

Town of Bon Accord
AGENDA
Regular Council Meeting
September 2, 2025 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** August 19, 2025; Regular Council Meeting (enclosure)
 - 3.2.** August 28, 2025 Committee of the Whole Meeting (enclosure)
- 4. DELEGATION**
 - 4.1.** 9:05 a.m. Matt Roblin & Chad Moore, Sturgeon County Protective Services – Quarterly Report (enclosure)
 - 4.2.** 9:30 a.m. S.Sgt. Darcy McGunigal, Morinville RCMP – Quarterly Report (enclosure)
 - 4.3.** 9:55 a.m. Brad Cripps & Jennifer Massig, Magna Engineering Services— Presentation of Preliminary Engineering Design Report (enclosure)
- 5. UNFINISHED BUSINESS**
 - 5.1.** Sturgeon Recreation Recognition Plaque Report (enclosure)
 - 5.2.** Meeting Invitation – Minister of Municipal Affairs (enclosure)
- 6. NEW BUSINESS**
 - 6.1.** MacEwan University Research Opportunity (enclosure)
 - 6.2.** Large Item Pick Up Event (enclosure)
- 7. BYLAWS/POLICIES/AGREEMENTS**
 - 7.1.** Cemetery Bylaw 1st Reading (enclosure)
 - 7.2.** Acceptable Use and Information Security Policy (enclosure)
 - 7.3.** Ice Allocation Policy (enclosure)
- 8. WORKSHOPS/MEETINGS/CONFERENCES**
- 9. CORRESPONDENCE**

GENERAL

 - 9.1.** Alberta Municipalities Convention 2025 Opportunity - Ask our Premier (enclosure)

ACTION REQUIRED

 - 9.2.** Economic Developers Alberta Golf Tournament Invitation (enclosure)
- 10. NOTICE OF MOTION**
- 11. CLOSED SESSION**

Town of Bon Accord
AGENDA
Regular Council Meeting
September 2, 2025 9:00 a.m. in Council Chambers
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- 11.1.** IT Services Request – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials
- 11.2.** Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information
- 11.3.** Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body, and Section 32 Privileged information
- 11.4.** Community Hall – Program and Event Support – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials

12. ADJOURNMENT

**Town of Bon Accord
Regular Meeting of Council Minutes
August 19, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Tanya May

REGRETS

Deputy Mayor Timothy J. Larson

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jay Nagra – Economic Development & Safe Communities Coordinator
Terry Doerkson – Infrastructure Manager
Brea Tallman – Receptionist

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-306

ADOPTION OF MINUTES

June 17, 2025; Regular Council Meeting

COUNCILLOR BIDNEY MOVED THAT Council adopt the June 17, 2025 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-307

June 30, 2025; Committee of the Whole Meeting

COUNCILLOR MAY MOVED THAT Council adopt the June 30, 2025 Committee of the Whole Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-308

July 2, 2025; Regular Council Meeting

COUNCILLOR LAING MOVED THAT Council adopt the July 2, 2025 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-309

**Town of Bon Accord
Regular Meeting of Council Minutes
August 19, 2025 9:00 a.m.
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DEPARTMENT REPORTS

COUNCILLOR LAING MOVED THAT Council accepts the report as information.
CARRIED UNANIMOUSLY RESOLUTION 25-310

UNFINISHED BUSINESS

Sign Proposal: Jointly Owned School Track Area

COUNCILLOR MAY MOVED THAT Council directs administration to proceed with option 1 as presented and recommend to Sturgeon Public Schools that a bylaw sign be installed and suggest the idea of a monetary fine of \$200 be added to the sign at the school's expense as a less costly option for the track fence retrofit and that the Town grants permission for the sign to be installed on this jointly owned property.

CARRIED UNANIMOUSLY RESOLUTION 25-311

NEW BUSINESS

Councillor Laing Motion: Parks and Trails Phased Purchasing

COUNCILLOR LAING MOVED THAT Council considers the plans from the Parks & Trails Committee to recommend for budget deliberations in 2026 for playground equipment and trails for council designated priorities and could be phased through the years coming at Council's decision.

CARRIED UNANIMOUSLY RESOLUTION 25-312

Parks and Trails Committee Plan Approval

COUNCILLOR MAY MOVED THAT Council approve the Parks Plans for Roseglen Park (including light fixtures in regard to our dark sky designation) and Springbrook Park (including light fixtures in regard to our dark sky designation on the northern perimeter, the addition of benches, and the placement of red chairs), as recommended by the Parks and Trails Committee; AND THAT Administration includes the first and second priority trail segments identified by the Parks and Trails Committee in the 2026 capital budget deliberations, and provide associated cost information for Council's consideration; AND THAT the remaining elements of the Parks and Walking Trail Plan be incorporated into subsequent annual capital plans within the Town's 10-Year Capital Plan, with associated project timelines and cost estimates, for Council's review and consideration.

CARRIED UNANIMOUSLY RESOLUTION 25-313

Parks and Trails Committee Thank You Letter

COUNCILLOR MAY MOVED THAT Council declares the Parks and Trails Committee, having fulfilled its mandate, hereby dissolved.

CARRIED UNANIMOUSLY RESOLUTION 25-314

COUNCILLOR LAING MOVED THAT Council directs Mayor Holden to sign the Parks and Trails Committee thank-you letter as presented and invite them to future committees.

**Town of Bon Accord
Regular Meeting of Council Minutes
August 19, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CARRIED UNANIMOUSLY RESOLUTION 25-315

Mayor Holden called a short recess at 9:40 a.m.
Mayor Holden called the meeting back to order at 9:43 a.m.

Tax Recovery

COUNCILLOR BIDNEY MOVED THAT the reserve bid for the parcel of land for public auction be the market value of the land determined by appraisal.

CARRIED UNANIMOUSLY RESOLUTION 25-316

COUNCILLOR MAY MOVED THAT the conditions of the sale be set as follows:
The parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing certificate of title. The land is being offered for sale on an “as is, where is” basis and the Town of Bon Accord makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the bidder. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms and conditions of sale will be considered other than those specified by the Town. No further information is available at the auction regarding the land to be sold. The Town of Bon Accord may become the owner of any parcel of land that is not sold at public auction, immediately after the public auction. Terms are to be cash or certified cheque. Redemption may be effective by payment of arrears of taxes and costs at any time prior to the sale.

CARRIED UNANIMOUSLY RESOLUTION 25-317

COUNCILLOR LAING MOVED THAT Council appoints the Chief Administrative Officer as the auctioneer.

CARRIED UNANIMOUSLY RESOLUTION 25-318

Emergency Lighting Upgrades

COUNCILLOR MAY MOVED THAT Council approves re-allocating \$2,200.00 from Road Revenue to help fund the upgrading of the emergency lighting in the Town office building.

CARRIED UNANIMOUSLY RESOLUTION 25-319

BYLAWS/POLICIES/AGREEMENTS

2025-07 Cemetery Bylaw

COUNCILLOR BIDNEY MOVED THAT Council postpone the 1st reading of 2025-07 Cemetery Bylaw to the September 2, 2025, meeting, and the bylaw be brought back to the August 28, 2025, Committee of the Whole meeting for discussion and review.

CARRIED UNANIMOUSLY RESOLUTION 25-320

**Town of Bon Accord
Regular Meeting of Council Minutes
August 19, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Personal Information Bank Policy Updates

COUNCILLOR MAY MOVED THAT Council approves the Personal Information Bank policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-321

COUNCILLOR LAING MOVED THAT Council direct administration to update all active policies that reference Alberta's Freedom of Information and Protection of Privacy (FOIP) Act and replace said references with either the Access to Information Act, Protection of Privacy Act, or both, as context dictates.

CARRIED UNANIMOUSLY RESOLUTION 25-322

COUNCIL REPORTS

COUNCILLOR LAING MOVED THAT Council accept the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 25-323

CORRESPONDENCE

GENERAL

RCMP Commanding Officer Introduction

Wildfire Response Thank You – Sturgeon County

COUNCILLOR LAING MOVED THAT Council accept the 2 letters as information.

CARRIED UNANIMOUSLY RESOLUTION 25-324

ACTION REQUIRED

Resident Concern re: Neighbour Video Surveillance

COUNCILLOR BIDNEY MOVED THAT Council directs administration to consult legal and begin to plan for possible bylaw regarding video surveillance and drones.

CARRIED UNANIMOUSLY RESOLUTION 25-325

Meeting Invitation – Minister of Municipal Affairs

COUNCILLOR LAING MOVED THAT Council bring this back to the August 28, 2025, Committee of the Whole Meeting to discuss 3 potential topics with the Ministers.

CARRIED UNANIMOUSLY RESOLUTION 25-326

MFRC Yellow Ribbon Gala Invitation

COUNCILLOR MAY MOVED THAT Council direct administration to register Councillor Laing for the 19th Annual Yellow Ribbon Gala Dinner & Silent Auction and administration follows the donation policy to purchase an item for the silent auction.

CARRIED UNANIMOUSLY RESOLUTION 25-327

**Town of Bon Accord
Regular Meeting of Council Minutes
August 19, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CLOSED SESSION

- **Property Transaction – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information**
- **Development Matter – ATIA Section 19 Disclosure harmful to business interests of a third party**
- **Personnel – ATIA Section 20 Disclosure harmful to personal privacy**

COUNCILLOR BIDNEY MOVED THAT Council enter into closed session to discuss Property Transaction – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information and Development Matter – ATIA Section 19 Disclosure harmful to business interests of a third party and Personnel – ATIA Section 20 Disclosure harmful to personal privacy at 10:57 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-328

COUNCILLOR LAING MOVED THAT Council come out of closed session at 12:25 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-329

Property Transaction – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information

COUNCILLOR BIDNEY MOVED THAT Council direct administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 25-330

Development Matter – ATIA Section 19 Disclosure harmful to business interests of a third party

COUNCILLOR BIDNEY MOVED THAT Council rescinds resolution 25-303 and approves the transfer of \$12,000 from the Stormwater Reserve to the stormwater operating budget for the drainage engineering study for the intersection of highway 28, 47th Avenue and 51st Street.

CARRIED UNANIMOUSLY RESOLUTION 25-331

Personnel – ATIA Section 20 Disclosure harmful to personal privacy

COUNCILLOR MAY MOVED THAT Council direct administration to proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 25-332

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the August 19, 2025 Regular Meeting of Council adjourn at 12:26 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-333

**Town of Bon Accord
Regular Meeting of Council Minutes
August 19, 2025 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
August 28, 2025, 2:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson
Councillor Lynn Bidney
Councillor Tanya May - Chair

REGRETS

Councillor Lacey Laing

ADMINISTRATION

Jodi Brown, Town Manager
Falon Fayant, Corporate Services Manager
Terry Doerkson, Infrastructure Manager
Nicole Paproski, Administration & Community Services Assistant

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

COUNCILLOR MAY called the meeting to order at 2:00 p.m.

ADOPTION OF AGENDA

There were no objections to adding item 4.1 – Large Item Pickup to the agenda.
MAYOR HOLDEN MOVED THAT Council adopt the agenda for August 28, 2025, as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-334

OLD BUSINESS

Meeting Invitation – Minister of Municipal Affairs

The report was reviewed and discussed.

NEW BUSINESS

Large Item pickup

The report was reviewed and discussed.

BYLAWS|POLICIES|AGREEMENTS

Acceptable Use and Information Security Policy

The policy was reviewed and discussed.

Councillor May called for a short recess at 2:39 pm.

Councillor May called back in session at 2:41 pm

Ice Allocation Policy

**Town of Bon Accord
Committee of the Whole Meeting Minutes
August 28, 2025, 2:00 p.m. in Council Chambers
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The policy was reviewed and discussed

Cemetery Bylaw

The bylaw was reviewed and discussed

CLOSED SESSION

- ***Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information***
- ***Development Matter, Lot 3, Block A, Plan 5261BA– ATIA Section 26 Disclosure harmful to intergovernmental relations, Section 32 Privileged information***
- ***Enforcement Matter - ATIA Section 20 Disclosure harmful to personal privacy, Section 26 Disclosure harmful to intergovernmental relations, and Section 29 Advice from officials***
- ***Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body, and Section 32 Privileged information***
- ***Community Hall – Program and Event Support – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials***

DEPUTY MAYOR LARSON MOVED THAT Council enter into closed session at 3:03 p.m. to discuss Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information, Development Matter, Lot 3, Block A, Plan 5261BA– ATIA Section 26 Disclosure harmful to intergovernmental relations, Section 32 Privileged information, Enforcement Matter - ATIA Section 20 Disclosure harmful to personal privacy, Section 26 Disclosure harmful to intergovernmental relations, and Section 29 Advice from officials, Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body, and Section 32 Privileged information, Community Hall – Program and Event Support – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials.

CARRIED UNANIMOUSLY RESOLUTION 25-335

COUNCILLOR BIDNEY MOVED THAT Council come out of closed session at 4:08 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-336

ADJOURNMENT

**Town of Bon Accord
Committee of the Whole Meeting Minutes
August 28, 2025, 2:00 p.m. in Council Chambers
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DEPUTY MAYOR LARSON MOVED THAT the August 28, 2025, Committee of the Whole Meeting adjourn at 4:09 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-337

Mayor Holden

Jodi Brown, CAO

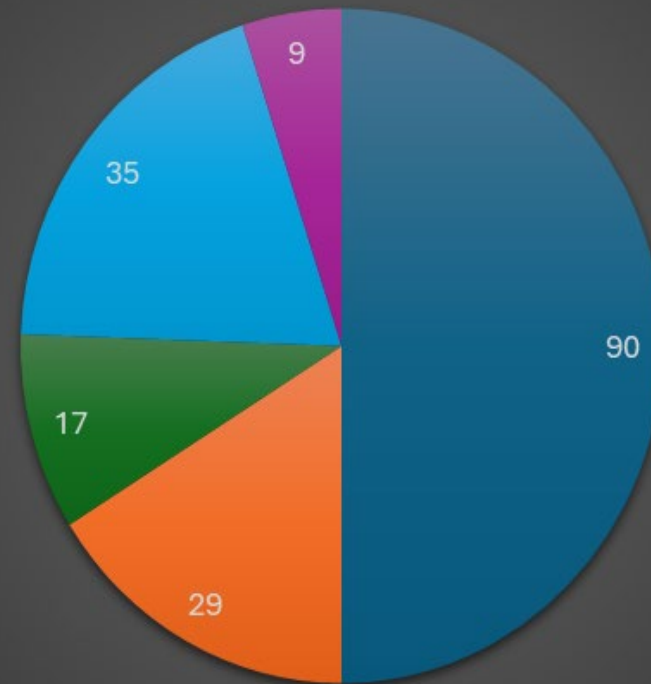
DRAFT

Enforcement Services – Bon Accord

Total incidents
reported

180

Number of Incidents by Type



■ Proactive Patrols ■ Traffic Enforcement ■ Other ■ Bylaw ■ Animal Control

Enforcement Citations – Bon Accord

Total citations issued

26

Total fine amount

\$521.00

Citations by offence type



Speeding

3



Other traffic violations

10



Failing to obey traffic lights or signs

0



Other bylaw offences

5



Community standards-related offences

8



Animal-related offences

0

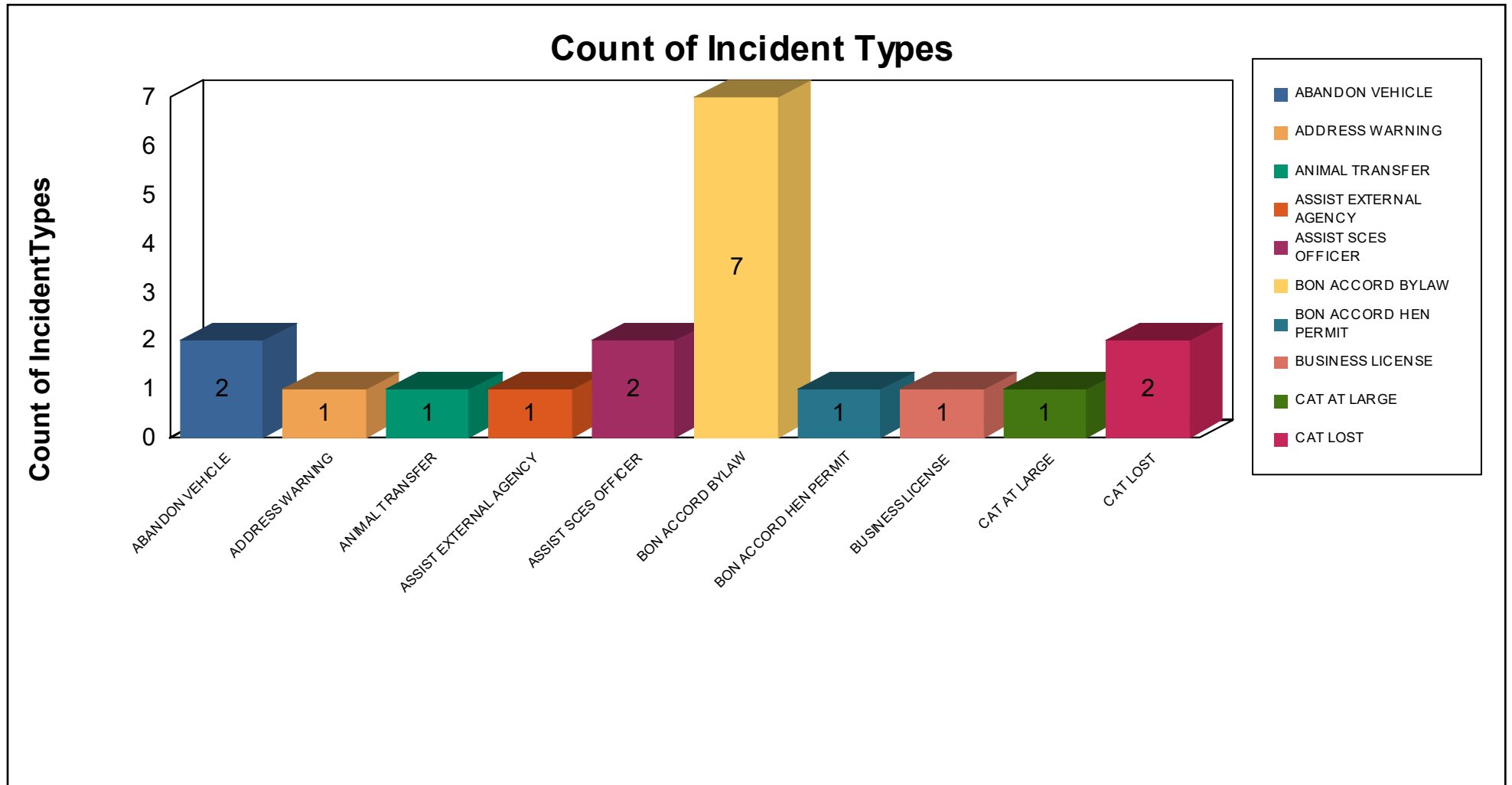


Sturgeon County

Statistics from Occurred Date: 4/1/2025 12:00:00AM to 6/30/2025 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT -



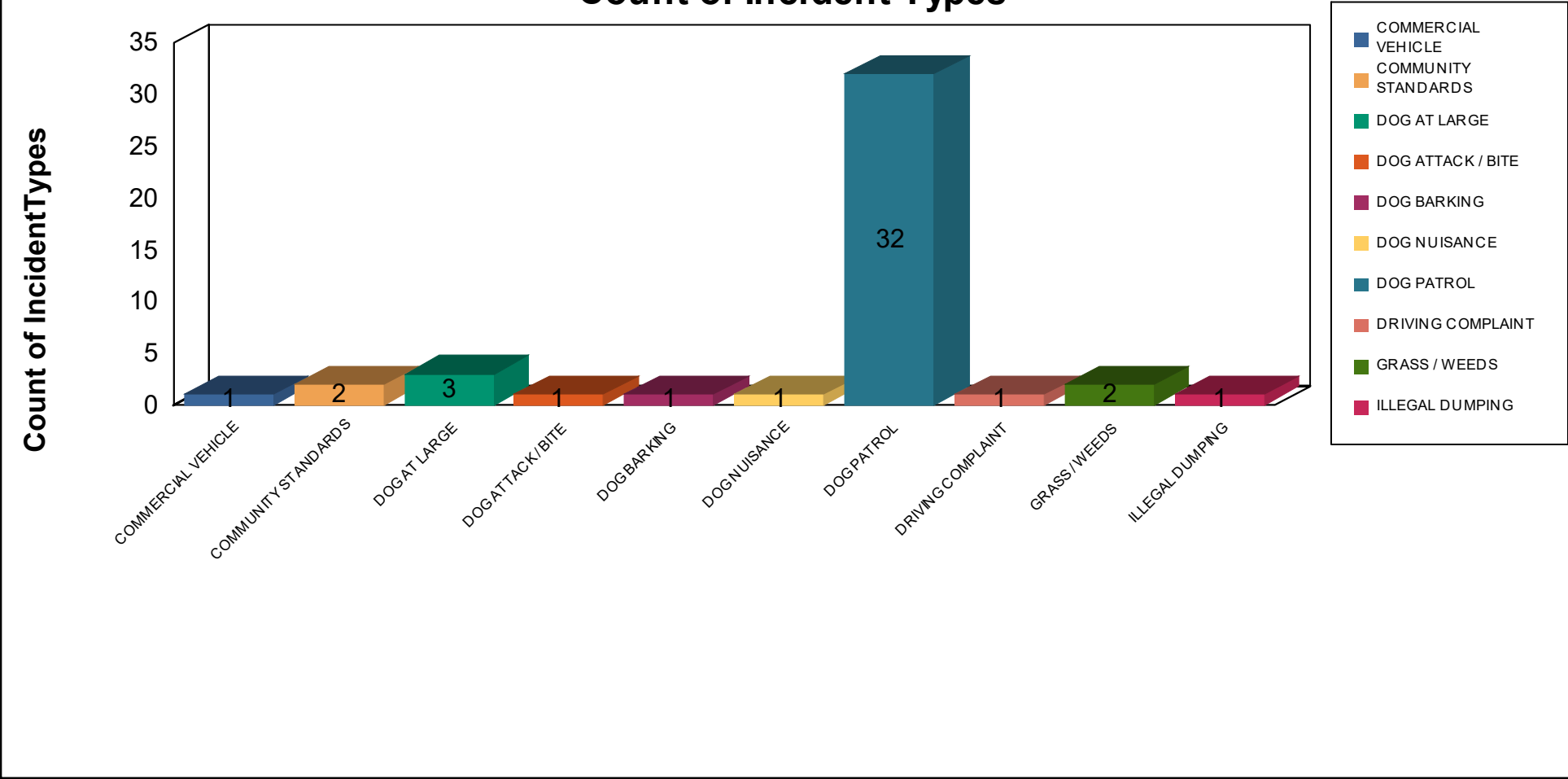
ABANDON VEHICLE: 2 1%

Incident Report

STURGEON COUNTY ENFORCEMENT -

| | |
|---------------------------|----|
| ADDRESS WARNING: 1 | 1% |
| ANIMAL TRANSFER: 1 | 1% |
| ASSIST EXTERNAL AGENCY: 1 | 1% |
| ASSIST SCES OFFICER: 2 | 1% |
| BON ACCORD BYLAW: 7 | 4% |
| BON ACCORD HEN PERMIT: 1 | 1% |
| BUSINESS LICENSE: 1 | 1% |
| CAT AT LARGE: 1 | 1% |
| CAT LOST: 2 | 1% |

