	454,169	(180,553)	-40%
CONSULTANTS & PROFESSIONAL FEES	76,176	35,085	41,091	117%
CONTRACTED SERVICES & RENTALS	55,339	103,049	(47,710)	-46%
GOODS & SUPPLIES	9,486	17,532	(8,046)	-46%
INSURANCE	32,138	32,139	(1)	0%
LEGAL SERVICES	5,900	15,000	(9,100)	-61%
MEMBERSHIPS & REGISTRATIONS	7,145	8,005	(860)	-11%
OTHER - FINANCE CHARGES/DEBENTURES	4,864	29,280	(24,416)	-83%
UTILITIES	9,845	13,842	(3,997)	-29%
TOTAL EXPENSES	474,508	708,101	(233,593)	-33%
Net Surplus (Deficit)	(451,330)	(682,871)	231,541	-34%

YTD from January 1, 2026 to September 30, 2026

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. Sales also include the rental income from the basement rental to the Bon Accord Out of School Care program, which was increased from \$1,200 to \$1,300 per month in September.

The transfer from reserves is a transfer from last year's surplus to cover the emergency lighting upgrade costs approved by council resolution. *(Emergency lighting repair/replacement up to \$3,300 funded by surplus taxation revenue collected per Resolution #25-287 and \$2,200 re-allocated from road revenue from the sale of asphalt millings.)*

Consultants and professional fees include the services for the auditor of \$8,800 to date, and assessment fees of \$12,363 to date, both of which are within budget. The Consultants' total of \$52,500 is for services from Bloom and contracted CAO services. These are unbudgeted but offset by the CAO wages and salaries budget.

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

There are no *unplanned expenses* to date.

EV CHARGERS

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	370	750	(380)	-51%
TOTAL REVENUES	370	750	(380)	-51%
Expenses:				
CONTRACTED SERVICES & RENTALS	3,578	6,244	(2,666)	-43%
GOODS & SUPPLIES	0	1,200	(1,200)	-100%
TOTAL EXPENSES	3,578	7,444	(3,866)	-52%
Net Surplus (Deficit)	(3,208)	(6,694)	3,486	-52%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Sales and user fees have been minimal to date.

Contracted services and rentals include monthly fees from customer usage of the chargers as well as the yearly network fee of \$1,944 and the annual cell service charge of \$1,440.

There are no *unplanned expenses* to date.

COUNCIL

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0		
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	75,854	117,726	(41,872)	-36%
CONTRACTED SERVICES & RENTALS	3,312	4,416	(1,104)	-25%
GOODS & SUPPLIES	1,215	2,600	(1,385)	-53%
INSURANCE	2,468	2,622	(154)	-6%
MEMBERSHIPS & REGISTRATIONS	16,105	22,550	(6,445)	-29%
UTILITIES	1,236	1,547	(311)	-20%
TOTAL EXPENSES	100,190	151,461	(51,271)	-34%
Net Surplus (Deficit)	(100,190)	(151,461)	51,271	-34%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

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

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

There are no *unplanned expenses* to date.

ELECTION

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

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget)

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

BYLAW

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	3,021	3,050	(29)	-1%
GRANTS	46,000	46,000	0	0%
TOTAL REVENUES	49,021	49,050	(29)	0%
Expenses:				
CONTRACTED SERVICES & RENTALS	34,633	152,890	(118,257)	-77%
GOODS & SUPPLIES	0	250	(250)	-100%
LEGAL SERVICES	0	22,000	(22,000)	-100%
TOTAL EXPENSES	34,633	175,140	(140,507)	-80%
Net Surplus (Deficit)	14,388	(126,090)	140,478	-111%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

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

The portion of the LGFF operating grant, \$46,000, is budgeted to offset bylaw services.

Contracted services expenses are the bylaw services from Sturgeon County, which are in line with the budget. The RCMP police funding model invoice is typically received at the end of the year, in contracted services. There have been no bylaw related legal expenses.

There are no *unplanned expenses* to date.

EMERGENCY MANAGEMENT

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	14,734	20,893	(6,159)	-29%
GOODS & SUPPLIES	0	500	(500)	-100%
MEMBERSHIPS & REGISTRATIONS	0	6,200	(6,200)	-100%
TOTAL EXPENSES	14,734	27,593	(12,859)	-47%
Net Surplus (Deficit)	(14,734)	(27,593)	12,859	-47%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

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

There are no *unplanned expenses* to date.

FIRE

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	11,141	11,141	0	0%
TOTAL REVENUES	11,141	11,141	0	0%
Expenses:				
CONTRACTED SERVICES & RENTALS	34,252	41,686	(7,434)	-18%
TRANSFERS TO RESERVES	0	10,000	(10,000)	-100%
UTILITIES	6,215	7,811	(1,596)	-20%
TOTAL EXPENSES	40,467	59,497	(19,030)	-32%
Net Surplus (Deficit)	(29,326)	(48,356)	19,030	-39%

YTD from January 1, 2026 to September 30, 2026

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

There are no *unplanned expenses* to date.

PLANNING

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	7,635	7,000	635	9%
GRANTS	12,784	12,784	0	0%
TOTAL REVENUES	20,419	19,784	635	3%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	629	2,300	(1,671)	-73%
CONSULTANTS & PROFESSIONAL FEES	25,858	75,000	(49,142)	-66%
CONTRACTED SERVICES & RENTALS	6,319	11,210	(4,891)	-44%
GOODS & SUPPLIES	551	2,860	(2,309)	-81%
LEGAL SERVICES	5,522	35,000	(29,479)	-84%
MEMBERSHIPS & REGISTRATIONS	0	180	(180)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	6,275	12,590	(6,315)	-50%
UTILITIES	247	125	122	98%
TOTAL EXPENSES	45,400	139,265	(93,865)	-67%
Net Surplus (Deficit)	(24,981)	(119,481)	94,500	-79%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Sales and user fees are from licenses and permits.

The consultants and professional fees include the following:

- Planning and development services, \$24,491
- Engineering services, \$1,367

Contracted services are for IT managed services, permit charges from Capital Region Assessment Services, and the allocation of the website expense. Legal services are for development agreements and contract review.

There are no *unplanned expenses* to date.

DEVELOPMENT

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	17,198	101,092	(83,894)	-83%
CONTRACTED SERVICES & RENTALS	8,800	16,229	(7,429)	-46%
GOODS & SUPPLIES	(581)	5,120	(5,701)	-111%
MEMBERSHIPS & REGISTRATIONS	0	2,660	(2,660)	-100%
UTILITIES	3,899	5,053	(1,154)	-23%
TOTAL EXPENSES	29,316	130,154	(100,838)	-77%
Net Surplus (Deficit)	(29,316)	(130,154)	100,838	-77%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Contracted services and rentals include expenses for IT managed services, the promotion/sponsorship of the Sturgeon County golf tournament, the portion of the operations service agreement for the solar farm, and the allocation for the website. These items are all within budget.

The Sturgeon County golf tournament hole sponsorship of \$750 was an *unplanned expense*, however this expense was covered by contingency in contracted services for promotional items/events.

SAFE COMMUNITIES

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	0	60	(60)	-100%
TOTAL REVENUES	0	60	(60)	-100%
Expenses:				
GOODS & SUPPLIES	90	950	(860)	-91%
TOTAL EXPENSES	90	950	(860)	-91%
Net Surplus (Deficit)	(90)	(890)	800	-90%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Goods and supplies for the Jewel Box rental are for the Coffee with a Cop event held October 7th.

FCSS

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	6,945	7,650	(705)	-9%
GRANTS	33,181	49,996	(16,815)	-34%
TOTAL REVENUES	40,125	57,646	(17,521)	-30%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	71,399	88,292	(16,893)	-19%
CONTRACTED SERVICES & RENTALS	9,991	9,284	707	8%
GOODS & SUPPLIES	17,010	24,765	(7,755)	-31%
INSURANCE	250	300	(50)	-17%
MEMBERSHIPS & REGISTRATIONS	346	975	(629)	-65%
TOWN DONATIONS	0	1,500	(1,500)	-100%
UTILITIES	2,137	2,747	(610)	-22%
TOTAL EXPENSES	101,133	127,863	(26,730)	-21%
Net Surplus (Deficit)	(61,008)	(70,217)	9,209	-13%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Revenue from the sales and user fees includes program revenue collected from community art night, summer youth programs, and community field trips. Other revenues are a \$1,000 donation towards the seniors' BBQ. Summer youth programs revenue was \$3,804, while the budget was \$1,500. This is a positive indication that community services charging a nominal fee of \$5 per child per day was not a hindrance to attendance. This fee also helps to offset the expenses of hosting summer youth programs.