Count of Incident Types



COMMERCIAL VEHICLE: 1 1%

COMMUNITY STANDARDS: 2 1%

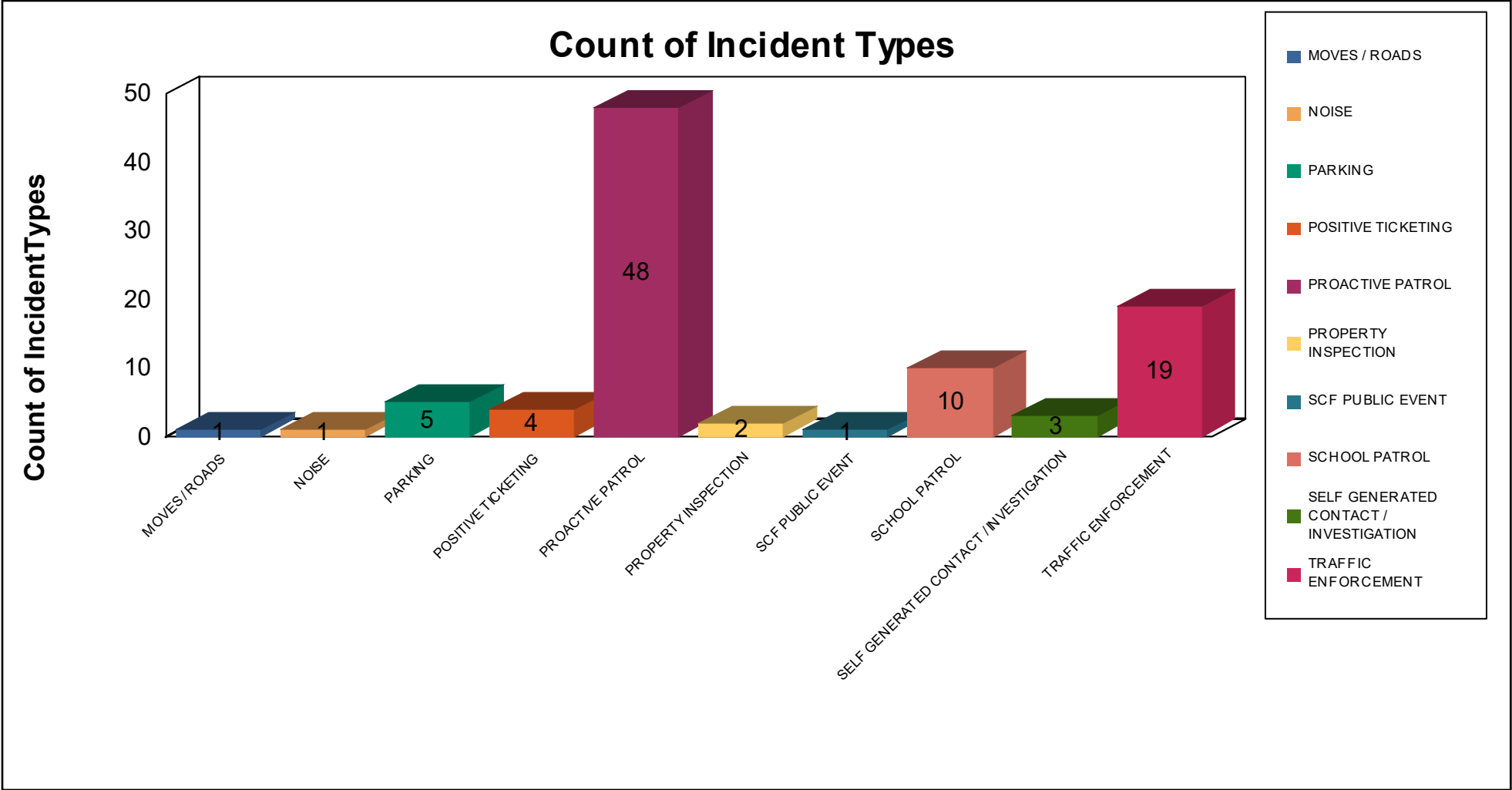
DOG AT LARGE: 3 2%

DOG ATTACK / BITE: 1 1%

Incident Report

STURGEON COUNTY ENFORCEMENT -

| | | |
|--------------------|----|-----|
| DOG BARKING: | 1 | 1% |
| DOG NUISANCE: | 1 | 1% |
| DOG PATROL: | 32 | 18% |
| DRIVING COMPLAINT: | 1 | 1% |
| GRASS / WEEDS: | 2 | 1% |
| ILLEGAL DUMPING: | 1 | 1% |



MOVES / ROADS: 1 1%

NOISE: 1 1%

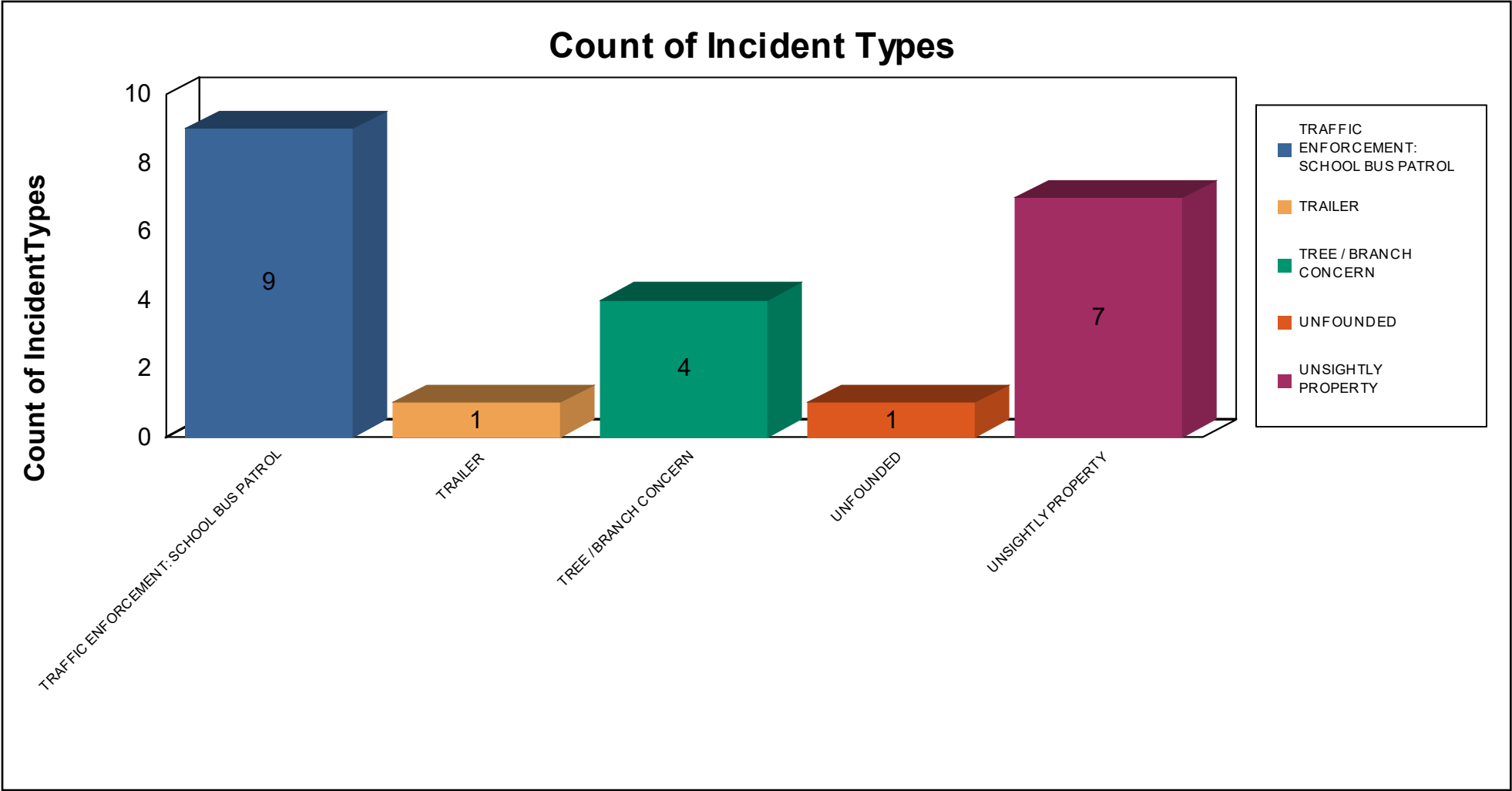
PARKING: 5 3%

POSITIVE TICKETING: 4 2%

Incident Report

STURGEON COUNTY ENFORCEMENT -

| | | |
|---|----|-----|
| PROACTIVE PATROL: | 48 | 27% |
| PROPERTY INSPECTION: | 2 | 1% |
| SCF PUBLIC EVENT: | 1 | 1% |
| SCHOOL PATROL: | 10 | 6% |
| SELF GENERATED CONTACT / INVESTIGATION: | 3 | 2% |
| TRAFFIC ENFORCEMENT: | 19 | 11% |



TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 9 5%

TRAILER: 1 1%

TREE / BRANCH CONCERN: 4 2%

UNFOUNDED: 1 1%

Incident Report

STURGEON COUNTY ENFORCEMENT -

UNSIGHTLY PROPERTY: 7 4%

Grand Total: 100.00% Total # of Incident Types Reported: 180

Custom Report

Technician Name: administrator

Location: Traffic Logix

State/Province: AB

Address: 4904 48 ave

Postal Code/ZIP: T0A 0K0

City: Bon Accord



Report Period: 2025-06-02 to 2025-07-15

| | | Total Vehicle Count | Posted Speed Limit | Tolerated Speed | Number of Speed Limit Violations | Number of Vehicles Respecting Limit | Number of Vehicles inside Tolerated Range |
|------------|----------|---------------------|--------------------|-----------------|----------------------------------|-------------------------------------|---|
| 2025-06-02 | 00:00:00 | 182 | 40 | 41 | ^H 4 | 178 | 0 |
| 2025-06-03 | 00:00:00 | 62 | 40 | 41 | 2 | 60 | 0 |
| 2025-06-04 | 00:00:00 | 77 | 40 | 41 | 3 | 74 | 0 |
| 2025-06-05 | 00:00:00 | 71 | 40 | 41 | 3 | 68 | 0 |
| 2025-06-06 | 00:00:00 | 108 | 40 | 41 | 1 | 107 | 0 |
| 2025-06-07 | 00:00:00 | 165 | 40 | 41 | 1 | 164 | 0 |
| 2025-06-08 | 00:00:00 | 40 | 40 | 41 | 0 | 40 | 0 |
| 2025-06-09 | 00:00:00 | 75 | 40 | 41 | 2 | 73 | 0 |
| 2025-06-10 | 00:00:00 | 60 | 40 | 41 | 1 | 59 | 0 |
| 2025-06-11 | 00:00:00 | 69 | 40 | 41 | 1 | 68 | 0 |
| 2025-06-12 | 00:00:00 | 81 | 40 | 41 | 0 | 81 | 0 |
| 2025-06-13 | 00:00:00 | 117 | 40 | 41 | 0 | 117 | 0 |
| 2025-06-14 | 00:00:00 | ^H 270 | 40 | 41 | 3 | ^H 267 | 0 |
| 2025-06-15 | 00:00:00 | 46 | 40 | 41 | 1 | 45 | 0 |
| 2025-06-16 | 00:00:00 | 80 | 40 | 41 | 1 | 79 | 0 |
| 2025-06-17 | 00:00:00 | 70 | 40 | 41 | 1 | 69 | 0 |
| 2025-06-18 | 00:00:00 | 99 | 40 | 41 | 2 | 97 | 0 |
| 2025-06-19 | 00:00:00 | 107 | 40 | 41 | 0 | 107 | 0 |
| 2025-06-20 | 00:00:00 | 154 | 40 | 41 | 1 | 153 | 0 |
| 2025-06-21 | 00:00:00 | 67 | 40 | 41 | 0 | 67 | 0 |
| 2025-06-22 | 00:00:00 | 116 | 40 | 41 | 1 | 115 | 0 |
| 2025-06-23 | 00:00:00 | 72 | 40 | 41 | 0 | 72 | 0 |
| 2025-06-24 | 00:00:00 | 68 | 40 | 41 | 1 | 67 | 0 |
| 2025-06-25 | 00:00:00 | 93 | 40 | 41 | 0 | 93 | 0 |
| 2025-06-26 | 00:00:00 | 79 | 40 | 41 | 1 | 78 | 0 |
| 2025-06-27 | 00:00:00 | 120 | 40 | 41 | 1 | 119 | 0 |
| 2025-06-28 | 00:00:00 | 57 | 40 | 41 | 0 | 57 | 0 |
| 2025-06-29 | 00:00:00 | 50 | 40 | 41 | 0 | 50 | 0 |
| 2025-06-30 | 00:00:00 | 85 | 40 | 41 | 1 | 84 | 0 |
| 2025-07-01 | 00:00:00 | 85 | 40 | 41 | 0 | 85 | 0 |
| 2025-07-02 | 00:00:00 | 72 | 40 | 41 | 0 | 72 | 0 |
| 2025-07-03 | 00:00:00 | 120 | 40 | 41 | 1 | 119 | 0 |
| 2025-07-04 | 00:00:00 | 105 | 40 | 41 | 1 | 104 | 0 |

| | | <i>% of Speed Limit Violations</i> | <i>% of Vehicles Respecting Limit</i> | <i>% Vehicles in Tolerated Range</i> | <i>Average Vehicle Speed</i> | <i>Maximum Speed</i> | <i>Minimum Speed</i> |
|------------|----------|--|---|--|----------------------------------|----------------------|----------------------|
| 2025-06-02 | 00:00:00 | 2 | 98 | 0 | 23 | 48 | 6 |
| 2025-06-03 | 00:00:00 | 3 | 97 | 0 | 24 | 44 | 5 |
| 2025-06-04 | 00:00:00 | 4 | 96 | 0 | 24 | 45 | 5 |
| 2025-06-05 | 00:00:00 | 4 | 96 | 0 | 24 | 44 | 5 |
| 2025-06-06 | 00:00:00 | 1 | 99 | 0 | 22 | 43 | 6 |
| 2025-06-07 | 00:00:00 | 1 | 99 | 0 | 21 | 49 | 5 |
| 2025-06-08 | 00:00:00 | 0 | ^H 100 | 0 | ^H 25 | 38 | 6 |
| 2025-06-09 | 00:00:00 | 3 | 97 | 0 | 24 | 43 | 5 |
| 2025-06-10 | 00:00:00 | 2 | 98 | 0 | ^H 25 | 43 | 7 |
| 2025-06-11 | 00:00:00 | 1 | 99 | 0 | 24 | 43 | 6 |
| 2025-06-12 | 00:00:00 | 0 | ^H 100 | 0 | 22 | 38 | 5 |
| 2025-06-13 | 00:00:00 | 0 | ^H 100 | 0 | 18 | 38 | 5 |
| 2025-06-14 | 00:00:00 | 1 | 99 | 0 | 17 | 47 | 5 |
| 2025-06-15 | 00:00:00 | 2 | 98 | 0 | 23 | 42 | 5 |
| 2025-06-16 | 00:00:00 | 1 | 99 | 0 | ^H 25 | 42 | 13 |
| 2025-06-17 | 00:00:00 | 1 | 99 | 0 | 22 | 41 | 6 |
| 2025-06-18 | 00:00:00 | 2 | 98 | 0 | 23 | 46 | 5 |
| 2025-06-19 | 00:00:00 | 0 | ^H 100 | 0 | 19 | 37 | 5 |
| 2025-06-20 | 00:00:00 | 1 | 99 | 0 | 16 | 41 | 5 |
| 2025-06-21 | 00:00:00 | 0 | ^H 100 | 0 | 21 | 40 | 5 |
| 2025-06-22 | 00:00:00 | 1 | 99 | 0 | 20 | 52 | 5 |
| 2025-06-23 | 00:00:00 | 0 | ^H 100 | 0 | ^H 25 | 37 | 14 |
| 2025-06-24 | 00:00:00 | 1 | 99 | 0 | 24 | 44 | 5 |
| 2025-06-25 | 00:00:00 | 0 | ^H 100 | 0 | 23 | 40 | 6 |
| 2025-06-26 | 00:00:00 | 1 | 99 | 0 | 23 | 44 | 5 |
| 2025-06-27 | 00:00:00 | 1 | 99 | 0 | 20 | 46 | 5 |
| 2025-06-28 | 00:00:00 | 0 | ^H 100 | 0 | 24 | 37 | 8 |
| 2025-06-29 | 00:00:00 | 0 | ^H 100 | 0 | 22 | 35 | 9 |
| 2025-06-30 | 00:00:00 | 1 | 99 | 0 | 23 | 42 | 6 |
| 2025-07-01 | 00:00:00 | 0 | ^H 100 | 0 | 20 | 40 | 6 |
| 2025-07-02 | 00:00:00 | 0 | ^H 100 | 0 | 23 | 35 | 6 |
| 2025-07-03 | 00:00:00 | 1 | 99 | 0 | 20 | 48 | 6 |
| 2025-07-04 | 00:00:00 | 1 | 99 | 0 | 22 | 44 | 5 |

| | | <i>Total Vehicle Count</i> | <i>Posted Speed Limit</i> | <i>Tolerated Speed</i> | <i>Number of Speed Limit Violations</i> | <i>Number of Vehicles Respecting Limit</i> | <i>Number of Vehicles inside Tolerated Range</i> |
|------------|----------|----------------------------|---------------------------|------------------------|---|--|--|
| 2025-07-05 | 00:00:00 | 164 | 40 | 41 | 0 | 164 | 0 |
| 2025-07-06 | 00:00:00 | 49 | 40 | 41 | 0 | 49 | 0 |
| 2025-07-07 | 00:00:00 | 59 | 40 | 41 | 2 | 57 | 0 |
| 2025-07-08 | 00:00:00 | 62 | 40 | 41 | 3 | 59 | 0 |
| 2025-07-09 | 00:00:00 | 66 | 40 | 41 | 0 | 66 | 0 |
| 2025-07-10 | 00:00:00 | 73 | 40 | 41 | 1 | 72 | 0 |
| 2025-07-11 | 00:00:00 | 77 | 40 | 41 | 1 | 76 | 0 |
| 2025-07-12 | 00:00:00 | 66 | 40 | 41 | 0 | 66 | 0 |
| 2025-07-13 | 00:00:00 | 52 | 40 | 41 | 1 | 51 | 0 |
| 2025-07-14 | 00:00:00 | 51 | 40 | 41 | 2 | 49 | 0 |
| | | SUM: 3,841 | | | SUM: 44 | SUM: 3,797 | |

| | | <i>% of Speed Limit Violations</i> | <i>% of Vehicles Respecting Limit</i> | <i>% Vehicles in Tolerated Range</i> | <i>Average Vehicle Speed</i> | <i>Maximum Speed</i> | <i>Minimum Speed</i> |
|------------|----------|--|---|--|----------------------------------|----------------------|----------------------|
| 2025-07-05 | 00:00:00 | 0 | ^H 100 | 0 | 17 | 35 | 6 |
| 2025-07-06 | 00:00:00 | 0 | ^H 100 | 0 | 23 | 36 | 5 |
| 2025-07-07 | 00:00:00 | 3 | 97 | 0 | 23 | 46 | 6 |
| 2025-07-08 | 00:00:00 | ^H 5 | 95 | 0 | ^H 25 | 49 | 10 |
| 2025-07-09 | 00:00:00 | 0 | ^H 100 | 0 | 23 | 39 | 5 |
| 2025-07-10 | 00:00:00 | 1 | 99 | 0 | 24 | 42 | 8 |
| 2025-07-11 | 00:00:00 | 1 | 99 | 0 | 23 | 41 | 6 |
| 2025-07-12 | 00:00:00 | 0 | ^H 100 | 0 | ^H 25 | 39 | 6 |
| 2025-07-13 | 00:00:00 | 2 | 98 | 0 | 21 | 42 | 5 |
| 2025-07-14 | 00:00:00 | 4 | 96 | 0 | 24 | 50 | 5 |
| | | AVG: 2 | AVG: 99 | | AVG: 22 | | |

Custom Report

Technician Name: administrator

Location: Traffic Logix

State/Province: AB

Address: 5111 51st

Postal Code/ZIP: T0A 0K0

City: Bon Accord



Report Period: 2025-07-15 to 2025-08-15

| | | <i>Total Vehicle Count</i> | <i>Posted Speed Limit</i> | <i>Tolerated Speed</i> | <i>Number of Speed Limit Violations</i> | <i>Number of Vehicles Respecting Limit</i> | <i>Number of Vehicles inside Tolerated Range</i> |
|------------|----------|----------------------------|---------------------------|------------------------|---|--|--|
| 2025-07-15 | 00:00:00 | 683 | 40 | 41 | 122 | 561 | 0 |
| 2025-07-16 | 00:00:00 | 746 | 40 | 41 | 165 | 581 | 0 |
| 2025-07-17 | 00:00:00 | 769 | 40 | 41 | 158 | 611 | 0 |
| 2025-07-18 | 00:00:00 | 836 | 40 | 41 | ^H 202 | 634 | 0 |
| 2025-07-19 | 00:00:00 | 567 | 40 | 41 | 148 | 419 | 0 |
| 2025-07-20 | 00:00:00 | 516 | 40 | 41 | 139 | 377 | 0 |
| 2025-07-21 | 00:00:00 | 723 | 40 | 41 | 191 | 532 | 0 |
| 2025-07-22 | 00:00:00 | 749 | 40 | 41 | 150 | 599 | 0 |
| 2025-07-23 | 00:00:00 | 722 | 40 | 41 | 170 | 552 | 0 |
| 2025-07-24 | 00:00:00 | 764 | 40 | 41 | 127 | 637 | 0 |
| 2025-07-25 | 00:00:00 | ^H 957 | 40 | 41 | 190 | ^H 767 | 0 |
| 2025-07-26 | 00:00:00 | 614 | 40 | 41 | 153 | 461 | 0 |
| 2025-07-27 | 00:00:00 | 564 | 40 | 41 | 122 | 442 | 0 |
| 2025-07-28 | 00:00:00 | 736 | 40 | 41 | 161 | 575 | 0 |
| 2025-07-29 | 00:00:00 | 752 | 40 | 41 | 138 | 614 | 0 |
| 2025-07-30 | 00:00:00 | 742 | 40 | 41 | 173 | 569 | 0 |
| 2025-07-31 | 00:00:00 | 722 | 40 | 41 | 174 | 548 | 0 |
| 2025-08-01 | 00:00:00 | 733 | 40 | 41 | 131 | 602 | 0 |
| 2025-08-02 | 00:00:00 | 543 | 40 | 41 | 99 | 444 | 0 |
| 2025-08-03 | 00:00:00 | 560 | 40 | 41 | 115 | 445 | 0 |
| 2025-08-04 | 00:00:00 | 490 | 40 | 41 | 117 | 373 | 0 |
| 2025-08-05 | 00:00:00 | 809 | 40 | 41 | 124 | 685 | 0 |
| 2025-08-06 | 00:00:00 | 809 | 40 | 41 | 155 | 654 | 0 |
| 2025-08-07 | 00:00:00 | 757 | 40 | 41 | 166 | 591 | 0 |
| 2025-08-08 | 00:00:00 | 863 | 40 | 41 | 174 | 689 | 0 |
| 2025-08-09 | 00:00:00 | 865 | 40 | 41 | 110 | 755 | 0 |
| 2025-08-10 | 00:00:00 | 615 | 40 | 41 | 135 | 480 | 0 |
| 2025-08-11 | 00:00:00 | 713 | 40 | 41 | 139 | 574 | 0 |
| 2025-08-12 | 00:00:00 | 752 | 40 | 41 | 160 | 592 | 0 |
| 2025-08-13 | 00:00:00 | 665 | 40 | 41 | 161 | 504 | 0 |
| 2025-08-14 | 00:00:00 | 778 | 40 | 41 | 170 | 608 | 0 |
| | | SUM: 22,114 | | | SUM: 4,639 | SUM: 17,475 | |

| | | <i>% of Speed Limit Violations</i> | <i>% of Vehicles Respecting Limit</i> | <i>% Vehicles in Tolerated Range</i> | <i>Average Vehicle Speed</i> | <i>Maximum Speed</i> | <i>Minimum Speed</i> |
|------------|----------|--|---|--|----------------------------------|----------------------|----------------------|
| 2025-07-15 | 00:00:00 | 18 | 82 | 0 | 30 | 60 | 6 |
| 2025-07-16 | 00:00:00 | 22 | 78 | 0 | 31 | 68 | 5 |
| 2025-07-17 | 00:00:00 | 21 | 79 | 0 | 31 | 62 | 5 |
| 2025-07-18 | 00:00:00 | 24 | 76 | 0 | 31 | 73 | 7 |
| 2025-07-19 | 00:00:00 | 26 | 74 | 0 | ^H 33 | 136 | 5 |
| 2025-07-20 | 00:00:00 | ^H 27 | 73 | 0 | 32 | 56 | 5 |
| 2025-07-21 | 00:00:00 | 26 | 74 | 0 | 32 | 68 | 8 |
| 2025-07-22 | 00:00:00 | 20 | 80 | 0 | 31 | 61 | 5 |
| 2025-07-23 | 00:00:00 | 24 | 76 | 0 | 32 | 98 | 6 |
| 2025-07-24 | 00:00:00 | 17 | 83 | 0 | 30 | 61 | 5 |
| 2025-07-25 | 00:00:00 | 20 | 80 | 0 | 29 | 70 | 6 |
| 2025-07-26 | 00:00:00 | 25 | 75 | 0 | 32 | 69 | 7 |
| 2025-07-27 | 00:00:00 | 22 | 78 | 0 | 31 | 75 | 8 |
| 2025-07-28 | 00:00:00 | 22 | 78 | 0 | 31 | 64 | 5 |
| 2025-07-29 | 00:00:00 | 18 | 82 | 0 | 30 | 76 | 5 |
| 2025-07-30 | 00:00:00 | 23 | 77 | 0 | 32 | 65 | 5 |
| 2025-07-31 | 00:00:00 | 24 | 76 | 0 | 31 | 60 | 5 |
| 2025-08-01 | 00:00:00 | 18 | 82 | 0 | 30 | 61 | 5 |
| 2025-08-02 | 00:00:00 | 18 | 82 | 0 | 30 | 71 | 7 |
| 2025-08-03 | 00:00:00 | 21 | 79 | 0 | 30 | 70 | 5 |
| 2025-08-04 | 00:00:00 | 24 | 76 | 0 | 32 | 62 | 6 |
| 2025-08-05 | 00:00:00 | 15 | 85 | 0 | 30 | 64 | 5 |
| 2025-08-06 | 00:00:00 | 19 | 81 | 0 | 31 | 79 | 5 |
| 2025-08-07 | 00:00:00 | 22 | 78 | 0 | 30 | 66 | 5 |
| 2025-08-08 | 00:00:00 | 20 | 80 | 0 | 31 | 122 | 7 |
| 2025-08-09 | 00:00:00 | 13 | ^H 87 | 0 | 29 | 81 | 5 |
| 2025-08-10 | 00:00:00 | 22 | 78 | 0 | 31 | 62 | 5 |
| 2025-08-11 | 00:00:00 | 19 | 81 | 0 | 31 | 58 | 5 |
| 2025-08-12 | 00:00:00 | 21 | 79 | 0 | 31 | 63 | 5 |
| 2025-08-13 | 00:00:00 | 24 | 76 | 0 | 31 | 76 | 7 |
| 2025-08-14 | 00:00:00 | 22 | 78 | 0 | 31 | 56 | 6 |
| | | AVG: 21 | AVG: 79 | | AVG: 31 | | |



August 26, 2025

Brian Holden
Mayor
Bon Accord, AB

Dear Mayor Holden,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Morinville Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

S/Sgt. Darcy McGunigal
Chief of Police
RCMP Morinville Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Morinville

Detachment Commander

Click or tap here to enter text.

Report Date

Click or tap to enter a date.

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Property - Crime Reduction**Updates and Comments:**

Excellent updates on General Investigation Section (GIS) contributions, implementation of Habitual Offender Management program, and crime prevention and awareness initiatives in the community. Q1 has seen projected reductions in break and enters and vehicle thefts. YTD B&E reduction is not on target but still seeing a year over year reduction. Vehicle thefts projecting to annual total of 96, far exceeding target.

Priority #2: Community Engagement**Updates and Comments:**

Monthly roundup emails have been sent to all municipalities at the end of April, May, and June. These include summaries of notable police activity for the month, with the respective municipalities distributing this information to the public through their social media platforms.

Positive Ticketing program also launched on May 1. Approximately 400 tickets handed out during Q1 with another 100 expected for July/August.

Weekly RAVE bulletins started in May and continue every Friday. These include weekly summaries of policing activities, including weekly call volumes.

Members attended four Coffee with a Cop sessions in Q1 (Gibbons, Bon Accord, Morinville, Sturgeon County). We also participated in this year's local festival and Show N' Shine on June 14.





Priority #3: Police Visibility

Updates and Comments:

Three joint operations held with local enforcement partners with a focus on visible patrols and traffic enforcement. Well organized by a detachment member, especially with the demands of G7 this quarter. RAVE updates being completed by the watches in addition to weekly posts.

Weekly RAVE bulletins started in May and continue every Friday. These include weekly summaries of policing activities, including weekly call volumes.





Provincial Service Composition

| Staffing Category | Established Positions | Working | Soft Vacancies | Hard Vacancies |
|--------------------|-----------------------|---------|----------------|----------------|
| Regular Members | 16 | 15 | 3 | 0 |
| Detachment Support | 4 | 4 | 0 | 0 |

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 16 established positions, 15 officers are currently working. There are three officers on special leave (one Parental and two Medical). One of these positions have been backfilled to ensure coverage. There are two positions that have two officers assigned to each. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is one position that is Surplus to Establishment and one position with two resources assigned to it. There is no hard vacancy at this time.



Morinville Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

| CATEGORY | Trend | 2021 | 2022 | 2023 | 2024 | 2025 | % Change 2021 - 2025 | % Change 2024 - 2025 | Avg File +/- per Year |
|----------------------------------|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Offences Related to Death | | 0 | 0 | 2 | 2 | 2 | N/A | 0% | 0.6 |
| Robbery | | 0 | 0 | 4 | 1 | 1 | N/A | 0% | 0.3 |
| Sexual Assaults | | 14 | 7 | 10 | 5 | 10 | -29% | 100% | -1.0 |
| Other Sexual Offences | | 10 | 4 | 7 | 1 | 5 | -50% | 400% | -1.3 |
| Assault | | 55 | 50 | 42 | 44 | 52 | -5% | 18% | -1.2 |
| Kidnapping/Hostage/Abduction | | 1 | 0 | 1 | 0 | 0 | -100% | N/A | -0.2 |
| Extortion | | 1 | 4 | 0 | 1 | 0 | -100% | -100% | -0.5 |
| Criminal Harassment | | 6 | 9 | 15 | 18 | 8 | 33% | -56% | 1.3 |
| Uttering Threats | | 24 | 26 | 20 | 32 | 23 | -4% | -28% | 0.4 |
| TOTAL PERSONS | | 111 | 100 | 101 | 104 | 101 | -9% | -3% | -1.6 |
| Break & Enter | | 32 | 28 | 29 | 34 | 30 | -6% | -12% | 0.2 |
| Theft of Motor Vehicle | | 30 | 33 | 28 | 28 | 21 | -30% | -25% | -2.3 |
| Theft Over \$5,000 | | 7 | 6 | 5 | 5 | 2 | -71% | -60% | -1.1 |
| Theft Under \$5,000 | | 61 | 58 | 53 | 31 | 33 | -46% | 6% | -8.3 |
| Possn Stn Goods | | 30 | 24 | 27 | 28 | 31 | 3% | 11% | 0.6 |
| Fraud | | 24 | 22 | 28 | 38 | 31 | 29% | -18% | 3.0 |
| Arson | | 8 | 3 | 1 | 0 | 4 | -50% | N/A | -1.1 |
| Mischief - Damage To Property | | 50 | 53 | 52 | 36 | 45 | -10% | 25% | -2.7 |
| Mischief - Other | | 29 | 19 | 40 | 36 | 31 | 7% | -14% | 2.1 |
| TOTAL PROPERTY | | 271 | 246 | 263 | 236 | 228 | -16% | -3% | -9.6 |
| Offensive Weapons | | 5 | 6 | 9 | 8 | 6 | 20% | -25% | 0.4 |
| Disturbing the peace | | 11 | 13 | 18 | 16 | 24 | 118% | 50% | 2.9 |
| Fail to Comply & Breaches | | 27 | 23 | 21 | 14 | 41 | 52% | 193% | 1.9 |
| OTHER CRIMINAL CODE | | 17 | 23 | 19 | 21 | 18 | 6% | -14% | 0.0 |
| TOTAL OTHER CRIMINAL CODE | | 60 | 65 | 67 | 59 | 89 | 48% | 51% | 5.2 |
| TOTAL CRIMINAL CODE | | 442 | 411 | 431 | 399 | 418 | -5% | 5% | -6.0 |



Morinville Provincial Detachment

Crime Statistics (Actual)

Q1 (April - June): 2021 - 2025

All categories contain "Attempted" and/or "Completed"

July 8, 2025

| CATEGORY | Trend | 2021 | 2022 | 2023 | 2024 | 2025 | % Change 2021 - 2025 | % Change 2024 - 2025 | Avg File +/- per Year |
|--|-------|------------|------------|------------|------------|------------|-------------------------|-------------------------|--------------------------|
| Drug Enforcement - Production | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Drug Enforcement - Possession | | 1 | 1 | 1 | 1 | 1 | 0% | 0% | 0.0 |
| Drug Enforcement - Trafficking | | 5 | 1 | 1 | 3 | 5 | 0% | 67% | 0.2 |
| Drug Enforcement - Other | | 0 | 0 | 0 | 0 | 0 | N/A | N/A | 0.0 |
| Total Drugs | | 6 | 2 | 2 | 4 | 6 | 0% | 50% | 0.2 |
| Cannabis Enforcement | | 0 | 0 | 1 | 1 | 0 | N/A | -100% | 0.1 |
| Federal - General | | 5 | 8 | 7 | 3 | 2 | -60% | -33% | -1.1 |
| TOTAL FEDERAL | | 11 | 10 | 10 | 8 | 8 | -27% | 0% | -0.8 |
| Liquor Act | | 12 | 6 | 5 | 5 | 17 | 42% | 240% | 0.9 |
| Cannabis Act | | 1 | 1 | 2 | 1 | 3 | 200% | 200% | 0.4 |
| Mental Health Act | | 49 | 47 | 38 | 30 | 37 | -24% | 23% | -4.1 |
| Other Provincial Stats | | 86 | 67 | 58 | 75 | 98 | 14% | 31% | 3.2 |
| Total Provincial Stats | | 148 | 121 | 103 | 111 | 155 | 5% | 40% | 0.4 |
| Municipal By-laws Traffic | | 2 | 0 | 3 | 3 | 3 | 50% | 0% | 0.5 |
| Municipal By-laws | | 18 | 13 | 12 | 15 | 25 | 39% | 67% | 1.6 |
| Total Municipal | | 20 | 13 | 15 | 18 | 28 | 40% | 56% | 2.1 |
| Fatals | | 2 | 1 | 0 | 3 | 2 | 0% | -33% | 0.2 |
| Injury MVC | | 9 | 13 | 14 | 8 | 20 | 122% | 150% | 1.7 |
| Property Damage MVC (Reportable) | | 48 | 69 | 51 | 50 | 46 | -4% | -8% | -2.3 |
| Property Damage MVC (Non Reportable) | | 9 | 12 | 10 | 17 | 11 | 22% | -35% | 0.9 |
| TOTAL MVC | | 68 | 95 | 75 | 78 | 79 | 16% | 1% | 0.5 |
| Roadside Suspension - Alcohol (Prov) | | 8 | 1 | 7 | 12 | 14 | 75% | 17% | 2.3 |
| Roadside Suspension - Drugs (Prov) | | 0 | 0 | 1 | 1 | 0 | N/A | -100% | 0.1 |
| Total Provincial Traffic | | 839 | 564 | 503 | 674 | 761 | -9% | 13% | -4.6 |
| Other Traffic | | 2 | 7 | 2 | 3 | 3 | 50% | 0% | -0.2 |
| Criminal Code Traffic | | 49 | 23 | 15 | 30 | 17 | -65% | -43% | -5.7 |
| Common Police Activities | | | | | | | | | |
| False Alarms | | 27 | 27 | 18 | 24 | 28 | 4% | 17% | -0.1 |
| False/Abandoned 911 Call and 911 Act | | 38 | 2 | 3 | 10 | 20 | -47% | 100% | -2.8 |
| Suspicious Person/Vehicle/Property | | 152 | 105 | 139 | 158 | 117 | -23% | -26% | -1.7 |
| Persons Reported Missing | | 12 | 19 | 12 | 13 | 13 | 8% | 0% | -0.4 |
| Search Warrants | | 0 | 1 | 0 | 0 | 0 | N/A | N/A | -0.1 |
| Spousal Abuse - Survey Code (Reported) | | 54 | 47 | 50 | 73 | 63 | 17% | -14% | 4.4 |
| Form 10 (MHA) (Reported) | | 8 | 5 | 1 | 0 | 3 | -63% | N/A | -1.5 |



Morinville RCMP 1st Quarter Report

S/Sgt. Darcy McGunigal
Detachment Commander
Morinville R.C.M.P.



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

Purpose

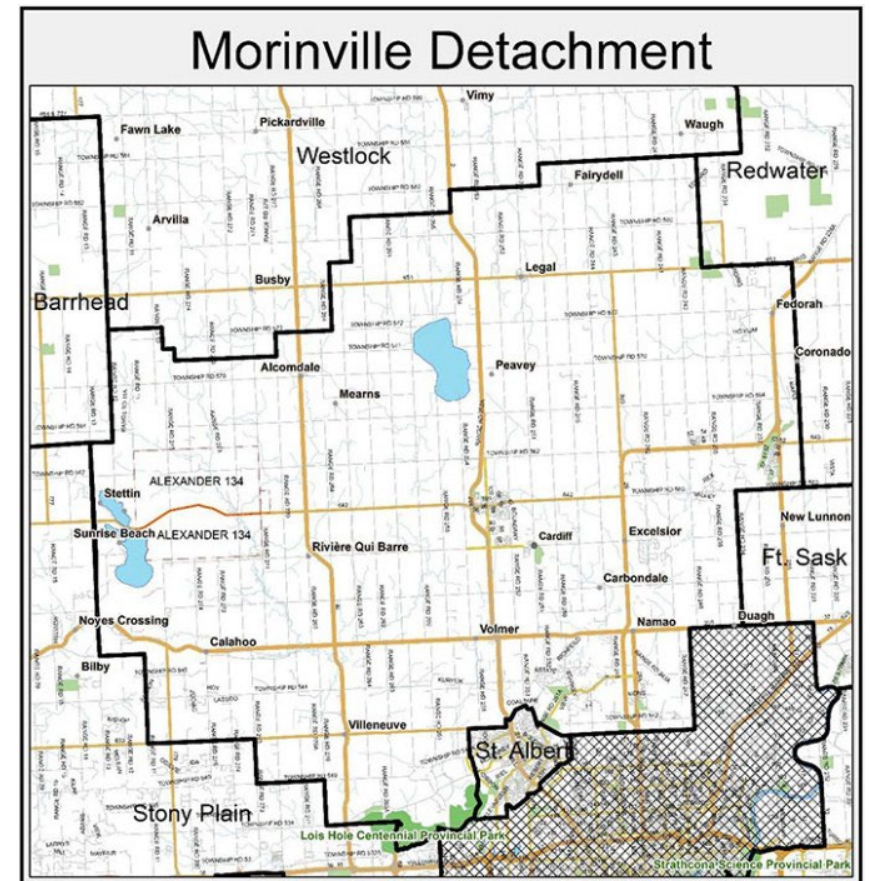
To provide an update to Council on the operations of the Morinville RCMP Detachment.



Jurisdiction and Call Volume

The Morinville R.C.M.P. Detachment provides 24-hour policing services to several municipalities and communities:

- Alexander First Nation
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville



Human Resources

Morinville Detachment is comprised of 40 personnel:

- 1 Staff Sergeant
- 1 Sergeant
- 5 Corporals
- 18 (+1) Constables including the School Resource Officer
- 4 Public Service Employees
- 4 Town of Morinville Full Time Employees
- 5 Town of Morinville Casual Employees
- 1 Reservist Constable

RCMP Morinville Detachment 2025/26 Policing Priorities

1. Property Crime Reduction
2. Community Engagement
3. Police Visibility



Morinville Detachment Crime Statistics

Town of Bon Accord

| OFFENCE | Quarter 1 (April 1 to June 30) | Quarter 1 (2024 Comparison) | Year to Date (April 1 to June 30) |
|----------------------------------|-----------------------------------|--------------------------------|--------------------------------------|
| Spousal Abuse | 4 | 3 | 4 |
| Mental Health Act | 7 | 3 | 7 |
| RPACT Referrals | 0 | 0 | 0 |
| Break and Enter (Residential) | 0 | 0 | 0 |
| Break and Enter (Commercial) | 0 | 1 | 0 |
| Theft of Vehicles | 0 | 0 | 0 |
| Fraud | 2 | 2 | 2 |
| Suspicious Persons | 9 | 11 | 9 |

Morinville Detachment Crime Statistics

Town of Bon Accord

Total RCMP Calls for Service with the Town of Bon Accord

Quarter 1 (Apr 1 to Jun 30): 102

Previous Quarter (Jan 1 to Mar 31): 78

Year to Date (April 1 to Jun 30): 102

2025/26 Quarter 1 Comparison (Apr 1 to Jun 30): 95

2025/26 Year to Date Comparison (April 1 to Jun 30): 95

Notable Investigations

April 4: 24 y.o. male arrested in possession of a truck stolen from Ponoka near Township Road 572 north of Bon Accord. RCMP Crime Reduction Unit and air services followed vehicle from Edmonton. The vehicle was disabled with a spike belt and suspect arrested after fleeing on foot. Suspect charged with theft, dangerous driving, possessing break-in instruments, several weapons related charges, and failing to comply with previous conditions of release. Sentenced to 210 days in custody and lifetime firearms ban.