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

Contracted services for IT are currently within budget. Contracted services also include the allocation for the website expenses. An *unplanned expense* of \$768 for cleaning services of the arena mezzanine are under contracted services as well as an *unplanned expense* of \$437 within utilities to cover a phone line in the mezzanine and updates to internet services. These expenses were offset by contingency in the department, as well as by the surplus revenue from summer programs.

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

RECREATION

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	955	9,200	(8,245)	-90%
DONATIONS & SPONSORSHIPS	5,850	4,700	1,150	
GRANTS	210,363	199,083	11,280	6%
TOTAL REVENUES	217,168	212,983	4,185	2%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	50,784	68,823	(18,039)	-26%
CONTRACTED SERVICES & RENTALS	24,345	38,343	(13,998)	-37%
GOODS & SUPPLIES	9,409	15,135	(5,726)	-38%
MEMBERSHIPS & REGISTRATIONS	300	285	15	5%
TOWN DONATIONS	6,800	10,125	(3,325)	-33%
TRANSFERS TO RESERVES	0	120,000	(120,000)	-100%
UTILITIES	2,008	2,049	(41)	-2%
TOTAL EXPENSES	93,646	254,760	(161,114)	-63%
Net Surplus (Deficit)	123,522	(41,777)	165,299	-396%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Sales revenue to date relates to pickleball user fees collected for the year. The majority of the budgeted revenue for sales and user fees is associated with programs and events that have either not yet taken place or have been cancelled due to insufficient registration. As a result, the anticipated revenue and the corresponding expenses for these activities will not be realized.

The grant is the allocation from the Sturgeon Recreation Grant. Donations have been received for Music in the Park \$5,500 and for the popcorn machine \$350 for programs and events.

Contracted services include IT managed services and the website allocation expense currently which are in budget. Contracted services also includes the Music in the Park expenditures, Harvest Days fireworks (\$5,500), and the adult field trips.

Supplies include items purchased for the Rooted in Wellness dinners.

Town donations include:

- \$200 towards student memberships at the Bon Accord public library.
- \$1,460 Communities in Bloom.
- \$4,500 Harvest Days Committee (Ag Society); \$825 of this donation was an *unplanned expense*, covered by contingency in Town donations.
- \$650 Bon Accord Community Church (community dinner).

ROADS

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
GRANTS	13,250	13,250	0	0%
OTHER REVENUES	50	0		#DIV/0!
TOTAL REVENUES	13,300	13,250	50	0%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	141,061	182,145	(41,084)	-23%
CONTRACTED SERVICES & RENTALS	41,219	82,503	(41,284)	-50%
FUEL	27,903	28,550	(647)	-2%
GOODS & SUPPLIES	17,959	51,500	(33,541)	-65%
INSURANCE	17,590	15,090	2,500	17%
OTHER - FINANCE CHARGES/DEBENTURES	9,413	18,886	(9,473)	-50%
REPAIRS & MAINTENANCE	12,133	19,500	(7,367)	-38%
TRANSFERS TO RESERVES	0	50,000	(50,000)	-100%
UTILITIES	81,391	105,867	(24,476)	-23%
TOTAL EXPENSES	348,670	554,041	(205,371)	-37%
Net Surplus (Deficit)	(335,370)	(540,791)	205,421	-38%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

The grant is the portion of the LGFF operating grant allocated to offset department expenses.

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

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

Repairs and maintenance include repairs to the following:

- 2014 Dodge CV driveshaft \$1,233
- 2016 Dodge front end repair \$2,229
- 2017 International 4300 \$3,080
- F550 ball joint repair \$1,334 and
- heavy equipment maintenance supplies of \$3,096.

These repairs and maintenance were *unplanned expenses* covered by contingency. Due to higher prices this year, fuel is expected to be over budget by year end but should be covered by contingency within the department.

STORM

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
TOTAL REVENUES	0	0	0	#DIV/0!
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	18,744	25,243	(6,499)	-26%
CONTRACTED SERVICES & RENTALS	60,287	0	60,287	#DIV/0!
GOODS & SUPPLIES	1,311	2,000	(689)	-34%
REPAIRS & MAINTENANCE	528	1,000	(472)	-47%
TRANSFERS TO RESERVES	0	30,797	(30,797)	-100%
TOTAL EXPENSES	80,871	59,040	21,831	37%
Net Surplus (Deficit)	(80,871)	(59,040)	(21,831)	37%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

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

There are no *unplanned expenses* to date.

WATER

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	399,206	595,831	(196,625)	-33%
GRANTS	13,250	13,250	0	0%
TOTAL REVENUES	412,456	609,081	(196,625)	-32%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	112,865	151,384	(38,519)	-25%
CONTRACTED SERVICES & RENTALS	14,669	63,555	(48,886)	-77%
GOODS & SUPPLIES	1,206	5,323	(4,117)	-77%
INSURANCE	8,143	8,143	0	0%
MEMBERSHIPS & REGISTRATIONS	156	490	(334)	-68%
OTHER - FINANCE CHARGES/DEBENTURES	112,976	106,392	6,584	6%
REPAIRS & MAINTENANCE	0	14,000	(14,000)	-100%
TRANSFERS TO RESERVES	0	38,444	(38,444)	-100%
UTILITIES	138,900	212,615	(73,715)	-35%
TOTAL EXPENSES	388,915	600,346	(211,431)	-35%
Net Surplus (Deficit)	23,542	8,735	14,807	170%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

The grant is the LGFF operating grant portion allocated to offset expenditures.

Water sales are under budget by \$10,943 to date and bulk water sales are under budget by \$3,578 to date. Water sales for both utility accounts and bulk water are impacted by customer usage and can fluctuate throughout the seasons. The higher levels of rainwater this year may have caused lower water use during the season for watering plants and lawns, filling up pools, etc. Penalties on utility bills are under budget by \$181.

Contracted services include expenditures to date for IT managed services, website allocation, the Work Alone app, and bulk water web services through Flowpoint. In August, the pumphouse had maintenance repairs of \$1,075 in contracted services. This was an *unplanned expense* covered by contingency.

Utilities include water purchases from the commission, which are under budget by \$12,538 (associated with the lower water usage) as well as power and gas. Power is under budget by \$130 while gas is over budget by \$1,526.

The debenture payment expenditures include payment for the debenture for the water reservoir and an allocation for the solar farm debenture. Other charges also includes bad debts written off for utility accounts sent to collections. There were 15 accounts sent to collections totaling \$9,742. These accounts are utility accounts that were closed due to move outs, but we did not receive their final payments despite multiple attempts to connect with the account holder.

WASTEWATER

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	296,231	466,523	(170,292)	-37%
GRANTS	28,000	28,000		0%
TOTAL REVENUES	324,231	494,523	(170,292)	-34%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	92,332	120,981	(28,649)	-24%
CONTRACTED SERVICES & RENTALS	20,701	90,614	(69,913)	-77%
GOODS & SUPPLIES	2,078	2,322	(244)	-11%
INSURANCE	2,785	2,785	0	0%
OTHER - FINANCE CHARGES/DEBENTURES	9,413	18,886	(9,473)	-50%
REPAIRS & MAINTENANCE	4,341	2,500	1,841	74%
TRANSFERS TO RESERVES	0	42,296	(42,296)	-100%
UTILITIES	197,935	273,349	(75,414)	-28%
TOTAL EXPENSES	329,583	553,733	(224,150)	-40%
Net Surplus (Deficit)	(5,353)	(59,210)	53,857	-91%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

The grant is the portion of the LGFF operating grant allocated to offset the lift station maintenance project.

Wastewater sales are currently under budget by \$14,820 to date. Similar to water, sales are impacted by customer usage and can fluctuate throughout the seasons. Wastewater is directly correlated to water usage.

Contracted services include expenditures to date for IT managed services, website allocation, and the Work Alone app, maintenance for the blower motor on furnace \$274, and funds to empty the holding tanks at public works \$300. In early July, \$7,594 was spent on a vac truck service to direct rainwater away from the pumphouses. An additional \$1,012 was spent in early August. These were *unplanned expenses* due to the large wet weather events this spring/summer, however the costs are covered by contingency in contracted services. The budgeted maintenance project for the lift station began in the summer, and \$3,400 has been spent to date.

Repairs and maintenance are over budget by \$1,841 due to additional needs however this is offset by contingency in the department overall.

Wastewater services to Arrow Utilities are under budget by \$7,611. These numbers are affected by usage. Power is over budget by \$2,316 and gas is under budget by \$737.

WASTE COLLECTION

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	85,520	127,840	(42,320)	-33%
TOTAL REVENUES	85,520	127,840	(42,320)	-33%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	24,204	32,177	(7,973)	-25%
CONTRACTED SERVICES & RENTALS	65,259	110,999	(45,740)	-41%
GOODS & SUPPLIES	752	1,173	(421)	-36%
TRANSFERS TO RESERVES	0	10,880	(10,880)	-100%
UTILITIES	65	109	(44)	-40%
TOTAL EXPENSES	90,281	155,338	(65,057)	-42%
Net Surplus (Deficit)	(4,761)	(27,498)	22,737	-83%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Waste collection sales are over budget by \$293 to date. These numbers are affected by landfill usage, bin replacement costs, and increases or decreases in households utilizing the service.