April 5: 40 y.o. male arrested in a car stolen from Edmonton on Highway 651 near Legal. Suspect charged with two counts of stolen property and two counts of failing to comply with previous release conditions. Sentenced to 150 days in custody.

April 6: 34 y.o. male arrested driving on Highway 651 near Legal. Driver arrested on multiple arrest warrants and subject to numerous court ordered conditions. Charged with four counts of failing to comply with release conditions. Sentenced to 1 day in custody.

Notable Investigations

April 10: Complaint of suspicious activity led to search warrant at residence in Sturgeon County near Namao. Stolen motorcycle from Sturgeon County and stolen car from Edmonton were recovered. 30 y.o. man arrested and charged with possession stolen property and failing to comply with previous release conditions. Sentenced to 150 days in custody.

April 17: 46 y.o. female arrested in truck on Highway 2 just outside of St. Albert. Traffic stop and vehicle search led to seizure of drug paraphernalia and 50 grams of crystal meth. Suspect charged with drug possession.

April 29: 59 y.o. male arrested on TR 554 near Highway 28 in a truck stolen from Edmonton with a travel trailer stolen from Spruce Grove. Suspect charged with two counts of stolen property.

April 30: Residence broken into on TR 570 south of Legal resulting in various items being stolen. Investigation led to charge of break and enter against a 41 y.o. female from Edmonton.

Notable Investigations

April 30: Complaint of suspicious activity on RR 250 south of Legal led police to a truck stolen from Edson and involved in a hit and run in St. Albert earlier that day. 33 y.o. man arrested and charged with possessing stolen property, break-in instruments, driving while prohibited, and resisting arrest. Sentenced to 210 days in custody.

May 20: 69 y.o. male arrested on Alexander First Nation after setting fire to a recreational vehicle with two occupants inside. Both people survived and escaped. Suspect charged with arson with disregard for human life.

May 23: 47 y.o. male arrested in stolen vehicle near Highway 37 and Range Road 234. Truck stolen from Edmonton. Suspect charged with possession of stolen property.

May 26: 27 y.o. man arrested for stealing a bike that was parked by a 16 year old boy at a convenience store in Gibbons. Further investigation led to a suspect arrested and charged with theft.

Notable Investigations

May 31: Police responded to report of suspicious activity near Range Road 233 north of Bon Accord. 28 y.o. female arrested in a truck stolen from Edmonton. Suspect charged with possessing stolen property and three counts of failing to comply with previous release conditions.

June 3: Police responded to alarm at a business in Gibbons. Suspects had broken in and stolen three all terrain vehicles and fled before police arrived. Investigation led to recovery of all three vehicles and arrest of a 30 y.o. male. Suspect charged with break & enter and theft.

June 5: Police responded to report of suspicious activity near Range Road 233 north of Bon Accord. 27 y.o. male arrested in a truck stolen from St. Albert. Suspect charged with possessing stolen property.

June 27: Police responded to report of suspicious activity on 107 Avenue in Morinville. 23 y.o. male arrested in possession of motorcycle stolen from St. Albert. Suspect charged with possessing stolen property, resisting arrest, and five counts of failing to comply with previous release conditions. Sentenced to 58 days in custody.

Community Engagement

- School Resource Officer Program
- Morinville Show n' Shine
- Coffee with Cop Sessions
- Sturgeon Regional Positive Ticketing



Questions?





PRELIMINARY DESIGN

TOWN OF BON ACCORD

...AGENDA

Project Overview

1

Existing Issues

2

Stormpark Concept

3

Key Design Outcomes

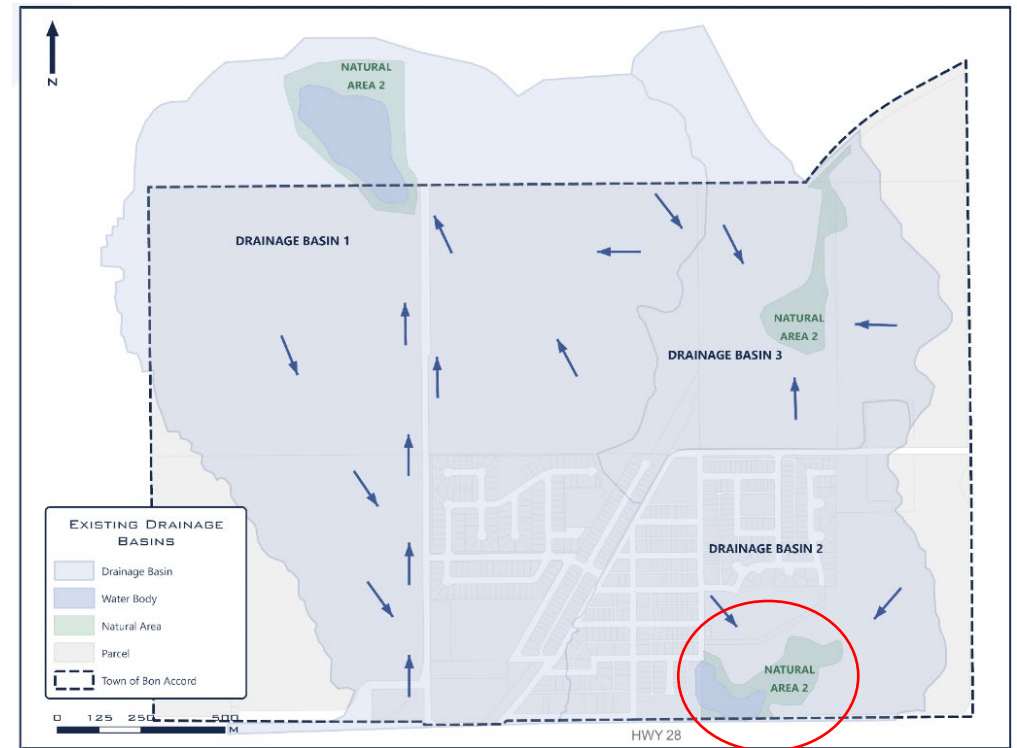
4

Next Steps

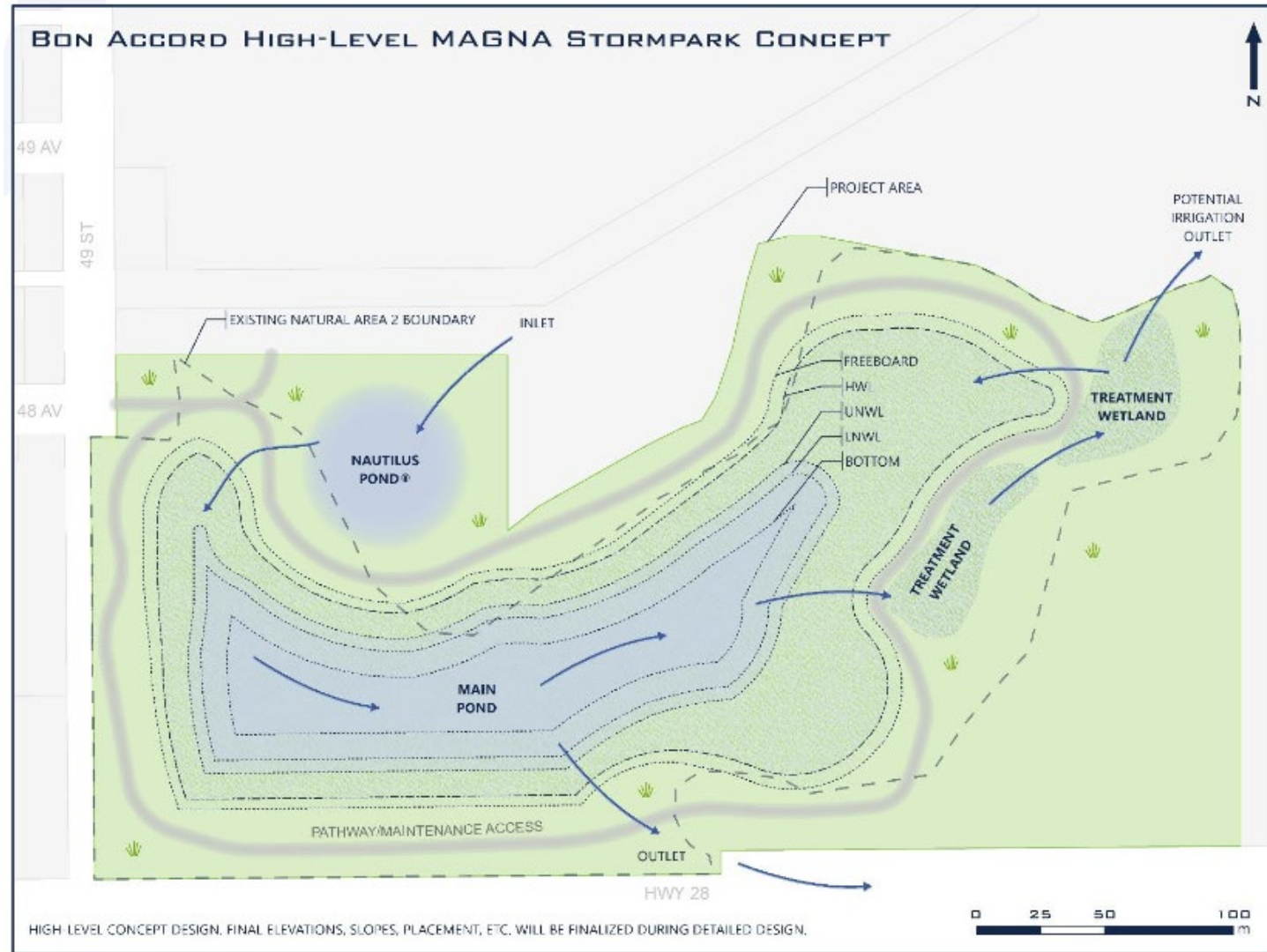
5

•••PROJECT OVERVIEW

- Location: Southeast quadrant of Bon Accord
- Purpose: To solve existing issues with the implementation of a Stormpark



...STORMPARK CONCEPT



...**DESIGN OUTCOMES**

- Service Area: 94 ha
- Storage Capacity: 90983 m³
- Peak Outflow: 6 L/s/ha
- Drawdown: 90% recovery within 96 hours
- Potential Zero-Discharge Option: 11900 m³
 - If no outlet is available

•••NEXT STEPS FOR BON ACCORD

- Surveying of elevations and outlet.
 - Confirm gravity, pumped or zero-discharge situations.
- Geotechnical Analysis & Biophysical Assessment.
 - Confirm soil and wetland characteristics.
- Water Act and Public Lands Act approvals.
- Nautilus Pond, Pond Grading, Treatment Wetland Options.



QUESTIONS?

 368-999-6987

 BCRIPPS@MAGNAENGINEERING.CA

 [HTTPS://WWW.MAGNAENGINEERING.CA/](https://www.magnaengineering.ca/)



NA2 MAGNA STORMPARK™

PRELIMINARY DESIGN REPORT

PREPARED ON:
7/24/2025

VERSION:
1

PREPARED FOR:
Town of Bon Accord

MAGNA Engineering Services Inc.
275 – 1011 9 Avenue SE
Calgary, AB T2G 0H7
403-770-9050

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| 1.1 General | 2 |
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EXECUTIVE SUMMARY

This Preliminary Design Report outlines the proposed design for the NA2 MAGNA Stormpark™ (Stormpark), a stormwater management facility (SWMF) to be integrated into Natural Area 2 (NA2) in the southeast quadrant of the Town of Bon Accord (the Town). The purpose of the facility design is to address longstanding drainage issues caused by urban runoff discharging into a natural wetland that lacks formal infrastructure for stormwater conveyance or treatment. The Stormpark design has been selected by the Town as per the recent *Nature-Based Feasibility Study* (MAGNA 2024). The Stormpark design is shared between Option 2 and Option 3 from the *Feasibility Study*.

The Stormpark incorporates a multi-stage treatment train including a Nautilus Pond®, a main pond body, and wetland bench for ecological benefits. At the time of writing, the Town is finalizing a decision for the incorporation of treatment wetlands and vertical biofilters within the design to support potential stormwater reuse and further enhance water quality via tertiary treatment (aligned with Option 2 of the *Feasibility Study*). The inclusion of the treatment wetlands is purely a supplementary water treatment element, and typical stormwater regulatory targets such as sediment removal, flow rate, and volume control will still be met regardless of the design decision. If enhanced treatment is pursued, irrigation reuse is a viable option that can further optimize sizing of the Stormpark facility. Preliminary findings of potential irrigation volumes and areas have been included within the report.

It is understood that the Town has requested preliminary Nautilus Pond® details and conceptual layout of the facility to progress with respective construction applications and preparations. The Nautilus Pond® details may be extrapolated from the findings of this report, which will outline the preliminary layout of the entire Stormpark facility.

The proposed sizing and design of the Stormpark is based on high-level PCSWMM hydrologic and hydraulic modeling, using critical Edmonton-area storm events. Under full buildout conditions per the *Town of Bon Accord Stormwater Master Plan* (AE, 2019), the contributing catchment is estimated at ±94 hectares. The facility is designed to capture and manage stormwater volumes of up to 90,983 m³, with a 5.0m design high water depth and surface area of 35,309 m². Key performance features to meet objectives include the gravity outflow control (6 L/s/ha), post-event drawdown within mandated hours, and water quality treatment that exceeds provincial standards.

The discharge route from the SWMF to the Sturgeon River was assessed and several difficulties were observed. Further investigation will be needed to confirm whether using the Sturgeon River as an outfall is feasible. In the case of infeasible discharge configurations, a zero-discharge scenario (Stormpark holds the total stormwater volume) has been considered for the Stormpark, requiring increased storage volume and area.

The design complies with applicable municipal and provincial documents including the *Town of Bon Accord Stormwater Master Plan* (AE, 2019), *Municipal Development Plan* (Town of Bon Accord, 2024), the *Town of Bon Accord Wetland Storage Study* (AE, 2021), and the *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022). The conceptual layout from this report will be the basis of further detailed design in subsequent project phases.

Next steps include geotechnical and biophysical investigations to confirm existing soil infiltration and wetland classifications. Detailed grading and surveys should be investigated to confirm a formal discharge route, as well as confirming the serviceability of the catchment areas. During next project phases, regulatory applications under the Water Act and Public Lands Act will be pursued. Further design work will focus on refining the internal hydraulics and flows of the Stormpark between the Nautilus Pond®, main pond body, wetland bench, and treatment wetlands if applicable.

1.0 INTRODUCTION

1.1 GENERAL

This *Preliminary Design Report* has been prepared by MAGNA Engineering Services Inc. (MAGNA) for the Town of Bon Accord (the Town) to outline the key design components forming the proposed NA2 MAGNA Stormpark™ (Stormpark), a stormwater management facility (SWMF) to be integrated into an existing wetland that is currently used as an uncontrolled stormwater discharge location. The study area is located within the southeast region of the Town's boundary at the location shown in **Figure 1.1**.

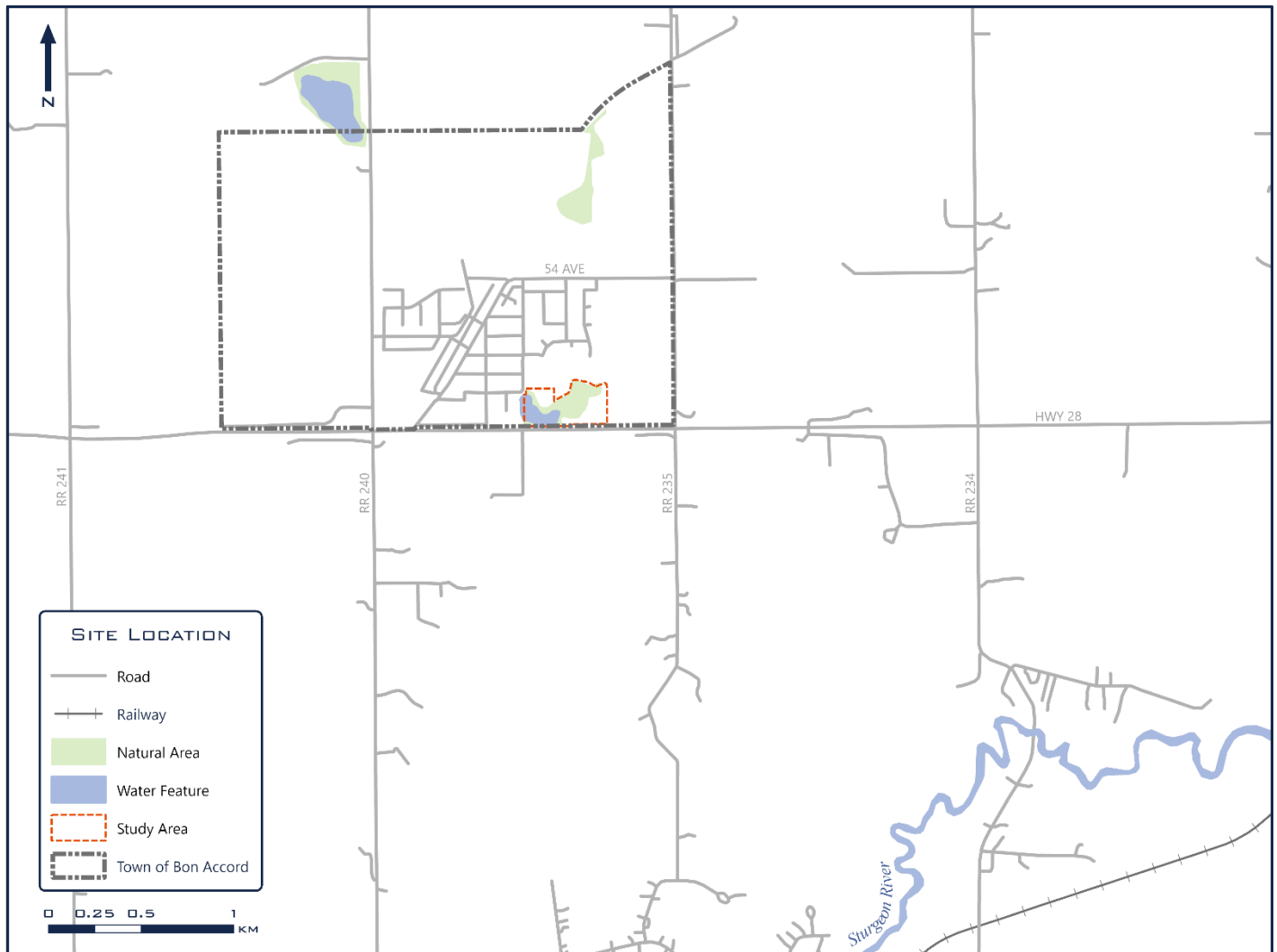


Figure 1.1: Site Location

1.2 EXISTING CONDITIONS

The Town currently operates and maintains a stormwater system consisting of underground storm sewers, manholes, ditches, and culverts as seen in **Figure 1.2** that discharges stormwater runoff to three 'Natural Areas', which function as

the Town's SWMFs. Runoff from most of the existing developed areas currently drains to 'Natural Area 2' (NA2), located in the southeast quadrant of the Town as seen in **Figure 1.2**.

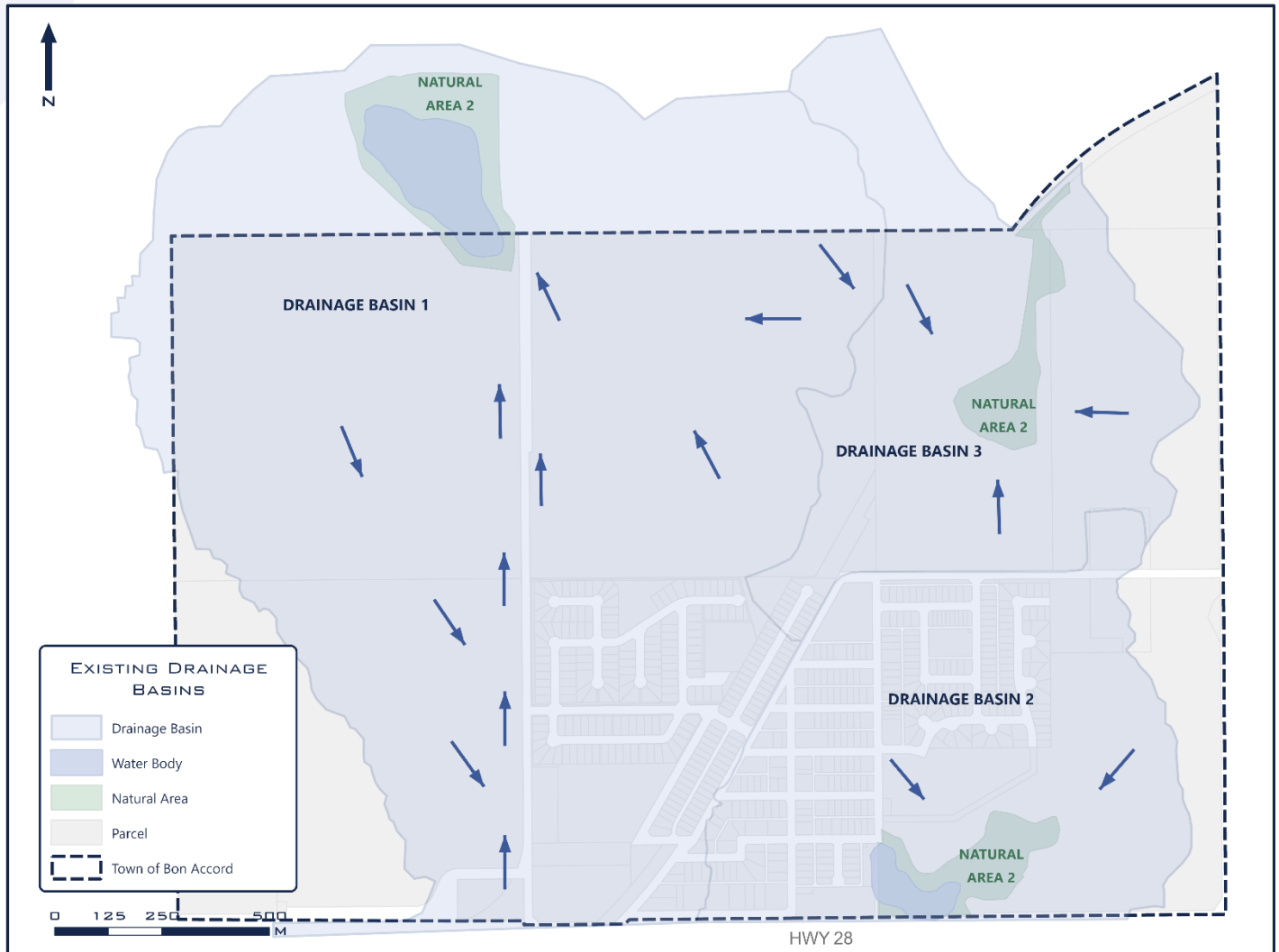


Figure 1.2: Town of Bon Accord Drainage Basins

NA2 acts as the primary receiving body for urban runoff from the town's stormwater system depicted in **Figure 1.3**, draining approximately ± 83 ha under current conditions and up to ± 94 ha under full build out scenarios. While the area has historically provided some degree of stormwater retention, it was not designed or constructed as a formal stormwater management facility under modern guidelines.

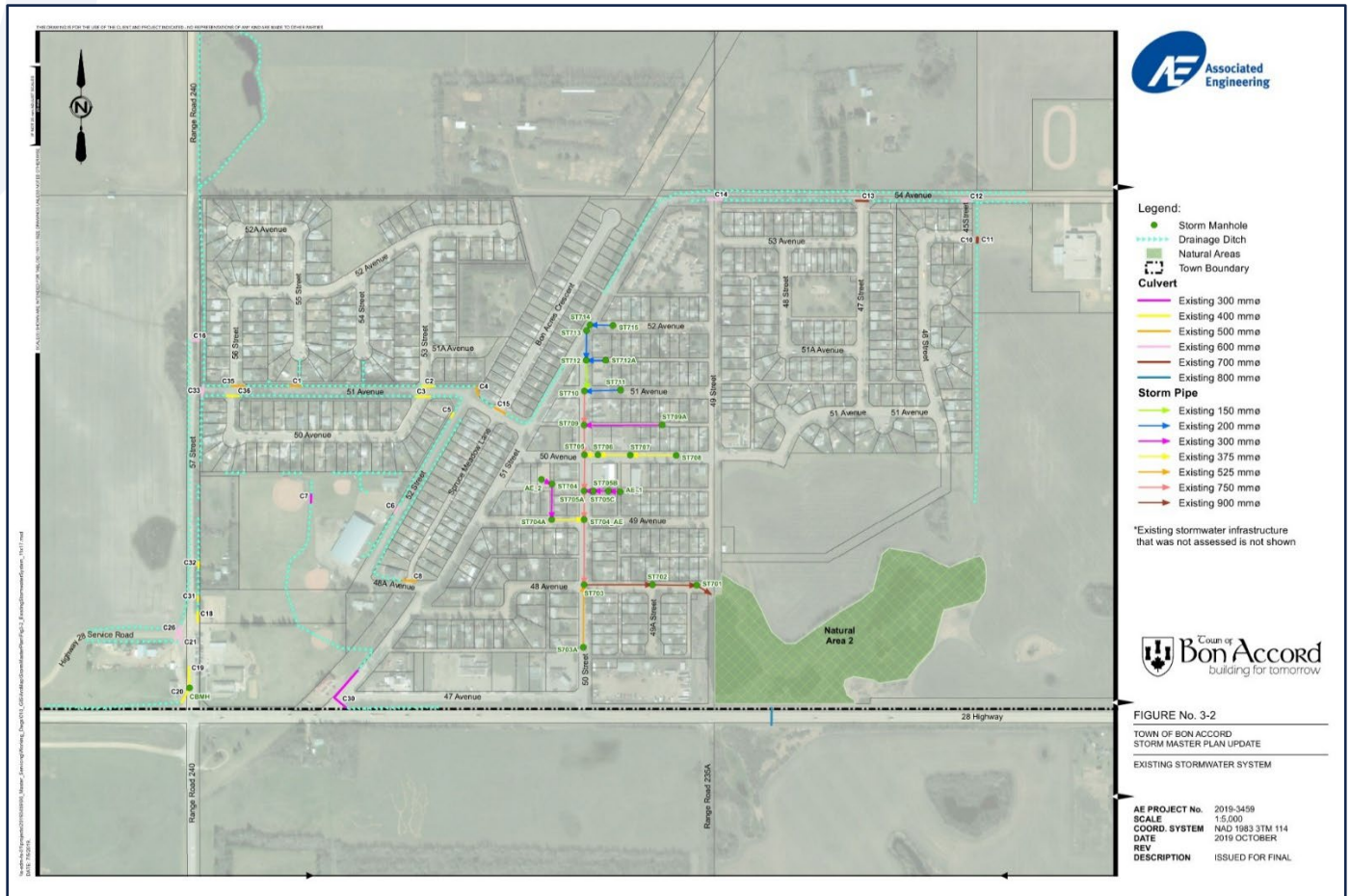


Figure 1.3: Existing Stormwater System

Source: Town of Bon Accord Stormwater Master Plan, Associated Engineering (2019)

In recent years, the Town has identified issues regarding NA2 such as large sediment deposition, decreased stormwater capacity, declining vegetation health, and flooding in the adjacent areas during intense storm and snowmelt events. The Town's *Wetland Storage Study* (AE, 2021) noted that properties adjacent to NA2 have flooded due to increased water levels in the natural area during storms and that the increased water level has surcharged storm sewers, resulting in a reduction of capacity and ability to convey water away from homes. The *Town of Bon Accord Stormwater Master Plan* (AE, 2019) illustrates these potential stormwater ponding/flooding zones (**Figure 1.4**). For enlarged figures from the existing documents, see **Appendix E**.

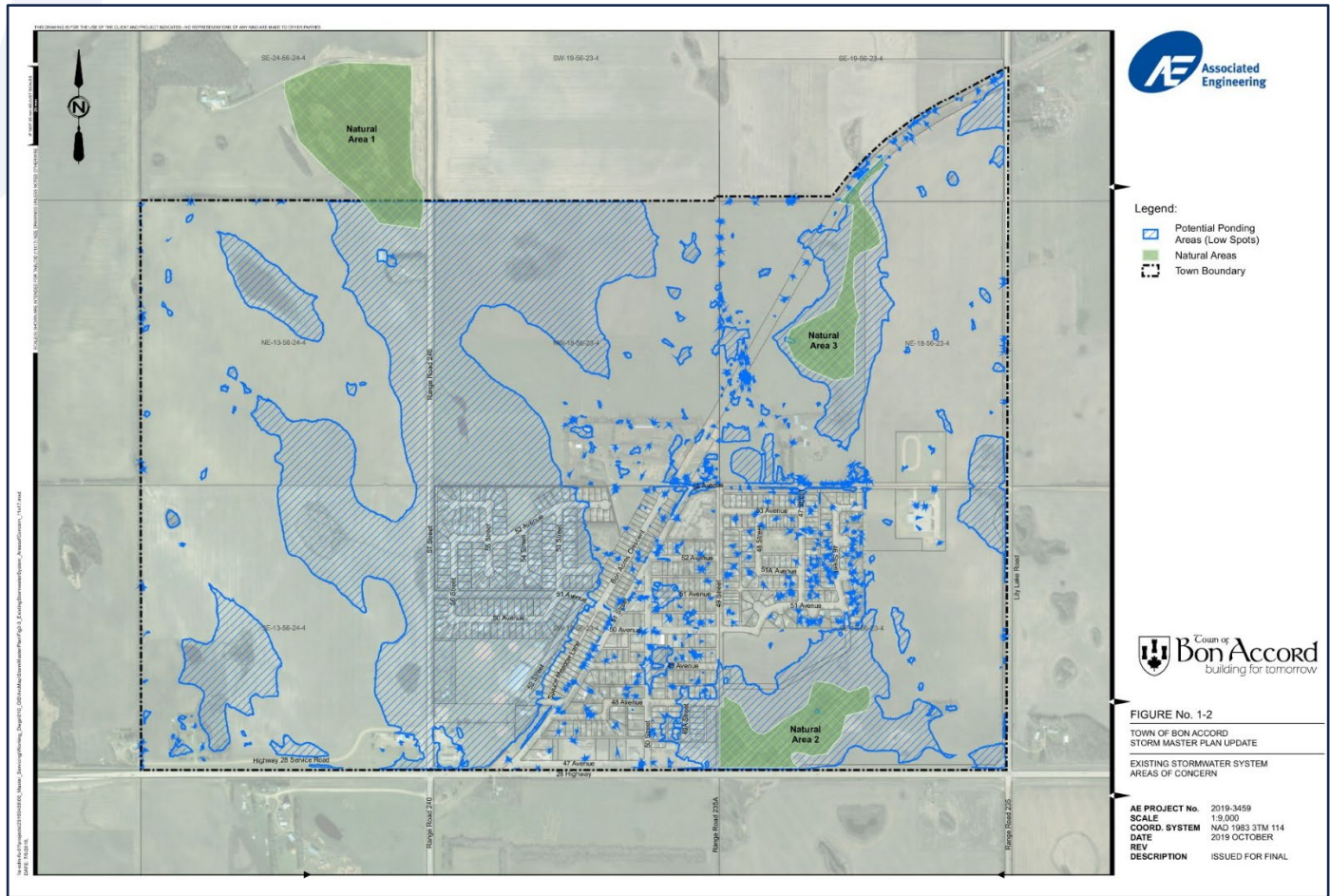


Figure 1.4: Existing Stormwater Areas of Concern

Source: Town of Bon Accord Stormwater Master Plan, Associated Engineering (2019)

As NA2 was not originally designed to accommodate urban runoff, it will continue to inadequately manage the urban stormwater, and issues are expected to intensify with continued urban growth and increasing climate variability. Thus, a stormwater solution was proposed for the Town to address the current flooding issues and ensure longevity under the future full build out stage of the impacted development.

1.3 PREVIOUS STUDIES

In 2024, a *Feasibility Study* was completed by MAGNA to assess retrofit options for NA2 to service both the current and future, full build out development areas. The study evaluated multiple stormwater management facility concepts, comparing them across lifecycle cost, environmental benefit, treatment performance, and long-term functionality. Based on that analysis, the Town of Bon Accord elected to pursue a phased approach centered around a Stormpark concept (Options 2 and 3 from the *Feasibility Study*) that incorporates a Nautilus Pond® and an option to add enhanced treatment which allows for the potential of irrigation reuse. Option 2 and Option 3 both involve the design and construction of the Stormpark which include the Nautilus Pond® forebay, a main pond body, and a wetland bench. Option 2 proposed an optional tertiary treatment wetland for the facility, which would provide further stormwater treatment and allow for an irrigation design per standard irrigation guidelines.

To support the outcomes of this design report, reviewed documents include:

- *Nature-Based Stormwater Feasibility Study* (MAGNA, 2024)
- *GIS Files* (Town of Bon Accord, 2023; Personal Communication with the Town)
- *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022)
- *Town of Bon Accord Wetland Storage Study* (AE, 2021)
- *Town of Bon Accord Stormwater Master Plan* (AE, 2019)

The following additional documents were reviewed to guide the design process:

- *Alberta Wetland Mitigation Directive*. (Government of Alberta, 2018)
- *Municipal Policies and Procedures Manual* (Alberta Environment, 2001)
- *Stormwater Management Guidelines for the Province of Alberta* (Alberta Environmental Protection, 1999)

1.4 SCOPE AND OBJECTIVES

As per the *Feasibility Study*, it is understood that Option 2 or Option 3 are the desired designs of the Town for the NA2 SWMF improvements. Option 2 introduces a tertiary stormwater treatment feature involving a vertical flow biofilter and treatment wetland; however, it is still unknown whether the Town will opt for the inclusions of these tertiary features. It is important to note that the inclusion or omission of the tertiary features only impact supplementary stormwater treatment within the site (i.e., optional enhancement of water quality and potential irrigation), and that typical stormwater objectives for volume, flow rate, and water quality are still satisfied with the design of the Stormpark alone.

At the time of writing, the Town has requested preliminary Nautilus Pond® sizing requirements for the site to proceed with phased construction of the finalized Stormpark. This report provides preliminary design data for the full SWMF, from which the proposed layout and concept of the Nautilus Pond® can be developed.

These objectives will be met through a combination of design development, hydrologic and hydraulic modeling, and alignment with regulatory and environmental constraints. In addition to meeting technical and regulatory requirements, the proposed design will reflect the Town's key values regarding this project:

- Optimize land use within and around NA2.
- Mitigate flooding during storm and snowmelt events through adequate pond sizing.
- Ensuring downstream stormwater discharge quality meets or exceeds regulatory requirements.

The work in this report supports future design refinement and enables the Town to pursue approvals for the SWMF. Several key considerations will help shape the retrofit effort and ensure its long-term success such as:

- The site is environmentally sensitive and regulated under the Alberta Wetland Policy, requiring mitigation or compensation for any disturbances.
- Land acquisition or easements are required to establish a formal outlet alignment to a downstream receiving waterbody as well as providing enough buffer area for the Stormpark.
- Multiple interested parties, including Alberta Environment and Protected Areas (AEPA), Alberta Transportation, and private landowners, must be engaged for permitting and approvals.

2.0 SITE DESCRIPTION

The study area generally aligns with the Drainage Basin 2 (**Figure 1.2**) delineated from the *Town of Bon Accord Stormwater Master Plan* (AE, 2019) and the future conditions catchment delineated from the *Feasibility Study* for the NA2 SWMF. The total anticipated service area for NA2 was approximated at ± 94 ha (discussed below) within portions of the legal parcel S $\frac{1}{2}$ of 18-56-23-W4. The study area is bound by 51 Street to the west, 54 Ave to the north, Lily Lake Road (Range Road 235) to the east, and Highway 28 to the south.

Catchments were delineated using PCSWMM based on topographic flow paths and drainage infrastructure under the future development scenario proposed in the *Town of Bon Accord Stormwater Master Plan*.

Since NA2 is already a low point and serves as the drainage endpoint for the Town's existing systems, it is assumed that runoff from the current Town of Bon Accord developments to the north and west, as well as from the future 'Bon Accord Meadows' development to the east, will flow by gravity to the proposed SWMF. Given the Town's flat topography, this assumption is critical to the SWMF's function and should be confirmed and revisited in future design phases.

The catchment areas can be seen below in **Figure 2.1**.

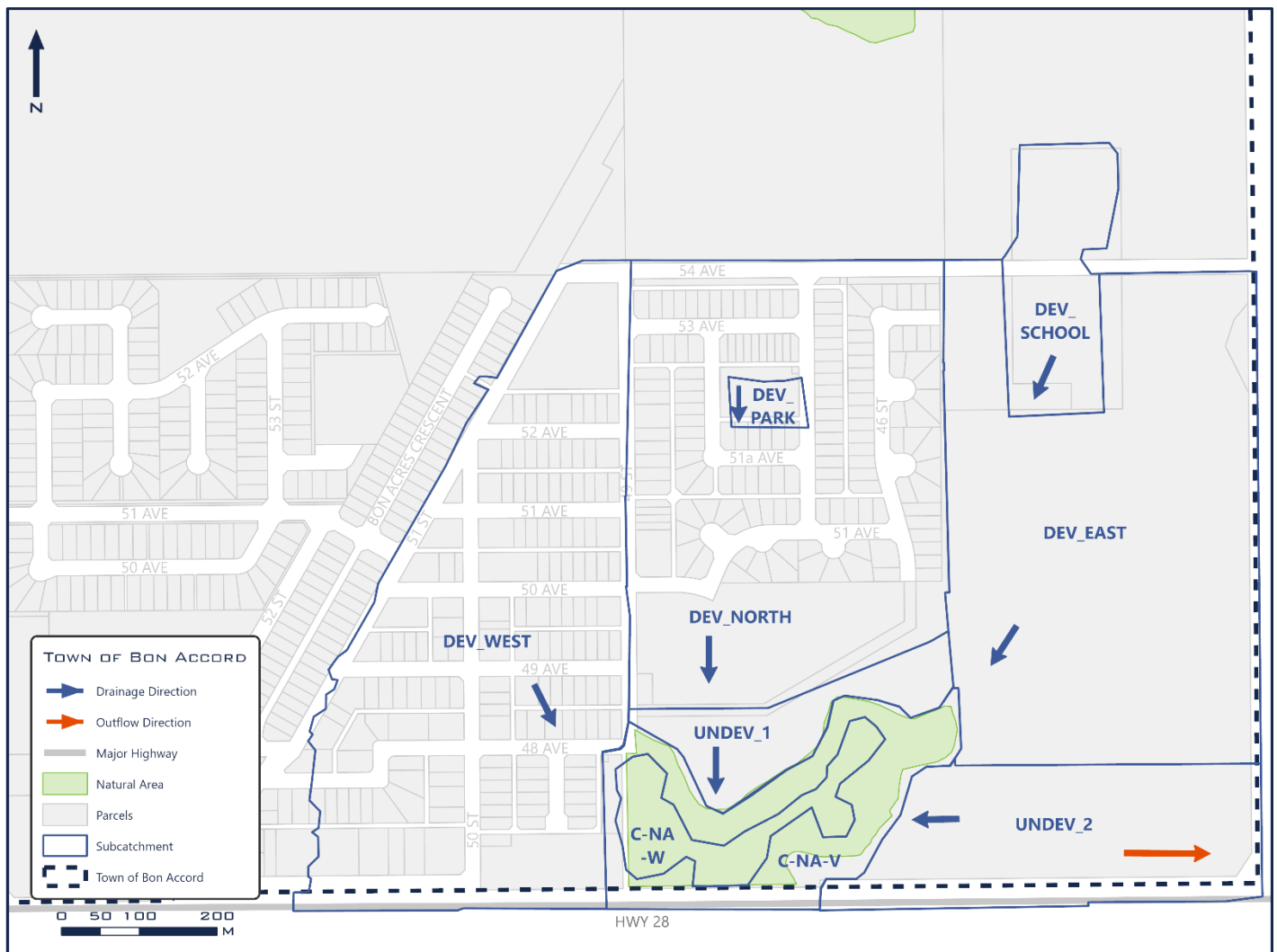


Figure 2.1: Catchment Areas

2.1.1 CATCHMENT CHARACTERISTICS

The total catchment area for NA2 under the proposed development is estimated at ±94 ha as described below in **Table 2.1**. Areas that have permanent water extents are assumed to be impervious for hydrological purposes, which results in rainfall being directly converted to storage. The soil profile of the Town is assumed to be clay loam as is typical for the Edmonton region which will govern the subsoil infiltration calculations for the catchments in the model.

Table 2.1: NA2 Stormpark Catchment Descriptions

| CATCHMENT ID | DESCRIPTION | AREA (HA) | IMPERVIOUSNESS (%) |
|-------------------------|--|-----------|--------------------|
| DEV-WEST | Mostly residential with few commercial areas, including a conveyance system consisting of storm sewer pipes and manholes towards NA2. | 23.10 | 50 |
| DEV_NORTH | Mostly residential, including a conveyance system consisting of culverts and ditches towards NA2. | 21.88 | 50 |
| DEV_PARK ¹ | Park space located in the center of DEV_NORTH. This area will be used for irrigation reuse. | 0.62 | 20 |
| DEV_SCHOOL ¹ | Only the irrigatable school area located in the northeast of the Town. Consists landscaped areas. Flows overland to NA2 and will be used for irrigation reuse. | 3.00 | 10 |
| UNDEV_1 | Undeveloped landscaped area located directly to the north of NA2. Flows overland into NA2. | 3.16 | 20 |
| UNDEV_2 | Undeveloped landscaped area located directly to the east of NA2. Flows overland into NA2. | 6.18 | 20 |
| C-NA-V | Vegetated area surrounding C-NA-W. Assumed not to be inundated for most of the time. Flows overland into NA2. | 5.39 | 20 |
| C-NA-W | NA2; estimated Stormpark water surface area assumed as 100% impervious. | 2.39 | 100 |
| DEV_EAST | Future anticipated residential area of 'Bon Accord Meadows', including a conveyance system consisting of storm sewer pipes and manholes towards NA2. | 24.41 | 50 |

1. Potential areas for irrigation use from the Stormpark; further details to be provided if Option 2 is selected

The imperviousness assignments are aligned with the preliminary assumptions discussed in the *Feasibility Study*, which are originally derived from the *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022). Please note that certain areas within the catchments previously discussed in the *Feasibility Study* (MAGNA, 2024) have now been identified separately to discuss potential irrigation zones if Option 2 (tertiary water quality treatment) is to be selected. See **Section 5.3.2** for more information.

2.1.2 WETLAND BOUNDARY

The wetland boundary used for this design is based on delineation work completed during the *Feasibility Study* (MAGNA, 2024) and the *Wetland Storage Study* (AE, 2021). It is assumed that this delineation remains valid and that no substantial changes to the wetland footprint will be required. A Public Lands Act disposition is anticipated to authorize temporary or permanent disturbance within the potential Crown claimed area, but this approval has not yet been secured. As outlined in the *Feasibility Study*, MAGNA has previously undertaken and successfully completed projects involving wetland reconstruction and integration into SWMFs for credit and are prepared to support the Town in receiving the approvals necessary for the NA2 Stormpark in subsequent project phases. In the case of restricted wetland disturbance, the Stormpark will be reconfigured as required at the detailed design phase to mitigate wetland involvement within the concept.

2.1.3 DISCHARGE OUTLET

A preliminary investigation of a potential discharge route to the Sturgeon River was conducted using available online LiDAR data. The drainage path generally follows Highway 28 eastward toward Range Road 235, as shown in **Figure 2.1**. However, the terrain along this route is very flat, and there is no certainty that stormwater would fully drain along this alignment.

To continue beyond Range Road 235, stormwater would need to cross the roadway. Due to limited publicly available data, it is unclear whether the existing culvert identified by the *Stormwater Master Plan* (AE, 2021) has sufficient capacity to convey flows under this road. If such a crossing can be confirmed, runoff would then proceed southeast across privately owned agricultural land. This would require securing a drainage easement through an agreement with the landowner.