Contracted services include expenditures of GFL Environmental for waste collection, which is under budget to date by \$ 11,385 and Roseridge landfill, which is over budget by \$3,117.

There are no *unplanned expenses* to date.

CEMETERY

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	10,695	10,000	695	7%
TOTAL REVENUES	10,695	10,000	695	7%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	9,037	12,263	(3,226)	-26%
CONTRACTED SERVICES & RENTALS	456	500	(44)	-9%
GOODS & SUPPLIES	0	500	(500)	-100%
REPAIRS & MAINTENANCE	0	1,500	(1,500)	-100%
TOTAL EXPENSES	9,493	14,763	(5,270)	-36%
Net Surplus (Deficit)	1,202	(4,763)	5,965	-125%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Open and close fees are \$6,820, which is \$1,820 over budget to date and plot sales are \$3,875, which is \$1,125 under budget to date.

Contracted services is the website allocation expense.

There are no *unplanned expenses* to date.

PARKS

	Actual YTD 2026	Budget YTD 2026	\$ Variance Actual-Budget	% Variance Actual-Budget
Revenue:				
SALES & USER FEES	18,811	17,617	1,194	7%
GRANTS	66,384	63,239	3,145	5%
TOTAL REVENUES	85,195	80,856	4,339	5%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	102,244	130,967	(28,723)	-22%
CONTRACTED SERVICES & RENTALS	13,772	21,244	(7,472)	-35%
GOODS & SUPPLIES	3,749	8,800	(5,051)	-57%
MEMBERSHIPS & REGISTRATIONS	0	716	(716)	-100%
OTHER - FINANCE CHARGES/DEBENTURES	3,001	5,780	(2,779)	-48%
REPAIRS & MAINTENANCE	861	6,000	(5,139)	-86%
TRANSFERS TO RESERVES	0	30,667	(30,667)	-100%
UTILITIES	516	694	(178)	-26%
TOTAL EXPENSES	124,144	204,868	(80,724)	-39%
Net Surplus (Deficit)	(38,949)	(124,012)	85,063	-69%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

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

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

Contracted services include IT managed services, website allocation, and the porta potty rentals for Centennial Park and the sports grounds. To date, the rental is \$2,402 for the spring/summer season. The stonework replacement project in Veterans' Park was \$5,300 in July. This is funded by reserves Resolution 26-092.

Goods and supplies include paint for the sports ground lines \$666 and additional items such as garbage bags and maintenance supplies. Flowers were purchased for \$1,919.

There are no *unplanned expenses* to date.

ARENA

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
SALES & USER FEES	63,190	160,000	(96,810)	-61%
GRANTS	101,109	99,769	1,340	1%
TOTAL REVENUES	164,299	259,769	(95,470)	-37%
Expenses:				
STAFFING - WAGES, CONTRIBUTIONS, TRAINING	122,750	195,326	(72,576)	-37%
CONTRACTED SERVICES & RENTALS	31,405	40,991	(9,586)	-23%
GOODS & SUPPLIES	2,506	8,000	(5,494)	-69%
INSURANCE	15,880	15,880	0	0%
MEMBERSHIPS & REGISTRATIONS	63	842	(779)	-93%
OTHER - FINANCE CHARGES/DEBENTURES	54,781	57,939	(3,158)	-5%
REPAIRS & MAINTENANCE	116	7,500	(7,384)	-98%
TRANSFER TO CAPITAL	0	6,000	(6,000)	-100%
UTILITIES	36,524	61,529	(25,005)	-41%
TOTAL EXPENSES	264,023	394,007	(129,984)	-33%
Net Surplus (Deficit)	(99,724)	(134,238)	34,514	-26%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget to date)

Arena sales for the first part of the year are under budget by \$16,810, however it is expected that the total sales will be in line with budget by year end. The past few years have been either close to or over budget. The grant is an allocation of the Sturgeon Recreation grant.

Contracted services and rentals include managed IT services, website allocation, solar farm operations renewal allocation, and security monitoring and the following expenditures to date:

- Lift services \$5,690
- Ice blade sharpening services \$240
- Cimco services (pump services and glycol) \$3,995
- Compressor services and inspection \$1,995; *unplanned expense* covered by contingency
- Arena panic buttons \$360; *unplanned expense* covered by contingency
- Fire Protection Services – panel battery issues \$1,675; *unplanned expense* covered by contingency
- Arena door maintenance \$2,610
- Cimco service agreement renewal \$6,725
- Hot water tank leak \$1,195; *unplanned expense* covered by contingency

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

LIBRARY

	Actual YTD 2026	Budget YTD 2026	\$ Variance <i>Actual-Budget</i>	% Variance <i>Actual-Budget</i>
Revenue:				
TOTAL REVENUES	-	-	-	#DIV/0!
Expenses:				
CONTRACTED SERVICES & RENTALS	-	1,000	(1,000)	-100%
INSURANCE	-	1,456	(1,456)	-100%
MEMBERSHIPS & REGISTRATIONS	11,597	11,597	(0)	0%
OTHER GRANTS - LIBRARY	49,889	49,889	0	
UTILITIES	3,451	4,701	(1,250)	-27%
TOTAL EXPENSES	64,937	68,643	(3,706)	-5%
Net Surplus (Deficit)	(64,937)	(68,643)	3,706	-5%

YTD from January 1, 2026 to September 30, 2026

Variances (Actual to Budget *to date*)

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

There are no *unplanned expenses* to date.

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

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

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 20, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Financial Report – Capital, September
Agenda Item No.	5.3

BACKGROUND/PROPOSAL

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

STRATEGIC ALIGNMENT

Priority Focus Area 2: Great Governance

COSTS/SOURCES OF FUNDING

2026 capital budget.

RECOMMENDED ACTION (by originator)

THAT ... Council accepts the September financial capital report as presented.

2026 Capital Budget Financial Report

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

Variances (Actual to Budget to September 30, 2026)

50th Avenue Road Project:

- Actual cost to date: \$78,203
- Status: Project started in June; ongoing

Sidewalk Replacement

- Actual cost to date: \$35,795
- Status: Project has been completed in July.

Regional Transportation Project

- Actual cost to date: \$34,495
- Status: Project is ongoing.

Floor Scrubber purchase

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

2026 Capital Budget Financial Report

Stormwater Park

- Actual costs to date: \$83,028
- Status: The project began with preliminary engineering services and design reports totaling \$47,520. Most recently, engineering work has been completed for field work activities to support assessments of the wetland area and discussions with the province on the Water Act approval process. Both DFPP (Drought and Flood Protection) and FCM grantors have been approached for extensions for the project.

51st Street Hwy 28 Drainage

- Actual cost to date: \$44,249
- Status: Project ongoing

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 20, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	August 2026 Bank Reconciliation
Agenda Item No.	5.4

BACKGROUND/PROPOSAL

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As of September 30th, 2026, the ATB Financial account balance was \$6,362,476.

STRATEGIC ALIGNMENT

Priority Focus Area 2: Great Governance

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT ... Council accepts the September 2026 Bank Reconciliation as presented.



Monthly Bank Reconciliation

for the month ending September 30, 2026

ATB General BANK Account Balance

\$ 6,402,012

ADD: Outstanding Deposits (1)

Subtotal \$ 1,406

DEDUCT: Outstanding Cheques/EFTs

Subtotal \$ 40,942

Adjusted ATB Bank Account Balance

\$ 6,362,476

GL General BANK Account Balance

\$ 6,370,026

ADD: Outstanding Deposits (2)

Subtotal \$ 7,851

DEDUCT: Outstanding Withdrawals (3)

Subtotal \$ 15,401

Adjusted GL Bank Account Balance

\$ 6,362,476

variance \$ -

Notes

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

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

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 20, 2026
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	2026-2027 Council Appointments: Boards, Commissions and Committees
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

At the October 6, 2026, Organizational Meeting, Council approved the attached chart, as amended.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Due to an administrative oversight, one additional library board appointment remains for Deputy Mayor Cindy Gallant.

Council may wish to appoint different Council members for currently held positions or maintain the roles from the previous year.

There is a separate resolution for the library board appointment developed in accordance with the provincial recommendations. Best practice is to ensure the resolution contains:

- The first and last name of the individual who is being appointed,
- The legal name of the library board (Bon Accord Public Library Board),
- The word “appoint” rather than approve, and
- The term length or expiry date.

STRATEGIC ALIGNMENT

Priority 2: Great Governance

- Strong governance is foundational to municipal success. It improves decision-making, clarifies roles, supports staff effectiveness, and builds public confidence.