If the easement is secured, stormwater would continue southeast toward the Sturgeon River. In this downstream section, the grades become less flat, making it more likely that the runoff could reach the river under gravity flow.

Due to the absence of detailed elevation data between the existing NA2 region and the potential outlet along the Sturgeon River, it is not feasible to confirm the viability of this outlet configuration at this stage. Field surveying will be required to verify the drainage pathway, including the condition and capacity of roadside ditches along Highway 28, the presence and size of existing culverts under Highway 28 and Range Road 235, and the grading of the private agricultural lands located southwest of the Town of Bon Accord. As discussed in the *Stormwater Master Plan* (AE, 2019), Alberta Transportation will need to be engaged to alter the existing culvert crossing Highway 28.

3.0 STORMWATER MANAGEMENT CONCEPTS

3.1 BOUNDARY CONDITIONS

INFLOW BOUNDARY CONDITIONS

As seen previously in **Figure 1.2**, only Drainage Basin 2 flows to NA2. Other drainage basins are assumed to be serviced by other natural areas or facilities. Therefore, no inflows from adjacent catchment areas are expected to contribute to NA2.

OUTFLOW BOUNDARY CONDITIONS

The allowable peak release rate from the proposed SWMF was set as 6L/s/ha based on the *Town of Bon Accord Stormwater Master Plan* (AE, 2019).

An additional zero-discharge scenario was evaluated to address the possibility of the inability to use the discharge route to the Sturgeon River, which was previously discussed in **Section 2.1.3**.

3.2 STORMPARK DESIGN CONCEPT

- The Stormpark concept service objectives have been summarized below. Further details are to be outlined in subsequent design phases. **Figure 3.1** depicts the conceptual Stormpark layout within the NA2 footprint.
- Runoff from the study area is conveyed by a combination of the existing and future major and minor stormwater system of the surrounding developments towards the Stormpark.
- Stormwater inflow enters the facility through the Nautilus Pond®, which will provide the necessary sediment removal aligned with the stormwater objectives.
 - ▶ The primary function of the Nautilus Pond® is to remove and capture sediment from inflow runoff, and to meet the water quality objectives (85% sediment removal of particle sizes $\geq 75\mu\text{m}$). Site-specific sediment removal results will be provided at detailed design.
- After sediment removal and treatment via the Nautilus Pond®, stormwater will be directed to the main pond body for peak flow attenuation. Stormwater retention and discharge will align with the requirements for reconstructed wetlands as per the *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022) and the *Alberta Guide to Wetland Construction in Stormwater Management Facilities* (GoA, 2018).
- The proposed wetland bench within the Stormpark will be designed between the Upper Normal Water Level (UNWL) and High Water Level (HWL) as an integrated wetland. This region provides a variety of wetland habitat and landform features to elongate flow path length and promote vegetation growth and upkeep.
- If treatment wetlands (Option 2) are to be incorporated, a recirculation system will be installed to continuously recycle stormwater through the main pond and wetland areas for further treatment opportunities. Otherwise (Option 3), the treatment wetland footprint areas will instead be allocated for an expansion to the proposed wetland bench.
- Outflow drainage will be directed to the Sturgeon River via infrastructure along Highway 28 and Range Road 235 which will require further engagement with respective parties. Flow rates have been restricted as per recommendations from the *Town of Bon Accord Stormwater Master Plan* (AE, 2019).
 - ▶ In the case of infeasible drainage paths towards the Sturgeon River due to the topography of the region, a preliminary zero discharge layout of the Stormpark has also been considered.

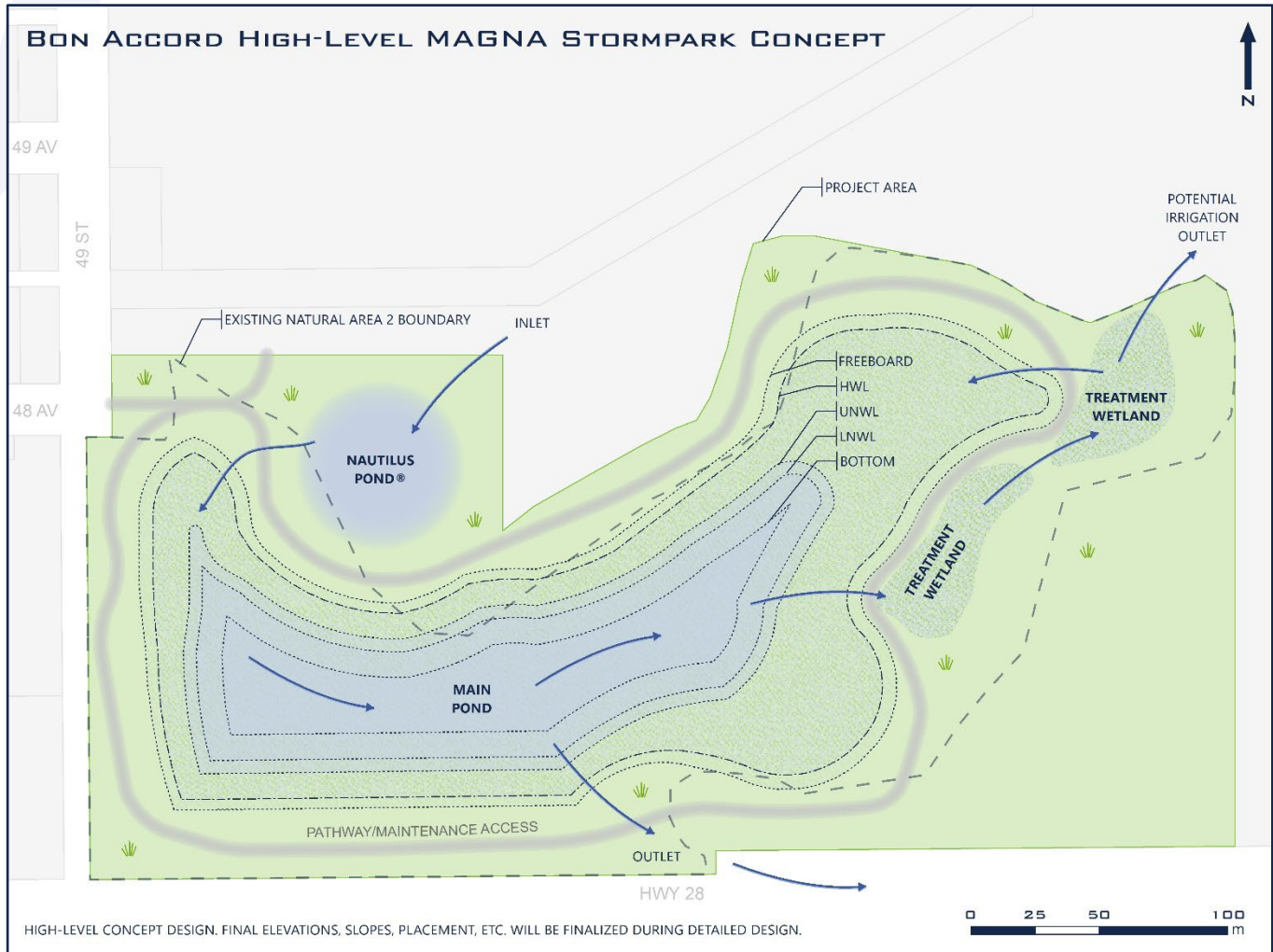


Figure 3.1: NA2 Stormpark Concept Layout

4.0 STORMPARK HYDROLOGIC ANALYSIS

The capacity of the full Stormpark system is designed to accommodate for different parameters. For the Nautilus Pond® this includes the required sediment removal targets and the initial energy dissipation of incoming flows. For the main pond body this includes the ability to accommodate large amounts of runoff simulated through specific design storms, the time it takes to for facility water levels to be restored to its normal water level, and the allowable discharge rate.

4.1 COMPUTER MODEL

4.1.1 PCSWMM MODELING

A PCSWMM model was developed and updated to simulate the proposed facility performance under future full build-out conditions. Catchments were delineated based on anticipated overland flow paths from the build-out condition and drainage infrastructure. A storage node was used to represent the proposed Stormpark facility. Storage-elevation relationships were defined for each component based on conceptual grading and cross-sections. Conduits and outlets include inlet pipes, pump discharges (for reuse), and proposed gravity outlet alignments. Outflow controls were modeled using orifice geometry to set the desired flow rates. Refer to the PCSWMM screenshot and model schematic in **Appendix C** for more information.

4.1.2 KEY DESIGN PARAMETERS

DESIGN STORMS

The *City of Edmonton Design and Construction Standard Volume 3: Drainage* (EPCOR, 2022) recommends that SWMFs provide, as a default, a retention volume equivalent to 120 mm of rainfall over the total catchment area draining to the facility.

Additionally, SWMF designs must be verified through computer simulation for its response to the following design rainfall events:

- 1:100-year, 24-hour synthetic design event based on the Huff Distribution
- July 14–15, 1937 storm event
- July 10–11, 1978 storm event
- July 2–3, 2004 storm event
- July 12, 2012 storm event

The largest required storage volume of the design rainfall events will be considered the critical event and will be the basis for storage sizing requirements.

POST-EVENT DRAWDOWN

The *City of Edmonton Design and Construction Standard Volume 3: Drainage* (EPCOR, 2022) recommends that SWMF outlets should have sufficient capacity to allow post-event drawdown of facility water levels such that the SWMF storage capacity is restored as follows:

- 1:5-year runoff capacity within 24 hours
- 1:25-year runoff capacity within 48 hours
- 90% of the facility volume above NWL (i.e., active volume; see **Section 4.3**) within 96 hours

This drawdown analysis should be evaluated using the specific drawdown Huff distribution design storm provided by Table 2.8 from the *City of Edmonton Design and Construction Standards*. If the storage capacity storage cannot be restored

through post-event drawdown, the SWMF capacity should be evaluated for sequential rainfall events using continuous rainfall records.

EMERGENCY OVERLAND ESCAPE

The *City of Edmonton Design and Construction Standard Volume 3: Drainage* (EPCOR, 2022) mandates a freeboard (FB) of minimum 0.3 m above the design HWL when an emergency overland overflow route is feasible. Otherwise, the freeboard is to be set 0.5 m above the HWL.

Due to the minimal grading around the proposed site, it is currently unknown if an overland route will be feasible with proposed grading. As such, the Stormpark will consider a freeboard of 0.5 m above the resultant HWL but should be confirmed at subsequent design phases.

4.2 STORAGE REQUIREMENT

Table 4.1 summarizes the required storage volumes and areas for each of the critical events noted in Section 4.1.1.

Table 4.1: Storage Capacities for Each Critical Storm Event

| STORM EVENT | MAXIMUM VOLUME (m³) | MAXIMUM DEPTH (m³) | RESULTANT DESIGN DEPTH (M) |
|---------------------------|---------------------|--------------------|----------------------------|
| July 14 – 15, 1937 | 57,990 | 4.15 | 4.25 |
| July 10 – 11, 1978 | 89,970 | 4.97 | 5.00 |
| July 2 – 3, 2004 | 73,530 | 4.62 | 4.75 |
| July 12, 2012 | 39,200 | 3.39 | 4.00 |
| 1:100-year, 24-hour, Huff | 73,480 | 4.48 | 4.50 |

Based on the results, the July 10 – 11, 1978 storm was identified as the most critical event. Accordingly, the Stormpark was sized with a design depth of 5.0 m to accommodate a maximum storage volume of 89,970 m³.

4.3 STORMPARK STAGED STORAGE DISCHARGE

The main pond body serves as the primary storage feature, adapted from a conventional wet pond design to enable flexible water volume management. In addition to standard dead storage and active storage zones, the pond identifies a dynamic storage zone that supports recirculation and reuse. Elevations are based on the contours from the *GIS Files* (Town of Bon Accord, 2023; Personal Communication with the Town,) and are the proposed grading for the Stormpark facility.

The dead storage zone extends from the pond bottom (691.70 m) to the Lower Normal Water Level (LNWL) at 693.70 m, providing 2.0 m of permanent storage.

The dynamic storage zone spans from the LNWL (693.70 m) to the UNWL at 694.70 m, providing 1.0 m of operational storage. Operation storage is typically identified to determine irrigation demand, and to ensure the facility will have the required volume for irrigation discharge. If chosen to pursue a Stormpark with Enhanced Treatment (Option 2), water within the dynamic zone is recirculated via pumps through the treatment wetland cells, wetland benches, and adjacent natural areas. This treated water is also available for irrigation use.

The active storage zone lies between the UNWL (694.70 m) and the HWL at 696.70 m, which is crucial for volume control during peak events. Note that the wetland bench is situated above the UNWL to control inundation period and mimic natural water recharge, even without the internal recirculation pump system proposed as Option 2. Water in the active

zone drains by gravity through an outlet control structure, typically fitted with an orifice and weir designed to maintain discharge objectives.

The HWL had been set based on the critical design storm, as previously discussed. As described in **Section 4.1.2**, the freeboard has been set 0.50 m above the resultant HWL.

Table 4.2 below summarizes the findings of depth and volume requirements for the main pond body. **Table 4.2** below summarizes the storage relationship of the Nautilus Pond®. Note that the proposed grading will be finalized once survey data is collected and received, as previously discussed in **Section 2.0**.

Table 4.2: NA2 Stormpark Main Pond Body Depth-Area Rating

| ELEVATION (M) | DEPTH (M) | AREA (M ²) | TOTAL VOLUME (M ³) | ACTIVE VOLUME (M ³) | WATER LEVEL |
|---------------|-----------|------------------------|--------------------------------|---------------------------------|---------------------------------|
| 691.70 | 0.00 | 6,128 | - | - | Bottom |
| 693.20 | 1.50 | 10,537 | 12,499 | - | |
| 693.70 | 2.00 | 12,111 | 18,161 | - | Lower Normal Water Level (LNWL) |
| 694.70 | 3.00 | 19,555 | 32,953 | - | Upper Normal Water Level (UNWL) |
| 695.20 | 3.50 | 22,436 | 43,451 | 10,498 | |
| 696.20 | 4.50 | 28,232 | 68,785 | 35,832 | |
| 696.70 | 5.00 | 31,237 | 83,652 | 50,699 | High Water Level (HWL) |
| 697.20 | 5.50 | 36,231 | 100,519 | 67,566 | Freeboard (FB) |

Table 4.3: NA2 Stormpark Nautilus Pond® Depth-Area Rating

| ELEVATION (M) | DEPTH (M) | AREA (M ²) | TOTAL VOLUME (M ³) | ACTIVE VOLUME (M ³) | WATER LEVEL |
|---------------|-----------|------------------------|--------------------------------|---------------------------------|--------------------------|
| 693.70 | 0.00 | - | - | - | Bottom |
| 694.20 | 0.50 | 1,385 | 346 | - | |
| 694.70 | 1.00 | 2,124 | 1,224 | - | Normal Water Level (NWL) |
| 696.70 | 3.00 | 4,072 | 4,072 | 6,108 | High Water Level (HWL) |
| 697.20 | 3.50 | 5,027 | 5,027 | 8,382 | Freeboard (FB) |

5.0 STORMPARK ANALYSIS OUTCOMES

5.1.1 STORMPARK DESIGN SUMMARY

A PCSWMM analysis was completed using the design parameters outlined in **Section 4.1.2** and the catchment conditions described in **Section 2.1.1**. The following **Table 5.1** summarizes the outcomes of the model and analysis for the NA2 drainage area.

Table 5.1: NA2 Stormpark Summary

| | STORMPARK |
|---|---------------------|
| Governing Event Storm | 1978 rainfall event |
| Contributing Drainage Area (ha) | 94 |
| Bottom Elevation (m) | 691.70 |
| Allowable Peak Discharge Rate (L/s) | 564 |
| Lower Normal Water Level (LNWL) (m) | 693.70 |
| Upper Normal Water Level (UNWL) (m) | 694.70 |
| High Water Level (HWL) (m) | 696.70 |
| Area at HWL (m ²) | 35,309 |
| Total Volume at HWL (m ³) | 90,983 |
| Active Volume at HWL (m ³) | 56,807 |
| 1978 Total Volume per Critical Event Analysis (m ³) | 89,970 |
| Freeboard Elevation (FB) (m) | 697.20 |

As discussed in **Section 4.1.2**, a freeboard elevation of 697.2 m was set 0.50 m above the resulting HWL. It should be noted that the volume at HWL accounts for some contingency within the design to accommodate the inclusion or omission of the treatment wetlands. The main pond body will be sized closer to the resultant critical event storm volume as more details are confirmed with the Town throughout the subsequent design phases.

DRAWDOWN

As previously discussed, *The City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022) recommends that SWMF outlets should have sufficient capacity to allow post-event drawdown of facility water levels such that the SWMF storage capacity is restored as follows:

- 1:5-year runoff capacity within 24 hours
- 1:25-year runoff capacity within 48 hours
- 90% of the facility volume above NWL (i.e., active volume) within 96 hours

The 1:100-year Huff distribution design storm was applied to determine the total volume stored within the Stormpark. A peak volume of 70,480 m³ has been considered for the drawdown objectives as shown in **Table 4.1**. As shown in **Section 4.3**, the total volume of the Stormpark is 90,983 m³.

Model results show that the drawdown requirements have been met. **Table 5.2** below summarizes the drawdown requirements and corresponding volumes per the model results.

Table 5.2: Drawdown Requirements Summary

| DRAWDOWN SCENARIO | MAXIMUM TIME (HRS) | VOLUME DRAWDOWN(M ³) | TOTAL REMAINING VOLUME (M ³) | DRAWDOWN TIME FROM PEAK 1:100 SCENARIO (HR) |
|----------------------|--------------------|----------------------------------|--|---|
| 1:5-year | 24 | 21,470 | 49,010 | 17 |
| 1:25-year | 48 | 42,380 | 28,100 | 32 |
| 90% of active volume | 96 | 51,126 | 19,354 | 53 |

5.2 ZERO DISCHARGE CONFIGURATION

Given the lack of detailed elevation and culvert data to confirm the outlet configuration, a zero-discharge scenario was simulated to assess the required area and volume of the Stormpark if no outlet is available. A zero-discharge scenario is considered if there is no reliable discharge method, such as to the Sturgeon River or through irrigation reuse. Therefore, the SWMF must accommodate more stormwater as the only method of release is through evaporation. The resulting capacity, surface area, and water levels for the zero-discharge condition are summarized in **Table 5.** and **Table 5..**

Table 5.3: Storage Capacities for a Zero-Discharge Scenario

| CRITICAL STORM EVENT | MAXIMUM DEPTH (M) | MAXIMUM VOLUME (M ³) | RESULTANT DESIGN DEPTH (M ³) |
|----------------------|-------------------|----------------------------------|--|
| July 10 – 11, 1978 | 5.07 | 118,700 | 5.30 |

Table 5.4: Zero-Discharge Stormpark Depth-Area Rating

| ELEVATION (M) | DEPTH (M) | AREA (M ²) | TOTAL VOLUME (M ³) | ACTIVE VOLUME (M ³) | WATER LEVEL |
|---------------|-----------|------------------------|--------------------------------|---------------------------------|---------------------------------|
| 691.70 | 0.00 | 11,216 | - | - | Bottom |
| 693.20 | 1.50 | 16,275 | 20,618 | - | |
| 693.70 | 2.00 | 18,065 | 29,203 | | Lower Normal Water Level (LNWL) |
| 694.20 | 2.50 | 21,305 | 39,046 | - | |
| 694.70 | 3.00 | 26,034 | 50,881 | - | Upper Normal Water Level (UNWL) |
| 696.70 | 5.00 | 39,250 | 115,897 | 65,016 | |
| 697.00 | 5.30 | 40,819 | 127,907 | 77,027 | High Water Level (HWL) |
| 697.50 | 5.80 | 43,468 | 148,979 | 98,098 | Freeboard (FB) |

Table values are a summary of the entire Stormpark facility as a summation of the Nautilus Pond® and Main Pond Body.

To accommodate the additional storage requirements from a zero-discharge scenario, a large portion of the wetland bench in the southeast region has been removed to allow for steeper grading. It is important to note that the HWL has also been raised by 0.30 m to accommodate for the additional inflow. This depth has increased the active volume of the facility; a total volume increase of 36,924 m³ from the standard Stormpark configuration. The zero-discharge configuration results in a 40% increase to the surface area at design HWL. The Nautilus Pond® is not anticipated to increase in surface area size but will have a deeper depth to align with the 0.30 m increase with the overall facility. Further details and refinement to the preliminary depth-area storage sizing under this scenario may be investigated in subsequent design phases, if a zero-discharge configuration is deemed required.

Figure 5.1 below shows the zero-discharge scenario layout of the facility.

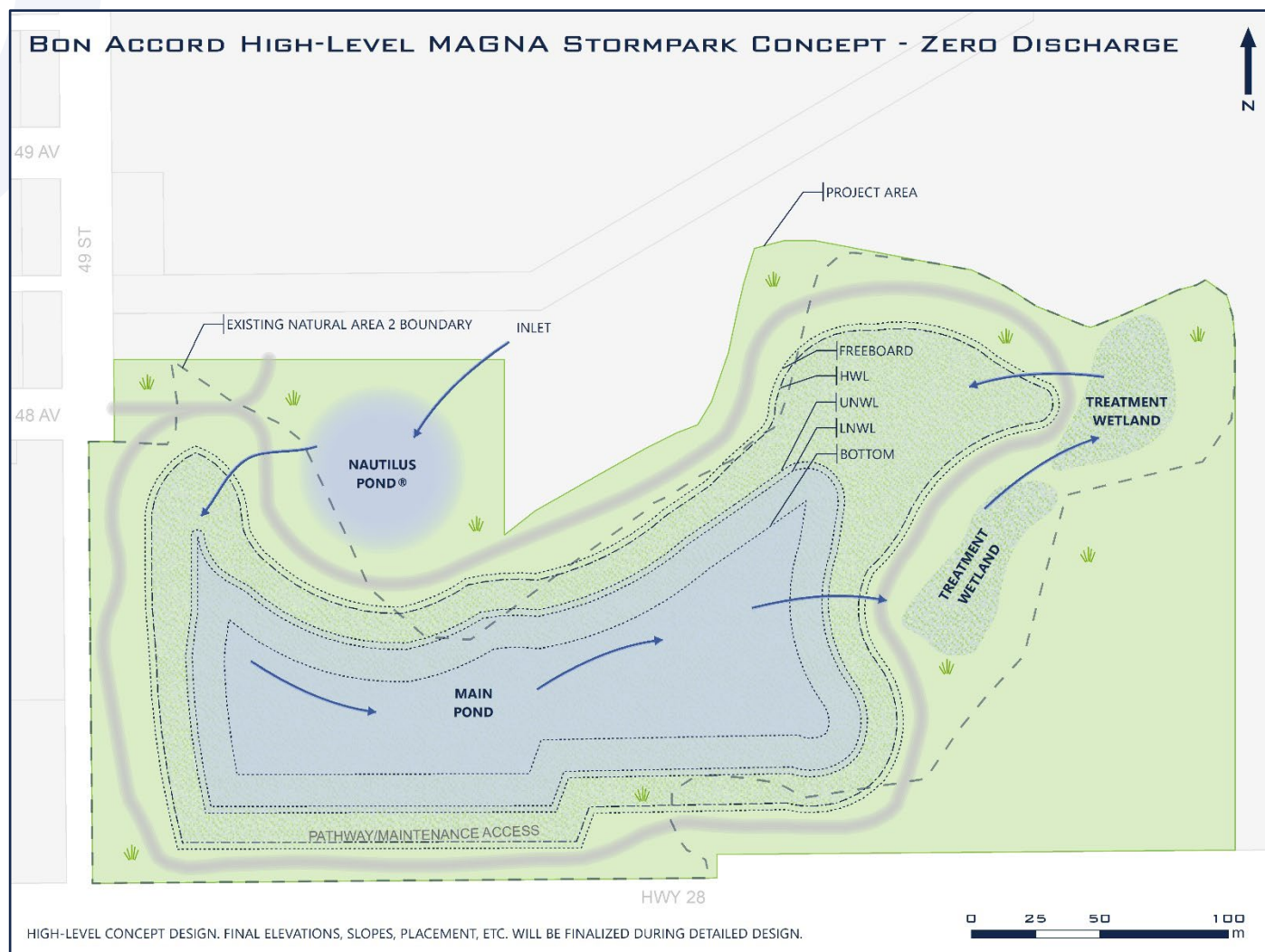


Figure 5.1: Zero-discharge Scenario Facility Layout

5.3 QUALITY

5.3.1 PRIMARY SEDIMENT REMOVAL

As mentioned in **Section 1.2**, NA2 faces issues concerning large sediment deposition. This leads not only to reduced water quality in receiving waters (i.e., streams and rivers) but also alters NA2's storage capacity. This sediment deposition is one of the key factors causing flooding in areas of the Town surrounding NA2.

The *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022) recommend that any proposed SWMF should remove, at a minimum, 85% of sediment with a particle size of 75µm or greater from stormwater runoff prior to discharge. Particularly for constructed wetlands, the *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022) recommends the use of sediment forebays to provide sediment removal as pre-treatment.

The Nautilus Pond® is a specialized sediment clarifier that functions similar to a sediment forebay and can reliably removed particles as small as 20 µm and avoid any subsequent resuspension. As a result, all sediment removal objectives are achieved within the Nautilus Pond® prior to stormwater reaching the main pond body. By removing these sediments

early, it reduces the concern of sediment deposition in both the proposed main pond and proposed treatment wetlands. Supplementary information about the Nautilus Pond® is provided in **Appendix D**.

5.3.2 TREATMENT WETLANDS AND IRRIGATION CONSIDERATION

Irrigation is a means of stormwater reuse and pond sizing reduction but requires additional treatment prior to discharge. The provincial *AHS Public Health Guidelines for Water Reuse and Stormwater Use* (AHS, 2021) for non-agri food irrigation outlines the water quality requirements that must be met, typically considering total suspended solids, nitrogen and phosphorous concentrations, and virus/bacteria reduction. For the purposes of this report, irrigation has not been considered as a means of volume reduction for conservative model results. However, a preliminary total area of ±8.8 ha has been estimated as potential irrigation zones. Potential irrigation regions typically are identified by proposed green spaces within school or recreational land uses. For the study region, confirmed irrigation regions include the Bon Accord Community School, Lilian Schick School, Rose Glen Park, and the Bon Accord Sports Fields.

The City of Calgary Irrigation Demand Estimation Tool was used to calculate the potential reuse flowrate applicable for the Town of Bon Accord. Preliminary calculations have found an average annual volume demand of 69,508 m³ for the potential irrigation zones. Should the Town opt into the implementation of the treatment wetlands, further investigation into the pond sizing reduction from irrigation can be conducted.

6.0 CONCLUSION

This *Preliminary Design Report* serves as a continuation of the project work provided in the *Nature-Based Feasibility Study* (MAGNA, 2024) aligned with the Town's selected design options (Option 2 and Option 3). The proposed Stormpark concept successfully addresses the Town of Bon Accord's stormwater management needs by outlining a viable, adaptable, and regulation-compliant solution for NA2.

The Stormpark concept conforms to the requirements outlined in the *Town of Bon Accord Stormwater Master Plan* (AE, 2019), *Municipal Development Plan* (Town of Bon Accord, 2024), the *Town of Bon Accord Wetland Storage Study* (AE, 2021), and the *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022). The Nautilus Pond® will be the primary water treatment method for the Stormpark, which will control sediment removal and energy dissipation for the facility. Sediment removal capabilities meet the requirements outlined in the *City of Edmonton Design and Construction Standards Volume 3: Drainage* (EPCOR, 2022). The Stormpark is designed to attenuate large flows and discharge towards the Sturgeon River at 6L/s/ha as per the *Town of Bon Accord Stormwater Master Plan* (AE, 2019).

The NA2 Stormpark consists of a Nautilus Pond® sediment clarifier, a main pond body, and integrated wetland benches for ecological value. Preliminary layout of tertiary treatment wetlands was considered in the design, should the Town opt for supplementary water treatment. Irrigation has not been implemented as a means of volume reduction while the Town finalizes a decision on the supplementary treatment wetlands.

Currently, the Town has requested the preliminary design and layout of the Nautilus Pond® to progress with construction schedules. This report may be used for preliminary sizing information on the Nautilus Pond® and information that allows the Town to apply for future approvals and grants.

The design has considered the feasibility of an overland outflow path towards the Sturgeon River. As a conservative measure, a zero-discharge conceptual layout has also been provided. Refinement to the preliminary grading of the Stormpark facility will be conducted upon receiving survey data.

Further refinement and optimization of the overall Stormpark design will be achieved in subsequent design phases. Flexibility and conservative design assumptions at this stage will ensure the Town's ultimate design goals will still be met.

6.1 RECOMMENDATIONS & NEXT STEPS

The following items are recommended to advance the project into detailed design and regulatory approval stages for the Stormpark concept. These tasks will address key data gaps, confirm design assumptions, and support regulatory application requirements.

- **Geotechnical and Biophysical Assessments:** It is required that a geotechnical investigation be completed to confirm subsurface soil characteristics, infiltration capacity, and structural suitability for proposed features within the Stormpark such as the Nautilus Pond®, inlet and outlet structures, and wetland benches. In addition, a Biophysical Impact Assessment (BIA) is required to support future applications under the Water Act and Public Lands Act. Completion of both assessments is necessary to advance detailed design and regulatory approvals.
- **Confirmed Wetland Disturbance Value (Water Act):** A formal wetland disturbance value must be calculated based on confirmed wetland boundaries, classification, and relative value. This calculation is required to determine compensation obligations under Alberta's Wetland Policy and must be completed prior to submitting the Water Act application.
- **Detailed Survey of the Existing Development and Contributing Drainage Areas:** Given the flat topography of the study area and the reliance on coarse LiDAR and legacy data, detailed topographic surveying is recommended. Accurate ground elevations are needed to confirm drainage patterns, evaluate the feasibility of

gravity inflows to the SWMF, and identify potential outflow routes and emergency overflow pathways. Survey data will be critical to support detailed design and outlet configuration. As per the *Stormwater Master Plan*, Alberta Transportation may be involved if alterations to the existing culvert under Highway 28 is deemed necessary.

The immediate next step for this project is the completion of Phase 4A, which includes preparing and applying to AEPA for approval to construct and operate the proposed SWMF, along with a supporting Water Act application.

Following regulatory submissions, select components of detailed design will begin. This will include confirming the size and configuration of the Nautilus Pond®, establishing its inflow and outflow elevations, and refining its configuration and hydraulic interface with the main pond body and the wetland bench. These design elements are critical for confirming the overall layout, performance criteria, and operational functionality of the integrated stormwater system.

Additional detailed design work will proceed in coordination with regulatory feedback and as supporting studies (e.g. geotechnical, biophysical, and survey data) become available.

7.0 CLOSURE

This report, titled *NA2 MAGNA Stormpark™ Preliminary Design Report*, was prepared by MAGNA Engineering Services Inc. It is intended for the use of Town of Bon Accord, for which it has been prepared.

The contents of the report represent the best judgment of MAGNA Engineering Services Inc. based on information available at the time of preparation. Any use a third party makes of the report, including reliance on, or decisions made based on it, are the responsibilities of such third parties. MAGNA Engineering Services Inc. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

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If you have any questions about the information provided within this report, or should you wish to review this report with us, please do not hesitate to contact the undersigned.

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Permit to Practice

Professional Member

8.0 REFERENCES

- Associated Engineering (AE). 2021. *Town of Bon Accord Wetland Storage Study*. Report prepared for Town of Bon Accord. Bon Accord, Alberta. September 2021.
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- EPCOR (EPCOR). 2022. *City of Edmonton Design and Construction Standards Volume 3: Drainage*. Report prepared for City of Edmonton. Edmonton, Alberta. February 2022.
- Government of Alberta (GoA). 2018. *Alberta Guide to Wetland Construction in Stormwater Management Facilities*. Alberta. December 2018.
- MAGNA Engineering Services Inc. (MAGNA). 2024. *Nature-Based Stormwater Feasibility Study*. Report prepared for Town of Bon Accord. Bon Accord, Alberta. April 2024.
- Town of Bon Accord. 2023. *GIS Files*. Obtained via personal communication with Town staff.



APPENDICES

1. Appendix A: Acronyms
2. Appendix B: Definitions
3. Appendix C: PCSWMM Model Results and Schematic
4. Appendix D: Nautilus Pond® Information
5. Appendix E: Figures From Existing Documentation



APPENDIX A: ACRONYMS

| | |
|------|---|
| AEPA | Alberta Environment and Protected Areas |
| BIA | Biophysical Impact Assessment |
| FB | Freeboard |
| HWL | High Water Level |
| LNWL | Lower Normal Water Level |
| NA2 | Natural Area 2 |
| NWL | Normal Water Level |
| SWMF | Stormwater Management Facility |
| UNWL | Upper Normal Water Level |



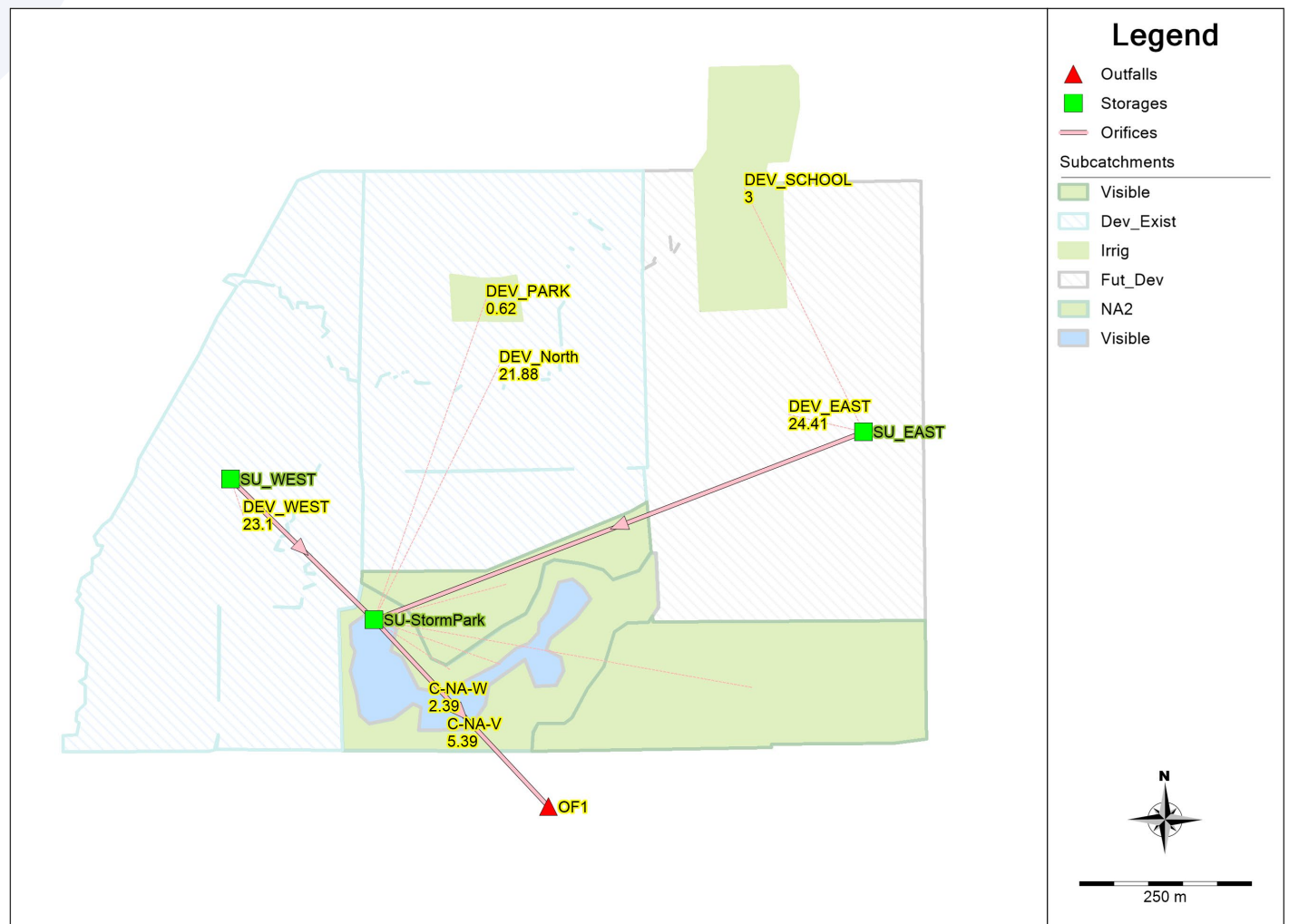
APPENDIX B: DEFINITIONS

| | |
|--|---|
| 1:100 Storm Event | Refers to the intensity and rarity of a storm with a 1% chance of occurring in any given year. SWMFs are typically designed to handle storms up to this level. A storm of higher rarity and intensity is considered an emergency, which is also considered in SWMF design. |
| Drawdown Scenario | Analysis of the maximum period for the decrease in water levels of a SWMF to the mandated elevations by the City of Edmonton. |
| High Water Level (HWL) | Design water level elevation corresponding with the anticipated water level from design storms (typically from a 1:100 event). |
| Main Pond Body | The primary storage area in a SWMF that slows down and holds water from large storms. |
| Forebay | A forebay is a small basin at the inlet of a stormwater facility that traps sediment and debris before water enters the main pond. |
| Nautilus Pond® Forebay | A stormwater sediment clarifier forebay that is used as the primary water treatment methodology for the MAGNA Stormpark™. |
| Upper/Lower/Normal Water Level (NWL, UNWL, LNWL) | The anticipated typical water level under non-storm (i.e., normal) conditions for a SWMF, typically further delineated as Lower Normal Water Level or Upper Normal Water Level when a range of water levels is normally expected, and especially crucial for pumping systems. |
| SWMF | Stormwater Management Facilities are engineered structures designed to manage, treat, and control stormwater runoff. |
| Vertical Flow Biofilter | A treatment wetland consisting of multi-media layers of various sizes and materials to naturally filter incoming water. |
| Zero-Discharge Scenario | Analysis of SWMF conditions when there is no outflow from the site, typically results in a larger site requirement. |

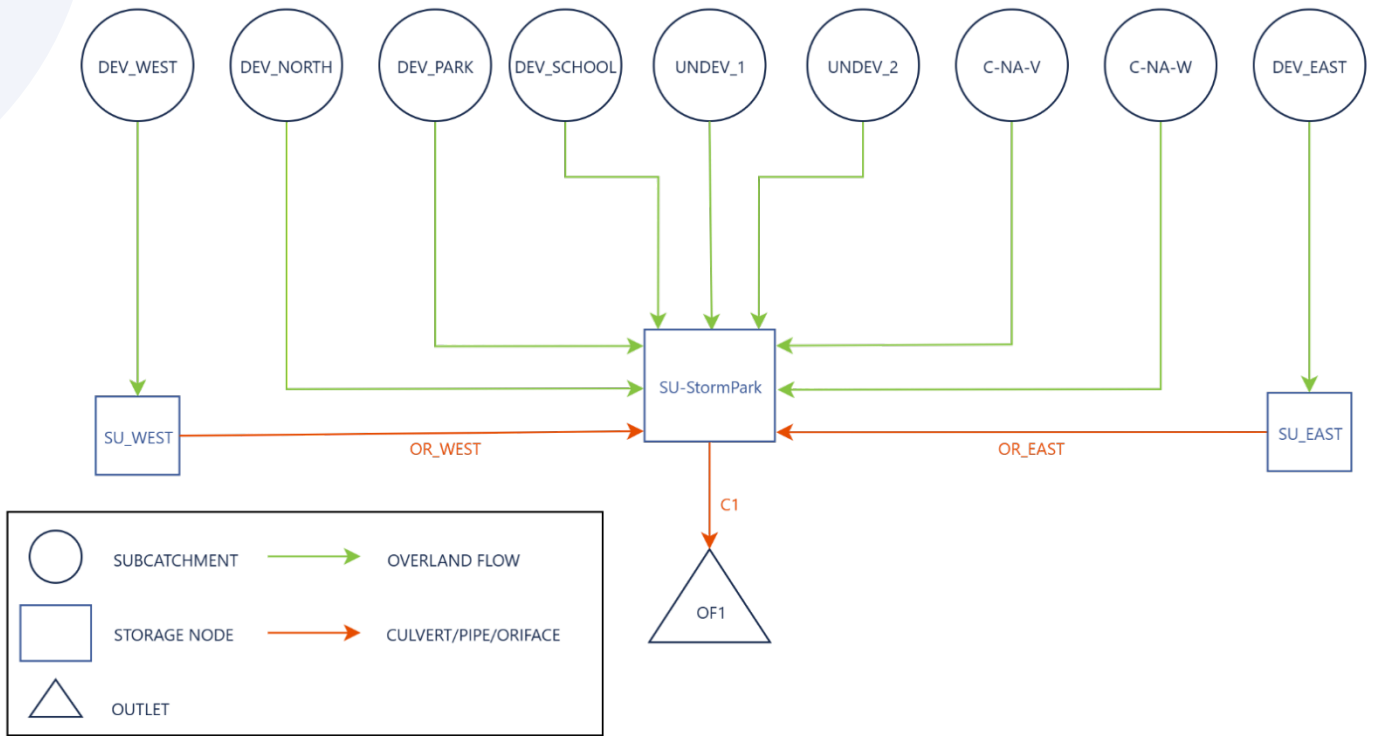


APPENDIX C: PCSWMM MODEL RESULTS AND SCHEMATIC

MODEL CAPTURE



MODEL SCHEMATIC



MODEL RESULTS (1978 DATA AND HUFF DISTRIBUTION)

EPA STORM WATER MANAGEMENT MODEL - VERSION 5.2 (Build 5.2.4)

Town of Bon Accord
2024-03-02
MAGNA Engineering Services Inc.