COSTS/SOURCES OF FUNDING

Annual budget per the Council Remuneration Policy.

RECOMMENDED ACTION (by originator)

THAT Council appoints Cindy Gallant to the Bon Accord Public Library Board for a term expiring October 31, 2027.

COMMITTEE	REP	FREQUENCY	STAFF	ALTERNATE
Arrow Utilities	Lynn Bidney	6 times per year; 3rd Friday (Day)		
B.A.C.S. & Lilian Schick Joint-Use*	Timothy J. Larson	Quarterly (Day)	Community Services Representative & Town Manager	Cindy Gallant
Bon Accord Public Library*	Tanya May Cindy Gallant	Once per month; 2nd Tuesday (Evening)		N/A
Capital Region Assessment Services Commission	Tanya May		Town Manager	All of Council
Capital Region Northeast Water Services Commission	Timothy J. Larson	Quarterly (Day)		Brian Holden
Community Services Advisory Board*	Brian Holden	Quarterly (Evening)	Community Services Coordinator	Cindy Gallant
Homeland Housing Board	Lynn Bidney	Once per month; Last Thursday (Day)		N/A
Infrastructure and Transportation	Cindy Gallant	Twice per year		
Intermunicipal Collaboration Framework (ICF) Committee (and IDP – Intermunicipal Development Plan)	Cindy Gallant Lynn Bidney Brian Holden	Quarterly (Day)	CAO	
Intermunicipal Subdivision & Development Appeal Board*	Brian Holden (until next general election)		CAO, as required	
Municipal Emergency Advisory Committee	All of Council	Once per year (Day)	DEM & DDEM	
Northern Lights Library System	Tanya May	Quarterly; Saturday in Elk Point (Day)		Cindy Gallant
Northern Mayor's Caucus	Mayor	Once per quarter		Deputy Mayor
Regional Emergency Advisory Committee	Timothy J. Larson	Once per quarter (Day)		Tanya May
Rosieridge Waste Management Services	Mayor	Once per month; 2nd Thursday (Evening)		Deputy Mayor
Sturgeon Regional Partnership Committee	Mayor		CAO	Deputy Mayor
Veterans' Memorial Park Committee	Cindy Gallant Tanya May		CAO & Infrastructure Manager	

*Indicates Public Members at large also appointed or approved by Council

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 20, 2026
Presented by:	Bill Rogers, Chief Administrative Officer
Title:	Annual Organizational Meeting Date Change
Agenda Item No.	6.2

BACKGROUND

Administration has received a request to have a discussion about changing the annual Organizational Meeting date from the first to the last Regular Council Meeting in October, annually.

DISCUSSION

- Section 192 of the Municipal Government Act of Alberta states that Municipalities (Cities, Towns, Villages, Municipal Districts): Must hold an organizational meeting annually not later than 14 days after the 3rd Monday in October.
- Since each Councillor serves a term as Deputy Mayor, moving the date would have the effect of setting as close to 12 month terms for each Councillor as possible.
- If council chooses to set a new designated date for the annual Organizational Meeting, administration will undertake updating of necessary bylaws and policies.

COSTS/SOURCES OF FUNDING

Administration does not anticipate additional costs as a result of this decision.

RECOMMENDED ACTION

THAT Council approve changing the annual Organizational Meeting date from the first to the last Regular Council Meeting in October, annually, with the exception of election years.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 20, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Cemetery Bylaw 2026-06
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The draft Cemetery Bylaw 2026-06 was given first reading at the October 6th regular meeting of Council. Prior to that, the bylaw was reviewed at the September 30th Committee of the Whole meeting and the committee directed administration to bring the bylaw as presented back to Council for first reading.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A review of the amendments and changes within the updated bylaw include the following:

1. Permit flat, pillow, and upright Markers throughout the Cemetery.
2. Establish maximum Marker dimensions based on the type of Grave Plot:
 - Single Full Burial Grave Plot – maximum 42 inches high by 36 inches wide;
 - Double Full Burial Grave Plot – maximum 42 inches high by 72 inches wide; and
 - Cremation Plot – maximum 18 inches high by 18 inches wide.
 - i. The proposed maximum dimensions are intended to provide a reasonable balance between allowing families greater choice in memorialization and maintaining a Cemetery environment that can be consistently managed by the Town.
 - ii. The proposed dimensions are not intended to prescribe a particular style, appearance, material, or religious or cultural form of memorial, rather they establish a limit on the physical size of an installation.

- iii. Given that the Grave Plots are all adjacent to each other, the size recommendations within the bylaw allow for spacing between markers and also provides a boundary so that a marker will not encroach upon its neighbouring plots.
- iv. The 42-inch maximum height requirement for full burials provides sufficient space for a traditional upright marker while preventing a marker from becoming disproportionately large in relation to the 4-foot wide Grave Plot.
- v. The 18-inch maximum height requirement for cremation markers provides sufficient space and access for Town staff to be able to dig cremation burials on adjacent plots.

3. Establish clear placement requirements for different types of Markers:

- Full burial Markers are to be located at the head of the Grave Plot and centered within the width of the Grave Plot, unless otherwise approved by the Town.
 - A Double Marker identifying two adjacent Full Burial Grave Plots is to be located at the head of the two Grave Plots and centered across the combined width.
 - Markers associated with designated Cremation Plots are to be located within the applicable Cremation Plot and centered within the plot.
 - Where cremated remains are placed within a Full Burial Grave Plot, individual Markers may be installed for each interment, provided they remain within the boundaries of the Grave Plot and do not interfere with adjacent plots or Cemetery operations.
4. Clarify that the maximum dimensions include the entire installed Marker assembly, including the Marker, base, foundation, and permanently attached ornamentation or other components.
5. Establish foundation requirements for upright and pillow Markers, requiring them to be securely installed on a suitable foundation designed to support the Marker and approved by the Town.
6. Clarify requirements for installation, repair, replacement and removal, including the requirement for Town approval and proof of legal authority where applicable.
7. Clarify the timing of Marker installation, including the Town's recommendation that installation be delayed for six months to one year following Interment to allow for natural ground settlement.

8. Clarify the responsibilities of Marker and Memorial owners, including responsibility for the condition of the installation and the requirement to repair or remove installations that are in disrepair or constitute a safety hazard.
9. Clarify that allowing upright Markers does not create an obligation for specialized Cemetery maintenance. Cemetery maintenance will continue to be undertaken subject to available staffing, equipment, weather conditions, seasonal requirements, operational priorities, and available municipal resources.
10. Separate Memorial provisions from Marker provisions to make the Bylaw easier to administer and understand.
11. Establish a separate provision for Columbarium inscriptions, retaining the existing requirement that inscriptions be placed only on the granite front provided for the Niche.

The Bylaw already contains a general delegation provision under Section 3, which delegates to the Chief Administrative Officer the powers stipulated by the Bylaw to be exercised by the Town. Accordingly, where the Marker provisions retain the wording “unless otherwise approved by the Town” where flexibility may be appropriate, the existing delegation provides the CAO with the authority to make those approvals so long as they do not conflict with any other provision in the Bylaw.

STRATEGIC ALIGNMENT

Priority Focus Area 2: Great Governance, Policy, Standards, and Accountability

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Resolution #1

THAT ... Council gives 2nd reading to Cemetery Bylaw 2026-06 as presented.

Resolution #2

THAT ... Council gives 3rd and final reading to Cemetery Bylaw 2026-06 as presented.

**TOWN OF BON ACCORD
BYLAW 2026-06
CEMETERY BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATION OF THE TOWN OF BON ACCORD MUNICIPAL CEMETERY.

WHEREAS, pursuant to the *Cemeteries Act*, R.S.A 2000 c. C-3, as amended and the regulations thereunder, a municipality may own and operate a cemetery within its boundaries;

AND WHEREAS the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, empowers a municipal Council to pass bylaws for municipal purposes in relation to the safety, health, and welfare of people and the protection of people and property; people, activities, and things in, on, or near a public place or place that is open to the public; services provided by or on behalf of the municipality, and nuisances including unsightly property;

AND WHEREAS, the municipal Council wishes to establish a bylaw respecting the operation of the Cemetery;

NOW, THEREFORE, the Council of the Town of Bon Accord duly assembled hereby ENACTS AS FOLLOWS:

1. TITLE

- a. This Bylaw may be referred to as the “Cemetery Bylaw.”

2. DEFINITIONS

- a. **“Burial Deed”** shall mean a legal document by which the Town conveys a Cemetery Grave Plot or Niche for Interment, which shows the name of the Purchaser, date of purchase, amount of sale, and the Plot or Niche designation.
- b. **“Burial Permit”** means a permit to bury, cremate, remove to a place outside Alberta or otherwise dispose of a deceased human body. Issued under the Vital Statistics Act, R.S.A. 2007, c. V-4/1, as amended, by the Director of Vital Statistics.
- c. **“Cemetery”** means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.
- d. **“Chief Administrative Officer” or “CAO”** means a person appointed to a position under S.205 of the Municipal Government Act. Also known as the Town Manager.
- e. **“Columbaria” or “Columbarium”** means a structure erected in a Cemetery designed for storing funeral urns.

TOWN OF BON ACCORD
BYLAW 2026-06
CEMETERY BYLAW

- f. **“Cremation Plot”** shall mean a Grave used for the Interment of cremated human remains.
- g. **“Disinterment”** means the removal of human remains, including cremated remains, from a closed Grave or sealed Niche.
- h. **“Double Grave Marker”** or double headstone means a memorial or marker designed to commemorate two individuals buried side-by-side in a shared plot.
- i. **“Employee”** means an Employee of the Town of Bon Accord.
- j. **“Family Plot”** means a Grave Plot, Cremation Plot, or several Plots that lie adjacent to one another and are to be reserved for the burial of more than one deceased family member.
- k. **“Foundation”** shall mean a concrete or granite slab of specific proportions for placing a Marker.
- l. **“Grave”** means a burial place for a deceased body or cremated remains, typically a hole dug in the ground.
- m. **“Grave Decoration”** shall mean anything that is placed on a Grave Plot or Columbarium Niche for Memorial purposes and does not include Memorial Plaques and/or Markers.
- n. **“Grave Liner”** means a burial receptacle placed in the ground at the Cemetery, either in dome or box form, designed and built to support the weight of the earth and standard Cemetery maintenance equipment and to prevent the ground from collapsing.
- o. **“Grave Plot”** means the portion of the land in the Cemetery designated for the Interment or Inurnment of human remains.
- p. **“Interment”** means the casket burial in a Grave Plot.
- q. **“Inurnment”** means the burial of an urn in an in-ground Grave Plot or a Columbarium Niche.
- r. **“Marker”** means a Monument of approved materials such as but not limited to granite, marble, or bronze.
- s. **“Marker Permit”** means a permit issued by the Town authorizing the installation of a Marker in the Cemetery in accordance with this Bylaw.
- t. **“Memorial”** means something, typically a structure, such as a bench or statue, established to remind people of a person or event.

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- u. **“Monument”** means a headstone or Marker.
- v. **“Niche”** means a recessed space in a Columbarium used or intended to be used for the Inurnment of cremated remains.
- w. **“Owner”** shall mean a person or persons who purchase a Grave Plot, Plot, Cremation Plot, or compartment or compartments of a Columbarium in the Cemetery.
- x. **“Peace Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Town, or a Bylaw Enforcement Officer appointed to enforce the Town’s Bylaws.
- y. **“Public Works”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.
- z. **“Plots” or “Plot”** means either a single, or multiple, Grave Plots, Cremation Plots or a Family Plot.
- aa. **“Town”** means the Town of Bon Accord, or where context permits, the geographic boundaries of the Town.
- bb. **“Vegetation”** shall mean trees, shrubs, creepers, climbers, perennials, biennials, or other growing or flowering matter.

3. RESPONSIBILITIES AND DELEGATION

- a. Council hereby delegates to the Chief Administrative Officer all those powers stipulated by this Bylaw to be exercised by the Town and all necessary authority to carry out these powers, except those powers which are reserved exclusively for Council under the Municipal Government Act or reserved for other Persons pursuant to the provisions of this Bylaw. The Chief Administrative Officer is authorized to further delegate the powers granted by this Section.

4. ADMINISTRATION

- a. The Town of Bon Accord shall be responsible for the selling of Plots and the keeping of all necessary records, which shall include the location, the name of the proprietor of each Plot or Niche, the name and location of each and every Interment and Disinterment, and the collecting of fees and charges in connection with the Cemetery.
- b. All fees and charges in connection with the sale, use and care of Plots and/or other facilities which are or may in the future be offered in connection with the Cemetery operation shall be in accordance with Schedule “A” attached to and forming part of the Bylaw, or as may be amended from time to time by Council.

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- c. The Town shall have sole control of all matters related to the Cemetery, including maintenance, burials, and enforcement of this Bylaw.
- d. Any person acquiring a Plot or Plots or Columbarium Niche or Niches under the provisions of the Bylaw shall only acquire the right and privilege of burial of the remains of the deceased therein subject to the provisions of this Bylaw and shall not be deemed to acquire any title to the land which shall remain vested in the name of the Town.
- e. The Town shall take all reasonable precautions to protect the property rights of the Owners within the Cemetery from loss or damage, but the Town distinctly disclaims all responsibility or liability for loss or damage from causes beyond its control and especially from damage caused by elements, of an act of God, thieves, vandals, strikers, malicious mischief, makers, explosion, unavoidable accidents, invasions, insurrections, riots, or an act of war.

5. PLOTS

- a. The plans for subdivision of lands made available by the Town for use as a Cemetery shall be kept on record at the Town office, together with all subsequent plans for subdivision of such other lands approved by the Town for use as a Cemetery, which shall be the plans of the Cemetery herein referred to and all Interments shall be made, and records kept by the Town in accordance with such plans of subdivision. Copies of all such plans of subdivision shall be available for inspection free of charge at the Town office during normal office hours.
- b. The Town shall issue a Burial Deed to each purchaser of a Grave Plot, Plots, or Columbarium Niche and will be responsible for collecting all fees per Schedule A.
 - i. The Burial Deed shall include the following information:
 - 1. The full legal name of the purchaser(s).
 - 2. Purchasers' contact information.
 - 3. Physical and mailing address.
 - 4. Date of purchase.
 - 5. Amount of the sale and terms of payment.
 - 6. Location of Plots/Niche.
- c. Plots and Niches in the cemetery shall be sold by the Town upon the Purchaser paying in advance the amounts shown in Schedule "A" of the resolution in support of this Bylaw and subsequent Bylaws pertaining to the Cemetery and on completion of an application to purchase a Burial Deed.
 - i. One individual may purchase a maximum of eight (8) Grave Plots at any time.

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- d. Burial rights in the Cemetery shall not be sold, transferred or disposed of in any way by any person without the written consent of the Town. The Plot/Niche Owner may transfer the Burial Deed only upon payment of the necessary fees as shown in Schedule "A" and make the necessary application to the Town.
- e. No person shall further subdivide or alter any Niche or Plot in any manner at variance with the subdivision plans on record in the Town Office for lands approved for use as a Cemetery.
- f. The Owner may sell their Plot or Niche to the Town, and the Town will buy back the Plot or Niche at an amount representing at least 85% of the market value of the Plot or Niche at the date of resale.
- g. The Purchaser(s), or the legal representative(s), of a single Plot will have direct control over the burial access rights of said Plot unless a transfer of Ownership is obtained.
- h. Plot configurations are as follows:
 - i. Full burial Grave Plots are 4' x 8'.
 - ii. Cremation Plots are 2' x 2'.
 - iii. An individual Columbarium Niche is 1' x 1' x 1' deep.
- i. Fences, railings, walls, copings and other enclosures around the Grave Plots are prohibited.

6. INTERMENT

- a. No Interment is permitted to be undertaken within the Cemetery until the Town has received the following:
 - i. Burial Deed and confirmation of Ownership.
 - ii. The Burial Application for the deceased, including the following information:
 - 1. Name of deceased.
 - 2. Age and Date of Birth.
 - 3. Burial Date and Time.
 - 4. Residence at time of death.
 - 5. Plot Information.
 - iii. The burial permit/certificate of burial/disposition permit from the government of Alberta vital statistics or proper governing authority.
 - iv. Payment of all applicable fees and charges, in full.
- b. No Plots shall be used for any purpose other than burial grounds for human remains or cremated human remains.

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- c. No person shall be buried in any Plot or Niche unless they are the registered Owner of the Burial rights for said Plot or Niche or have received written consent from the Owner or agent of the Owner, or unless, where two or more persons hold the Plot or Niche, the surviving person or persons consent thereto in writing. Ultimately, the Town has full discretion to determine Ownership of a Plot or Niche.
 - i. In the case of dispute or question of Ownership, the burden of proof is on the holder of the Burial Deed or the applicant, not the Town of Bon Accord.
- d. An authorized person of the deceased must sign the Burial Application.
- e. Graves for Interments and Inurnments shall be opened and closed only by persons employed by the Town of Bon Accord. A fine may be levied for unauthorized digging.
- f. The funeral home shall be responsible for lowering the casket.
- g. Only one (1) casket Interment and up to two (2) Inurnments may take place within one (1) plot.
 - i. The casket must be placed first.
- h. A maximum of eight (8) cremated remains may be interred in one regular Grave Plot.
- i. No cremated remains shall be scattered at the cemetery.
- j. Interment will not be permitted in Plots or Niches where written records are insufficiently accurate to confirm either Ownership or occupancy.
- k. Advance notification of Interment is required in accordance with the following:
 - i. Three (3) business days between May 1st and October 31st.
 - ii. Five (5) business days between November 1st and April 30th.
 - iii. If there is a good reason for the grieving family to accelerate the Interment time, the Town may consider an application subject to staff time, availability, and weather conditions.
- l. Additional charges for burials carried out on a weekend, Statutory holiday, a declared holiday or after 3:00 p.m. weekdays shall follow the rates as established in Schedule "A" attached and forming part of this Bylaw.
- m. The Owner of a Plot or Niche, or the person instructing the Town to open a Plot or Niche, shall give complete and precise instructions regarding the location, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.

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- n. No Grave for the burial of a deceased shall be less than five (5) feet in depth from the surface of the ground surrounding the grave.
- o. No Grave for the burial of cremated remains shall be less than twenty-four (24) inches in depth from the surface of the ground surrounding the Grave.
- p. Concrete liners or vaults are required for the burial of a body.

7. DISINTERMENT

- a. A written order from the Owner of the Plot or Niche and/or authorized person of the deceased, and a permit for the Disinterment or removal of a body from the provincial medical health officer must be provided and approved by the Town of Bon Accord before disinterring a body.
- b. The Owner of the Plot or Niche, permit holder, or provincial medical officer requesting the Disinterment shall be responsible for the cost of the Disinterment process, including post-plot cleanup, to be completed by a qualified company or person(s) only during regular work hours to the satisfaction of the Town.
- c. No person not authorized by the Town shall disinter or remove a body or cremated remains from any Plot or Niche.

8. INSTALLATION OF MARKERS

Approval and Authorization

- a. No Marker shall be installed in the Cemetery without prior approval from the Town and issuance of a Marker Permit where required. The applicable Marker Permit fee shall be as established in Schedule A.
- b. All firms or individuals wishing to repair, replace, remove, or otherwise perform work upon an existing Marker must obtain prior permission from the Town and must provide proof, to the satisfaction of the Town, that they have the legal right to undertake the work. The onus is on the person wishing to repair, replace, remove, or otherwise perform work on an existing Marker, to provide sufficient proof of the legal right.
- c. No Markers shall be erected except during regular working hours unless prior permission in writing has been granted by the Town.
- d. No permanent Marker shall be placed on any Grave Plot before the Interment of human remains in such Grave Plot unless it is a Double Grave Marker and one of the persons is interred in the plot or is placed so as not to interfere with future burials (e.g., cremations).

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If a double Marker is erected before both Interments, the Town of Bon Accord will not be responsible for removing the Marker. Families must have the Marker removed before Town staff begin the excavation. Extra notice may be required for the burial. A form must be signed indicating that the family understands they must have the Marker removed before future excavation.

Marker Types, Dimensions, and Placement

- e. Flat, pillow, and upright Markers are permitted throughout the Cemetery, subject to the requirements of this Bylaw.
- f. The maximum dimensions of a Marker shall be as follows:

Grave Plot Type	Maximum Height	Maximum Width
Single Full Burial Grave Plot	42 inches	36 inches
Double Full Burial Grave Plot	42 inches	72 inches
Cremation Plot	18 inches	18 inches

- g. For the purposes of determining compliance with the maximum dimensions established in this section, the dimensions shall include the Marker, base, foundation, and any permanently attached ornamentation or other components.
- h. All Markers, including any applicable base and foundation, shall be confined within the boundaries of the applicable Grave Plot(s). No portion of a Marker, base, foundation, or permanently attached component shall encroach upon an adjacent Grave Plot.
- i. A Marker associated with a full burial Grave Plot shall be located at the head of the Grave Plot, and centered within the width of the Grave Plot, unless otherwise approved by the Town.
- j. A double Marker may only be installed to identify two (2) adjacent full burial Grave Plots. The Marker, including its base and foundation, shall remain entirely within the boundaries of the two (2) Grave Plots and shall be located at the head of the two (2) Grave Plots and centered across the combined width of the Grave Plots, unless otherwise approved by the Town.
- k. A Marker associated with a designated Cremation Plot shall be located within the boundaries of the applicable Cremation Plot and shall be centered within the Cremation Plot, unless otherwise approved by the Town.

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- I. When cremated remains are placed in a full burial Grave Plot where a body has been interred, individual Markers may be installed for each interment, provided that each Marker, including its base and foundation, remains entirely within the boundaries of the Full Burial Grave Plot and does not interfere with adjacent Grave Plots or Cemetery operations. The Marker associated with the Cremation burial shall be centered within that Cremation site, unless otherwise approved by the Town.

Installation Requirements

- m. The Town recommends that installation of a Marker be delayed for a minimum of six (6) months to one (1) year following Interment to allow for natural ground settlement. The Town shall not be responsible for damage to a Marker resulting from settling, shifting, frost, or other natural movement of the ground.
- n. Upright and pillow Markers must be securely installed on a suitable foundation designed to support the Marker and approved by the Town. The foundation shall remain entirely within the boundaries of the applicable Grave Plot(s).
- o. Markers shall be constructed of durable materials suitable for long-term outdoor use, including but not limited to granite, marble, bronze, or other materials approved by the Town.
- p. Vases or other permanent ornamental structures may be incorporated into or attached to a Marker provided that they are of reasonable size, remain within the boundaries of the applicable Grave Plot, and do not interfere with Cemetery maintenance or access.
- q. No person shall solicit business or distribute business cards or place an advertising trademark on any Marker or Memorial or any other fixture or structure within the Cemetery.
- r. All persons employed in the construction, erection, and maintenance of Markers, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- s. All persons erecting, repairing, or replacing Markers shall ensure that the surrounding areas are left in the same condition as found.
- t. No Grave cover is allowed in any portion of the Cemetery.

Ownership, Condition, Maintenance, and Liability

- u. Ownership of Markers belongs to the estate of the deceased person(s).
- v. The Owner is responsible for the proper condition of a Marker. The Town shall report to a family member or responsible party an installation that is in disrepair if the disrepair is noted during general maintenance. It shall be the duty of the family member or

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responsible party to repair or remove the installation within thirty (30) days after receiving written notice from the Town.

- w. The Town may remove an out-of-repair Marker that is deemed to cause a safety hazard without notice.
- x. The installation of a Marker shall not create an obligation on the Town to provide additional or specialized Cemetery maintenance. Cemetery maintenance shall be undertaken subject to available staffing, equipment, weather conditions, seasonal requirements, operational priorities, and available municipal resources. The frequency and timing of mowing, trimming, landscaping, grounds maintenance, and other routine Cemetery maintenance may vary accordingly.
- y. The Town shall not be liable for damages resulting from theft, vandalism, settling, shifting, frost, natural movement of the ground, or damage, howsoever caused, to Markers erected upon a Plot.

9. INSTALLATION OF MEMORIALS

- a. Persons wishing to place or install a Memorial in the Cemetery must obtain prior permission from the Town in accordance with this Bylaw.
- b. Applications for a Memorial in the Cemetery can be submitted to the CAO for approval, and the CAO shall have the authority to approve Memorials.
- c. The Town reserves the right to deny applications for any reason.
- d. The Town must approve the location of the Memorial.
- e. Applicants are responsible for the cost and installation of the Memorial and any associated plaques.
- f. The Town must approve all wording for commemorative plaques.
- g. Ownership of Memorials belongs to the estate of the deceased person(s).
- h. The Owner is responsible for the proper condition of a Memorial. The Town shall report to a family member or responsible party an installation that is in disrepair if the disrepair is noted during general maintenance. It shall be the duty of the family member or responsible party to repair or remove the installation within 30 days after receiving written notice from the Town.
- i. The Town may remove an out-of-repair Memorial that is deemed to cause a safety hazard without notice.

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- j. The installation of a Memorial shall not create an obligation on the Town to provide additional or specialized Cemetery maintenance. Cemetery maintenance shall be undertaken subject to available staffing, equipment, weather conditions, seasonal requirements, operational priorities, and available municipal resources. The frequency and timing of mowing, trimming, landscaping, grounds maintenance, and other routine Cemetery maintenance may vary accordingly.
- k. The Town shall not be liable for damages resulting from theft, vandalism, or damage, howsoever caused, to Memorials erected upon a Plot.

10. GRAVE DECORATIONS

- a. Grave Decorations may be placed on a Plot or Niche, including but not limited to Grave statues, lawn ornaments, solar lights, toys, and loose vases. Any items so placed may be removed by the Town without notice if they become unsightly, wilted, or wind-strewn.
 - i. No person shall place any Grave covers, foot Markers, plants or fencing at any time.
- b. No person shall plant any Vegetation anywhere in the Cemetery except persons contracted or employed by the Town. Any Vegetation planted by a person not contracted or employed by the Town shall be removed by the Town.
- c. Vegetation in or around Plots is prohibited, except as placed or installed by the Town.
- d. Fresh-cut flowers and other funeral floral arrangements may be placed on a Grave or at the base of a Columbarium; however, they will be removed by Town staff without notice if they become unsightly, wilted or wind-strewn.
- e. Artificial flowers on Graves or at the base of a Columbarium are allowed; however, they will be removed by Town staff without notice at the discretion of the maintenance staff.

11. MAINTENANCE AND CONTROL

- a. No person other than an Employee of the Town or its designate, or the Owner of a Plot or Niche or his agent, shall be permitted to care for any Plot or Niche in the cemetery.
- b. The Town shall have the authority to remove from any Plot or Niche any weeds, grass, funeral designs and/or floral pieces that have become wilted, or any other articles or things deemed unsightly.
- c. All grading, seeding of grass, and sod work shall be done under the direction of the Town by Employees of the Town.

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- i. No person shall change the grade of any Plot other than the Town or an authorized representative of the Town. Where the grade of a Plot has been changed, the Town may, without notice, proceed to restore the grade at the Owner's sole expense.
- d. No person shall place anything on or adjacent to a Plot or Niche, which in the opinion of the Town restricts or hampers regular maintenance activities. The Town shall have the authority to remove, without notice, any such object or thing.
- e. The Town shall not be held liable for the loss of any item removed from any Plot or Niche in the Cemetery.
- f. If, in the opinion of the Town, where any greenery, vegetation, plants, or other landscaping situated on or about the Cemetery has become unsightly, dangerous, or inconvenient to the public or the Town, the Town shall have the right to remove such greenery, plants, or landscaping without notice to any affected Owner or other person.
- g. No person shall pick flowers, break, injure any tree, shrub, or plant, or write upon, destroy, deface, or damage any Memorial, Marker, Monument, fence, fixture, or structure within the Cemetery.
- h. No person shall throw, abandon, or dispose of rubbish or waste anywhere within the Cemetery except in the receptacles specifically provided for such a purpose by the Town, or otherwise create an unsightly condition within the Cemetery.

12. VISITORS

- a. Gatherings permitted in the Cemetery are limited to funerals, graveside or remembrance ceremonies, and with the written consent of the Town Manager, gatherings for historical, educational, and/or spiritual purposes.
- b. Under no circumstances may a party or other unscheduled gathering occur in the Cemetery.
- c. No person other than an Employee or contractor under the direction of the Town shall enter or remain in the Cemetery between 11:00 PM and 6:00 AM.
- d. No person shall disturb the quiet or good order of the Cemetery by noise or any other improper conduct including, but not limited to:
 - i. Willfully and unlawfully disturbing persons assembled for an Interment;
 - ii. Committing any willful damage to the Cemetery's landscape, sod, trees, shrubs, flowers, plants, Markers, Memorials, Monuments, Niches, buildings, structures, fences, or any other ornaments, structures, or fixtures in the Cemetery.

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- e. No person shall drive any vehicle through the Cemetery at a speed exceeding 10 KMPH or drive upon any part of the Cemetery except for the roadways provided specifically for vehicular access.
- f. The Town may prohibit the driving of vehicles in any part of the Cemetery.
- g. The Owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
- h. No person shall ride a horse in the Cemetery except as part of a funeral procession.
- i. No dogs or other animals shall be allowed in the Cemetery.
- j. The use of snowmobiles and other all-terrain recreation vehicles within the Cemetery shall not be permitted.
- k. No person shall enter the Cemetery carrying a firearm unless such a person is participating in a military funeral and has lawful authority to bear such a firearm.
- l. Persons within the Cemetery shall take care to use walkways and not walk upon or across plots, except Cemetery staff or contractors directed by the Town in performing their work. The Town expressly disclaims liability for any injuries sustained by anyone violating this rule.
- m. A Peace Officer may evict any person(s) contravening this Section or any part of this Bylaw from the Cemetery and applying any other remedy provided for in this Bylaw.

13. PENALTY

- a. Any person who destroys, damages, defaces, or writes upon any Marker, Memorial, Monument or other structure or object in the Cemetery in contravention of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine not less than five hundred dollars (\$500.00) and to a total fine of not more than two thousand, five hundred dollars (\$2,500.00) plus all costs of restoration and in default of payment to imprisonment for a period not exceeding six (6) months.
- b. Any person who commits a breach of any other provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty of not less than two hundred dollars (\$200) and not exceeding ten thousand dollars (\$10,000.00) exclusive of costs, or in the case of non-payment of the fine and costs imposed, to imprisonment for any period not exceeding sixty (60) days.

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- c. If a person is found guilty of an offence under this Bylaw, the Court may, in addition to any other penalty imposed, order the person to comply with this Bylaw.
- d. The levying and payment of any fine or imprisonment for any period provided in the Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which they are liable under the provisions of this Bylaw.
- e. Bylaw 2025-07 is hereby repealed.
- f. This Bylaw shall come into force and effect on the date of 3rd reading, regardless of the date that it is signed in accordance with section 213 of the Municipal Government Act.

READ A FIRST TIME THIS 6th day of October, 2026.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS

Brian Holden
Mayor

Bill Rogers
Chief Administrative Officer

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SCHEDULE "A"

CEMETERY FEES

GRAVE PLOTS

Regular Plot (Full Burial)	\$850.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$850.00
Cremation Plot (Accommodate 1 Urn)	\$250.00
Columbarium Niche (Accommodate 1 Urn)	\$950.00

OPEN & CLOSE

Summer (May 1st through to October 31st) Weekdays before 3:00 PM

Regular Plot (Full Burial)	\$605.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$385.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$385.00
Columbarium Niche (Accommodate 1 Urn)	\$165.00

Summer (May 1st through to October 31st) Weekdays *after 3:00 PM* and Weekends and Holidays

Regular Plot (Full Burial)	\$1,100.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$880.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$880.00
Columbarium Niche (Accommodate 1 Urn)	\$660.00

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Winter (November 1st through to April 30th) Weekdays before 3:00 PM

Regular Plot (Full Burial)	\$715.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$495.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$495.00
Columbarium Niche (Accommodate 1 Urn)	\$165.00

Winter (November 1st through to April 30th) Weekdays *after 3:00 PM* and Weekends and Holidays

Regular Plot (Full Burial)	\$1,210.00
Family Cremation Plot (Accommodate up to 8 Urns)	\$990.00 per urn
Cremation Plot (Accommodate 1 Urn)	\$990.00
Columbarium Niche (Accommodate 1 Urn)	\$660.00

OTHER CHARGES

Damage Deposit – Columbarium Niche**	\$500.00
Transfer of Burial Deed	\$250.00
Disinterment Fees	Flow-through charges + 10 %
Marker Permit Fee	\$25.00

**A damage deposit fee in the amount of \$500 must be received before the Interment or removal of the Columbarium door for engraving (if done by family). The damage deposit is taken to cover the cost of a lost key or damage to the Columbarium door. The damage deposit will be returned within 14 business days after the Interment or replacement of the door.

TOWN OF BON ACCORD

Mayor Report – for period September 10, 2026 – October 14, 2026

September 10, 2026	Chaired Roseridge Monthly Meeting. We had 2 presentations. Both based on economics and the viability of the landfill using its current operations platform.
September 15, 2026	Met with one of our residents regarding an ongoing issue they are having. CAO Rogers and Corporate Services/Community Services Manager attended the meeting as well.
September 15, 2026	Chaired Regular Meeting of Council.
September 16, 2026	Attended quarterly Community Services Advisory Committee meeting. Lots of good discussions regarding this summer's Camp Program.
September 17, 2026	Attended Sturgeon Emergency Services Long Term Service Awards event. Always great to see the achievements of our fire fighters as well as a national award for our Fire Chief Chad Moore.
September 18, 2026	Chaired Sturgeon Regional Partnership meeting. Finalized Terms of Reference, Discussed 11 Principles of Partnership and Collaboration as well as IT Services, Economic Development and Doctor Attraction and Retention.
September 22-25, 2026	Attended AB Munis Fall Convention. Very long, but fruitful event. We heard from Danielle Smith as well as the Opposition, Naheed Nenshi.
September 27, 2026	Attended Rooted in Wellness event. Great event. Julie Matthews spoke on Fraud and Scams that most of us experience on a regular basis. Very well presented.
September 30, 2026	Attended Committee of the Whole meeting. We had 4 delegations to discuss their funding requirements for 2027, Amanda Houlihan – Harvest Days Committee – 2027 Budget, James MacDonald – Northern Lights Library System (NLLS) – 2027 Budget Presentation, Dan Atkins and Ted Kinjerski – Communities in Bloom (CiB) Presentation, and Brenda Gosbjorn – Bon Accord Community Church Presentation. We also discussed the Health and Safety Policy and the Cemetery Bylaw.
October 5, 2026	Attended Bon Accord Connects. Awesome event. Council had a table along with about 40 others. What a great turnout
October 6, 2026	Chaired Regular Meeting of Council.

October 7, 2026	1 st of 3-day Subdivision & Development Appeal Board training
October 7, 2026	Attended Coffee with a Cop. This was an event that took place at the Jewel Box. There were approximately 22 attendees.
October 8, 2026	Day 2 of SDAB Training.
October 8, 2026	Chaired Roseridge Meeting. This was a monthly meeting. Continued operational discussions.
October 9, 2026	Day 3 of SDAB Training. A very long 3 days.
October 12, 2026	Subdivision & Development Appeal Board Training Exam.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report – for period September 10-October 14th, 2026

September 10	Attended Art of Chit Chat webinar by AB Munis, great tips on networking at events
September 15	Attended Regular Meeting of Council
September 17	Attended Sturgeon County Emergency Services Awards Ceremony at the new fire hall. Was a very impressive event and wonderful to see the dedicated fire fighters recognized
September 23-25	Attended AB Munis Conference in Edmonton. Great event with some very unique sessions.
September 30	Chaired Committee of the Whole meeting
October 6	Attended Organizational Council Meeting where I was sworn in as Deputy Mayor and got assigned some new committee responsibilities.
October 6	Attended Regular Meeting of Council
October 7	Attended ICF 101 What Every Municipal Leader Needs to Know
October 8	Attended Provincial update Zoom, What to Expect for Fall Legislative Session

Note: Looking forward to my term as Deputy Mayor

Cindy Gallant
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – for Sept 9 – Oct 14, 2026

Sept 11	Attended ARROW Utilities Board Development Committee followed by the Board meeting and Strategic Planning session.
Sept 15	Attended the Regular Meeting of Council (RMC).
Sept 17	Attended the Sturgeon County Fire Services Awards. Congratulations to those deserving members.
Sept 23 – 25	Attended the AB Munis conference. It is always a good chance to develop new relationships. I found the dialogue sessions with the various ministers interesting.
Sept 30	Attended the Committee of the Whole meeting.
Oct 5	Attended Homeland Housing board meeting. A decision will be made at the next regular meeting to go ahead or not proceed with the 22 St. Thomas Street Affordable Housing project. The Board was presented with what Bill 28 means for Housing Management Bodies. There are new reserve policies requiring boards to maintain required reserve funds for seniors and social housing. This broadens HMBs ability to requisition amounts. There is no longer a “minimum disposable income” for lodge residents, and the province now has the power to set lodge rates rather than HMBs. Lodge Accommodation will now be referred to as “Social Housing Accommodation”. Attended the Bon Accord Connects event. We had a great turnout this year.
Oct 6	Attended the Organizational meeting followed by the RMC. Congratulations to Deputy Mayor Gallant.
Oct 7	Attended Coffee with a Cop. Attendance seemed to indicate the evening time slot was more convenient for residents.
Note:	I attended the Fraud Prevention presentation at the Rooted in Wellness program. I just wanted to comment how very valuable and informative it was. Excellent presenter!

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
September 9 – October 15, 2026

September 15	Attended regular meeting of council.
September 17	Attended Sturgeon County Emergency Services Long Term Service Awards Ceremony.
September 23	Attended AB Munis Convention.
September 24	Attended AB Munis Convention.
September 25	Attended AB Munis Convention.
October 6	Attended Organizational Meeting of council.
October 6	Attended regular meeting of Council

Note:

Tanya May
Councillor
Town of Bon Accord

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Bon Accord Community School Remembrance Day Observance
Date: Tuesday, October 13, 2026 1:04:58 PM

From: Angela Davis <angela.davis@sturgeon.ab.ca>
Sent: Tuesday, October 13, 2026 8:00:48 a.m.
To: Brian Holden <bholden@bonaccord.ca>
Subject: Bon Accord Community School Remembrance Day Observance

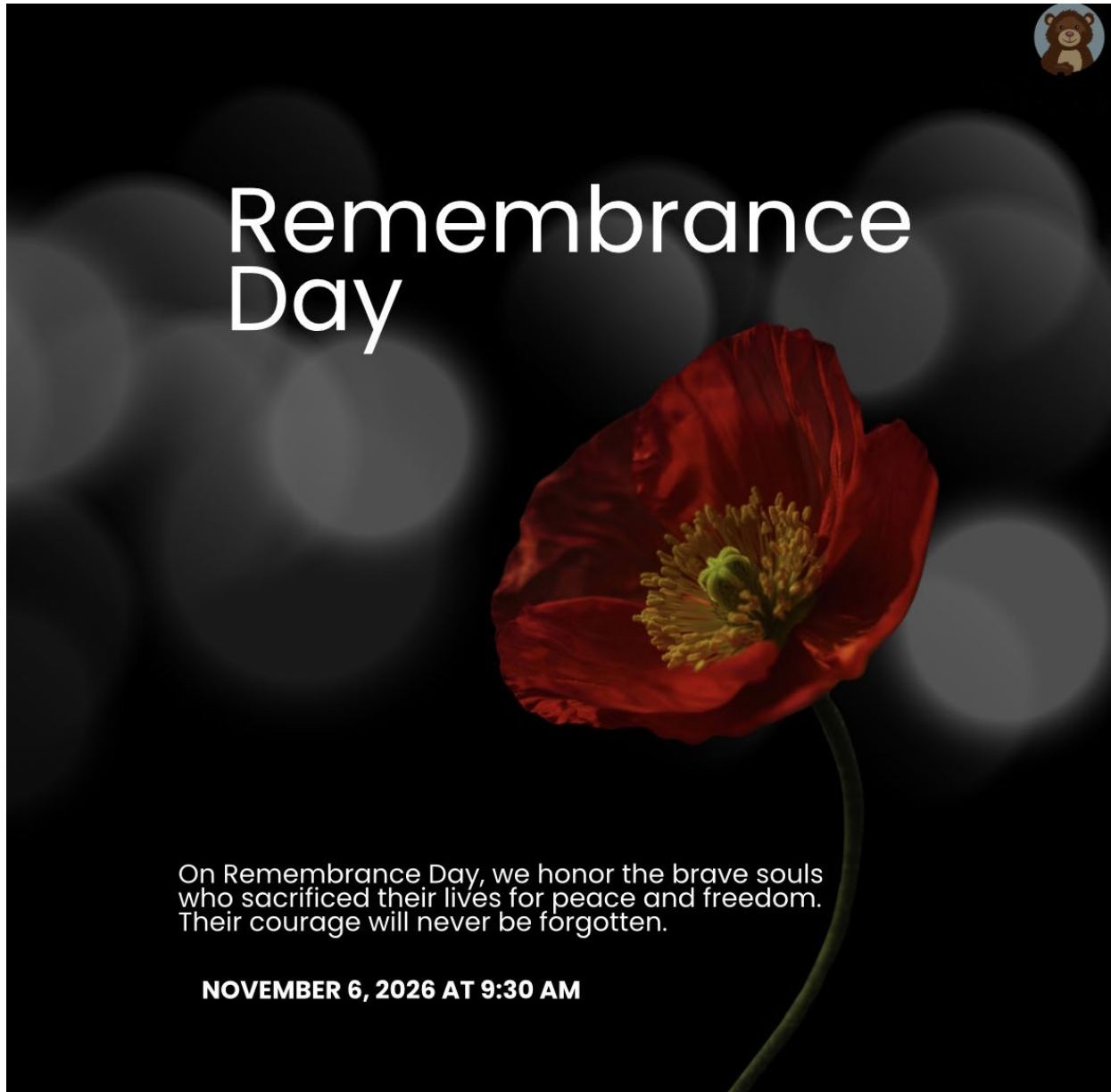
You don't often get email from angela.davis@sturgeon.ab.ca. [Learn why this is important](#)

Good morning Mayor Holden,

We would like to extend an invitation for you to join us at Bon Accord Community School for our Remembrance Day observance on Friday, November 6, 2026, at 9:30 a.m.

It would be an honour to have you join our school community as we take time to remember and honour those who have served and continue to serve our country.

Please let us know if you are able to attend. We would be delighted to have you with us.



Warm regards,

Angela Davis
Vice Principal
Bon Accord Community School
[780-921-3559](tel:780-921-3559)

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On behalf of Royal Canadian Legion, Gibbons Branch #226,
You are cordially invited to attend our **Remembrance Day Service**

Wednesday, November 11, 2026

10:45 AM

Gibbons Cultural Centre

Please join us as we gather to honour and remember the courage,
sacrifice, and the service of our Veterans and Fallen Heros.

Your presence at this solemn occasion will be deeply valued as we pay
tribute together as a community.

RSVP to: Scott Marshall
gibbonslegionpoppy@gmail.com or
Royal Canadian Legion Branch #226
PO Box 309,
Gibbons, AB
T0A1N0

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