Element Count

Number of rain gages 6
Number of subcatchments ... 9
Number of nodes 4
Number of links 3
Number of pollutants 0
Number of land uses 0

Raingage Summary

| Name | Data Source | Data Type | Recording Interval |
|------------------------|------------------------|-----------|--------------------|
| Edmonton_1937_July_14 | Edmonton_1937_July_14 | INTENSITY | 15 min. |
| Edmonton_1978_July_10 | Edmonton_1978_July_10 | INTENSITY | 5 min. |
| Edmonton_1990-2023 | Edmonton_1990-2023 | INTENSITY | 60 min. |
| Edmonton_2004_July_02 | Edmonton_2004_July_02 | INTENSITY | 5 min. |
| Edmonton_2012_July_12 | Edmonton_2012_July_12 | INTENSITY | 5 min. |
| Edmonton_Huff_24h_100y | Edmonton_Huff_24h_100y | INTENSITY | 15 min. |

Subcatchment Summary

| Name | Area | Width | %Imperv | %Slope | Rain Gage |
|--------------|-------|----------|---------|--------|-----------------------|
| Outlet | | | | | |
| C-NA-V | 5.39 | 1796.67 | 20.00 | 0.5000 | Edmonton_1978_July_10 |
| SU-StormPark | | | | | |
| C-NA-W | 2.39 | 11950.00 | 100.00 | 0.5000 | Edmonton_1978_July_10 |
| SU-StormPark | | | | | |
| DEV_EAST | 24.41 | 1627.33 | 50.00 | 2.0000 | Edmonton_1978_July_10 |
| SU_EAST | | | | | |
| DEV_North | 21.88 | 349.52 | 50.00 | 2.0000 | Edmonton_1978_July_10 |
| SU-StormPark | | | | | |
| DEV_PARK | 0.62 | 310.00 | 20.00 | 2.0000 | Edmonton_1978_July_10 |
| SU-StormPark | | | | | |
| DEV_SCHOOL | 3.00 | 200.00 | 10.00 | 2.0000 | Edmonton_1978_July_10 |
| SU_EAST | | | | | |
| DEV_WEST | 23.10 | 288.75 | 50.00 | 2.0000 | Edmonton_1978_July_10 |
| SU_WEST | | | | | |



| | | | | | |
|--------------|------|--------|-------|--------|-----------------------|
| UNDEV_1 | 3.16 | 210.67 | 20.00 | 2.0000 | Edmonton_1978_July_10 |
| SU-StormPark | | | | | |
| UNDEV_2 | 6.18 | 128.75 | 20.00 | 2.0000 | Edmonton_1978_July_10 |
| SU-StormPark | | | | | |

Node Summary

| Name | Type | Invert Elev. | Max. Depth | Ponded Area | External Inflow |
|--------------|---------|--------------|------------|-------------|-----------------|
| OF1 | OUTFALL | 694.00 | 0.00 | 0.0 | |
| SU_EAST | STORAGE | 709.00 | 1.00 | 0.0 | |
| SU_WEST | STORAGE | 709.00 | 1.00 | 0.0 | |
| SU-StormPark | STORAGE | 693.70 | 5.00 | 0.0 | |

Link Summary

| Name | From Node | To Node | Type | Length | %Slope |
|---------|--------------|--------------|---------|--------|--------|
| ----- | | | | | |
| C1 | SU-StormPark | OF1 | ORIFICE | | |
| OR_EAST | SU_WEST | SU-StormPark | ORIFICE | | |
| OR_WEST | SU_EAST | SU-StormPark | ORIFICE | | |

Cross Section Summary

| Full | | Full | Full | Hyd. | Max. | No. of |
|---------|-------|-------|------|------|-------|---------|
| Conduit | Shape | Depth | Area | Rad. | Width | Barrels |
| Flow | | | | | | |
| ----- | | | | | | |
| -- | | | | | | |

Transect Summary

Transect Ditch
Area:

| | | | | |
|--------|--------|--------|--------|--------|
| 0.0004 | 0.0016 | 0.0036 | 0.0064 | 0.0100 |
| 0.0144 | 0.0196 | 0.0256 | 0.0324 | 0.0400 |
| 0.0484 | 0.0576 | 0.0676 | 0.0784 | 0.0900 |
| 0.1024 | 0.1156 | 0.1296 | 0.1444 | 0.1600 |
| 0.1764 | 0.1936 | 0.2116 | 0.2304 | 0.2500 |
| 0.2704 | 0.2916 | 0.3136 | 0.3364 | 0.3600 |
| 0.3844 | 0.4096 | 0.4356 | 0.4624 | 0.4900 |
| 0.5184 | 0.5476 | 0.5776 | 0.6084 | 0.6400 |
| 0.6724 | 0.7056 | 0.7396 | 0.7744 | 0.8100 |



| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Hrad: | 0.8464 | 0.8836 | 0.9216 | 0.9604 | 1.0000 |
| | 0.0200 | 0.0400 | 0.0600 | 0.0800 | 0.1000 |
| | 0.1200 | 0.1400 | 0.1600 | 0.1800 | 0.2000 |
| | 0.2200 | 0.2400 | 0.2600 | 0.2800 | 0.3000 |
| | 0.3200 | 0.3400 | 0.3600 | 0.3800 | 0.4000 |
| | 0.4200 | 0.4400 | 0.4600 | 0.4800 | 0.5000 |
| | 0.5200 | 0.5400 | 0.5600 | 0.5800 | 0.6000 |
| | 0.6200 | 0.6400 | 0.6600 | 0.6800 | 0.7000 |
| | 0.7200 | 0.7400 | 0.7600 | 0.7800 | 0.8000 |
| | 0.8200 | 0.8400 | 0.8600 | 0.8800 | 0.9000 |
| | 0.9200 | 0.9400 | 0.9600 | 0.9800 | 1.0000 |
| Width: | 0.0200 | 0.0400 | 0.0600 | 0.0800 | 0.1000 |
| | 0.1200 | 0.1400 | 0.1600 | 0.1800 | 0.2000 |
| | 0.2200 | 0.2400 | 0.2600 | 0.2800 | 0.3000 |
| | 0.3200 | 0.3400 | 0.3600 | 0.3800 | 0.4000 |
| | 0.4200 | 0.4400 | 0.4600 | 0.4800 | 0.5000 |
| | 0.5200 | 0.5400 | 0.5600 | 0.5800 | 0.6000 |
| | 0.6200 | 0.6400 | 0.6600 | 0.6800 | 0.7000 |
| | 0.7200 | 0.7400 | 0.7600 | 0.7800 | 0.8000 |
| | 0.8200 | 0.8400 | 0.8600 | 0.8800 | 0.9000 |
| | 0.9200 | 0.9400 | 0.9600 | 0.9800 | 1.0000 |

Analysis Options

Flow Units CMS

Process Models:

Rainfall/Runoff YES

RDII NO

Snowmelt YES

Groundwater NO

Flow Routing YES

Ponding Allowed YES

Water Quality NO

Infiltration Method MODIFIED_GREEN_AMPT

Flow Routing Method DYNWAVE

Surcharge Method EXTRAN

Starting Date 07/01/2015 00:00:00

Ending Date 07/06/2015 00:00:00

Antecedent Dry Days 0.0

Report Time Step 00:00:01

Wet Time Step 00:00:01

Dry Time Step 00:00:01

Routing Time Step 1.00 sec

Variable Time Step YES

Maximum Trials 8

Number of Threads 1

Head Tolerance 0.001500 m

Runoff Quantity Continuity

Volume

hectare-m

Depth

mm



| | | |
|----------------------------|--------|---------|
| Initial Snow Cover | 0.000 | 0.000 |
| Total Precipitation | 12.043 | 133.617 |
| Evaporation Loss | 0.393 | 4.356 |
| Infiltration Loss | 2.700 | 29.951 |
| Surface Runoff | 8.951 | 99.309 |
| Snow Removed | 0.000 | 0.000 |
| Final Snow Cover | 0.000 | 0.000 |
| Final Storage | 0.000 | 0.000 |
| Continuity Error (%) | -0.000 | |

| | Volume hectare-m | Volume 10 ⁶ ltr |
|---|---------------------|-------------------------------|
| ***** Flow Routing Continuity ***** | ----- | ----- |
| Dry Weather Inflow | 0.000 | 0.000 |
| Wet Weather Inflow | 8.951 | 89.508 |
| Groundwater Inflow | 0.000 | 0.000 |
| RDII Inflow | 0.000 | 0.000 |
| External Inflow | 0.000 | 0.000 |
| External Outflow | 8.929 | 89.286 |
| Flooding Loss | 0.000 | 0.000 |
| Evaporation Loss | 0.000 | 0.000 |
| Exfiltration Loss | 0.000 | 0.000 |
| Initial Stored Volume | 1.816 | 18.159 |
| Final Stored Volume | 1.838 | 18.381 |
| Continuity Error (%) | 0.000 | |

Time-Step Critical Elements

None

Highest Flow Instability Indexes

All links are stable.

Most Frequent Nonconverging Nodes

Convergence obtained at all time steps.

Routing Time Step Summary

| | | |
|-----------------------------|---|----------|
| Minimum Time Step | : | 0.50 sec |
| Average Time Step | : | 1.00 sec |
| Maximum Time Step | : | 1.00 sec |
| % of Time in Steady State | : | 0.00 |
| Average Iterations per Step | : | 2.00 |
| % of Steps Not Converging | : | 0.00 |
| Time Step Frequencies | : | |



1.000 - 0.871 sec : 100.00 %
 0.871 - 0.758 sec : 0.00 %
 0.758 - 0.660 sec : 0.00 %
 0.660 - 0.574 sec : 0.00 %
 0.574 - 0.500 sec : 0.00 %

 Subcatchment Runoff Summary

| Perv | Total | Total | Total | Total | Total | Total | Imperv |
|--------------|--------|----------|--------|--------|-------|-------|--------|
| Runoff | Runoff | Precip | Peak | Runoff | Evap | Infil | Runoff |
| Subcatchment | Runoff | Runoff | Runoff | Runoff | mm | mm | mm |
| mm | mm | 10^6 ltr | mm | Coeff | mm | mm | mm |
| | | | | | | | |
| C-NA-V | | 133.62 | | 0.00 | 2.34 | 35.82 | 26.19 |
| 69.26 | 95.45 | 5.14 | 0.58 | 0.714 | | | |
| C-NA-W | | 133.62 | | 0.00 | 2.13 | 0.00 | 131.49 |
| 0.00 | 131.49 | 3.14 | 0.52 | 0.984 | | | |
| DEV_EAST | | 133.62 | | 0.00 | 4.37 | 24.84 | 63.79 |
| 40.61 | 104.41 | 25.49 | 4.97 | 0.781 | | | |
| DEV_North | | 133.62 | | 0.00 | 4.84 | 28.71 | 63.67 |
| 36.40 | 100.06 | 21.89 | 3.43 | 0.749 | | | |
| DEV_PARK | | 133.62 | | 0.00 | 3.06 | 36.50 | 25.55 |
| 68.51 | 94.06 | 0.58 | 0.14 | 0.704 | | | |
| DEV_SCHOOL | | 133.62 | | 0.00 | 3.22 | 47.02 | 12.77 |
| 70.60 | 83.37 | 2.50 | 0.41 | 0.624 | | | |
| DEV_WEST | | 133.62 | | 0.00 | 4.97 | 29.68 | 63.63 |
| 35.34 | 98.97 | 22.86 | 3.39 | 0.741 | | | |
| UNDEV_1 | | 133.62 | | 0.00 | 3.49 | 41.34 | 25.53 |
| 63.25 | 88.79 | 2.81 | 0.49 | 0.664 | | | |
| UNDEV_2 | | 133.62 | | 0.00 | 4.05 | 47.22 | 25.51 |
| 56.84 | 82.35 | 5.09 | 0.67 | 0.616 | | | |

 Node Depth Summary

| Node | Type | Average Depth Meters | Maximum Depth Meters | Maximum HGL Meters | Time of Max Occurrence days hr:min | Reported Max Depth Meters |
|--------------|---------|----------------------------|----------------------------|--------------------------|--|---------------------------------|
| OF1 | OUTFALL | 0.00 | 0.00 | 694.00 | 0 00:00 | 0.00 |
| SU_EAST | STORAGE | 0.01 | 0.37 | 709.37 | 0 16:01 | 0.37 |
| SU_WEST | STORAGE | 0.01 | 0.36 | 709.36 | 0 16:01 | 0.36 |
| SU-StormPark | STORAGE | 2.99 | 4.97 | 698.67 | 0 19:46 | 4.97 |



Node Inflow Summary

| | | Maximum | Maximum | | | Lateral | Total |
|--------------|---------|---------|---------|-------------|--------|----------|----------|
| Flow | | Lateral | Total | Time of Max | | Inflow | Inflow |
| Balance | | Inflow | Inflow | Occurrence | | Volume | Volume |
| Error | Type | CMS | CMS | days | hr:min | 10^6 ltr | 10^6 ltr |
| Node | | | | | | | |
| Percent | | | | | | | |
| OF1 | OUTFALL | 0.000 | 0.469 | 0 | 19:46 | 0 | 89.3 |
| 0.000 | | | | | | | |
| SU_EAST | STORAGE | 5.379 | 5.379 | 0 | 15:40 | 28 | 28 |
| 0.000 | | | | | | | |
| SU_WEST | STORAGE | 3.390 | 3.390 | 0 | 15:40 | 22.9 | 22.9 |
| 0.000 | | | | | | | |
| SU-StormPark | STORAGE | 5.029 | 8.521 | 0 | 15:40 | 38.7 | 108 |
| 0.000 | | | | | | | |

Node Surcharge Summary

No nodes were surcharged.

Node Flooding Summary

No nodes were flooded.

Storage Volume Summary

| | | Average | Avg | Evap | Exfil | Maximum | Max | Time of Max |
|--------------|--|---------|------|------|-------|---------|------|-------------|
| Maximum | | Volume | Pcnt | Pcnt | Pcnt | Volume | Pcnt | Occurrence |
| Outflow | | | | | | | | |
| Storage Unit | | 1000 m³ | Full | Loss | Loss | 1000 m³ | Full | days hr:min |
| CMS | | | | | | | | |
| SU_EAST | | 0.250 | 1.2 | 0.0 | 0.0 | 7.457 | 37.3 | 0 16:01 |
| 2.192 | | | | | | | | |



| | | | | | | | | |
|--------------|--------|------|-----|-----|--------|------|---|-------|
| SU_WEST | 0.118 | 1.2 | 0.0 | 0.0 | 3.624 | 36.2 | 0 | 16:01 |
| 1.848 | | | | | | | | |
| SU-StormPark | 37.939 | 41.7 | 0.0 | 0.0 | 89.970 | 98.9 | 0 | 19:46 |
| 0.469 | | | | | | | | |

 Outfall Loading Summary

| Outfall Node | Flow Freq Pcnt | Avg Flow CMS | Max Flow CMS | Total Volume 10^6 ltr |
|--------------|----------------------|--------------------|--------------------|-----------------------------|
| OF1 | 99.79 | 0.207 | 0.469 | 89.286 |
| System | 99.79 | 0.207 | 0.469 | 89.286 |

 Link Flow Summary

| Link | Type | Maximum Flow CMS | Time of Max Occurrence days hr:min | Maximum Veloc m/sec | Max/ Full Flow | Max/ Full Depth |
|---------|---------|--------------------------|--|-----------------------------|----------------------|-----------------------|
| C1 | ORIFICE | 0.469 | 0 19:46 | | | 1.00 |
| OR_EAST | ORIFICE | 1.848 | 0 16:01 | | | |
| OR_WEST | ORIFICE | 2.192 | 0 16:01 | | | |

 Flow Classification Summary

| Conduit | Adjusted /Actual Length | ----- Up Dry | Down Dry | Sub Crit | Sup Crit | Up Crit | Down Crit | Norm Ltd | Inlet Ctrl |
|---------|-------------------------------|--------------------|-------------|-------------|-------------|------------|--------------|-------------|---------------|
| | | | | | | | | | |

 Conduit Surcharge Summary

No conduits were surcharged.

Analysis begun on: Tue Jul 22 10:15:39 2025
 Analysis ended on: Tue Jul 22 10:15:43 2025
 Total elapsed time: 00:00:04



Town of Bon Accord
 2024-03-02
 MAGNA Engineering Services Inc.

Element Count

Number of rain gages 8
 Number of subcatchments ... 9
 Number of nodes 4
 Number of links 3
 Number of pollutants 0
 Number of land uses 0

Raingage Summary

| Name | Data Source | Data Type | Recording Interval |
|------------------------|------------------------|-----------|--------------------|
| Edmonton_1937_July_14 | Edmonton_1937_July_14 | INTENSITY | 15 min. |
| Edmonton_1978_July_10 | Edmonton_1978_July_10 | INTENSITY | 5 min. |
| Edmonton_1990-2023 | Edmonton_1990-2023 | INTENSITY | 60 min. |
| Edmonton_2004_July_02 | Edmonton_2004_July_02 | INTENSITY | 5 min. |
| Edmonton_2012_July_12 | Edmonton_2012_July_12 | INTENSITY | 5 min. |
| Edmonton_Huff_24h_100y | Edmonton_Huff_24h_100y | INTENSITY | 15 min. |
| Edmonton_Huff_24h_25y | Edmonton_Huff_24h_25y | INTENSITY | 15 min. |
| Edmonton_Huff_24h_5y | Edmonton_Huff_24h_5y | INTENSITY | 15 min. |

Subcatchment Summary

| Name Outlet | Area | Width | %Imperv | %Slope | Rain Gage |
|----------------|-------|----------|---------|--------|------------------------|
| C-NA-V | 5.39 | 1796.67 | 20.00 | 0.5000 | Edmonton_Huff_24h_100y |
| SU-StormPark | | | | | |
| C-NA-W | 2.39 | 11950.00 | 100.00 | 0.5000 | Edmonton_Huff_24h_100y |
| SU-StormPark | | | | | |
| DEV_EAST | 24.41 | 1627.33 | 50.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU_EAST | | | | | |
| DEV_North | 21.88 | 349.52 | 50.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU-StormPark | | | | | |
| DEV_PARK | 0.62 | 310.00 | 20.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU-StormPark | | | | | |
| DEV_SCHOOL | 3.00 | 200.00 | 10.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU_EAST | | | | | |
| DEV_WEST | 23.10 | 288.75 | 50.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU_WEST | | | | | |



| | | | | | |
|--------------|------|--------|-------|--------|------------------------|
| UNDEV_1 | 3.16 | 210.67 | 20.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU-StormPark | | | | | |
| UNDEV_2 | 6.18 | 128.75 | 20.00 | 2.0000 | Edmonton_Huff_24h_100y |
| SU-StormPark | | | | | |

Node Summary

| Name | Type | Invert Elev. | Max. Depth | Ponded Area | External Inflow |
|--------------|---------|--------------|------------|-------------|-----------------|
| OF1 | OUTFALL | 694.00 | 0.00 | 0.0 | |
| SU_EAST | STORAGE | 709.00 | 1.00 | 0.0 | |
| SU_WEST | STORAGE | 709.00 | 1.00 | 0.0 | |
| SU-StormPark | STORAGE | 693.70 | 5.30 | 0.0 | |

Link Summary

| Name | From Node | To Node | Type | Length | %Slope |
|---------|--------------|--------------|---------|--------|--------|
| ----- | | | | | |
| C1 | SU-StormPark | OF1 | ORIFICE | | |
| OR_EAST | SU_WEST | SU-StormPark | ORIFICE | | |
| OR_WEST | SU_EAST | SU-StormPark | ORIFICE | | |

Cross Section Summary

| Full | | Full | Full | Hyd. | Max. | No. of |
|---------|-------|-------|------|------|-------|---------|
| Conduit | Shape | Depth | Area | Rad. | Width | Barrels |
| Flow | | | | | | |
| ----- | | | | | | |
| -- | | | | | | |

Transect Summary

Transect Ditch
Area:

| | | | | |
|--------|--------|--------|--------|--------|
| 0.0004 | 0.0016 | 0.0036 | 0.0064 | 0.0100 |
| 0.0144 | 0.0196 | 0.0256 | 0.0324 | 0.0400 |
| 0.0484 | 0.0576 | 0.0676 | 0.0784 | 0.0900 |
| 0.1024 | 0.1156 | 0.1296 | 0.1444 | 0.1600 |
| 0.1764 | 0.1936 | 0.2116 | 0.2304 | 0.2500 |
| 0.2704 | 0.2916 | 0.3136 | 0.3364 | 0.3600 |
| 0.3844 | 0.4096 | 0.4356 | 0.4624 | 0.4900 |
| 0.5184 | 0.5476 | 0.5776 | 0.6084 | 0.6400 |
| 0.6724 | 0.7056 | 0.7396 | 0.7744 | 0.8100 |



| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Hrad: | 0.8464 | 0.8836 | 0.9216 | 0.9604 | 1.0000 |
| | 0.0200 | 0.0400 | 0.0600 | 0.0800 | 0.1000 |
| | 0.1200 | 0.1400 | 0.1600 | 0.1800 | 0.2000 |
| | 0.2200 | 0.2400 | 0.2600 | 0.2800 | 0.3000 |
| | 0.3200 | 0.3400 | 0.3600 | 0.3800 | 0.4000 |
| | 0.4200 | 0.4400 | 0.4600 | 0.4800 | 0.5000 |
| | 0.5200 | 0.5400 | 0.5600 | 0.5800 | 0.6000 |
| | 0.6200 | 0.6400 | 0.6600 | 0.6800 | 0.7000 |
| | 0.7200 | 0.7400 | 0.7600 | 0.7800 | 0.8000 |
| | 0.8200 | 0.8400 | 0.8600 | 0.8800 | 0.9000 |
| | 0.9200 | 0.9400 | 0.9600 | 0.9800 | 1.0000 |
| Width: | 0.0200 | 0.0400 | 0.0600 | 0.0800 | 0.1000 |
| | 0.1200 | 0.1400 | 0.1600 | 0.1800 | 0.2000 |
| | 0.2200 | 0.2400 | 0.2600 | 0.2800 | 0.3000 |
| | 0.3200 | 0.3400 | 0.3600 | 0.3800 | 0.4000 |
| | 0.4200 | 0.4400 | 0.4600 | 0.4800 | 0.5000 |
| | 0.5200 | 0.5400 | 0.5600 | 0.5800 | 0.6000 |
| | 0.6200 | 0.6400 | 0.6600 | 0.6800 | 0.7000 |
| | 0.7200 | 0.7400 | 0.7600 | 0.7800 | 0.8000 |
| | 0.8200 | 0.8400 | 0.8600 | 0.8800 | 0.9000 |
| | 0.9200 | 0.9400 | 0.9600 | 0.9800 | 1.0000 |

Analysis Options

Flow Units CMS

Process Models:

Rainfall/Runoff YES

RDII NO

Snowmelt YES

Groundwater NO

Flow Routing YES

Ponding Allowed YES

Water Quality NO

Infiltration Method MODIFIED_GREEN_AMPT

Flow Routing Method DYNWAVE

Surcharge Method EXTRAN

Starting Date 07/01/2015 00:00:00

Ending Date 07/06/2015 00:00:00

Antecedent Dry Days 0.0

Report Time Step 00:00:01

Wet Time Step 00:00:01

Dry Time Step 00:00:01

Routing Time Step 1.00 sec

Variable Time Step YES

Maximum Trials 8

Number of Threads 1

Head Tolerance 0.001500 m

Runoff Quantity Continuity

Volume
hectare-m

Depth
mm



| | | |
|----------------------------|--------|---------|
| Initial Snow Cover | 0.000 | 0.000 |
| Total Precipitation | 11.471 | 127.272 |
| Evaporation Loss | 0.477 | 5.288 |
| Infiltration Loss | 3.283 | 36.421 |
| Surface Runoff | 7.712 | 85.564 |
| Snow Removed | 0.000 | 0.000 |
| Final Snow Cover | 0.000 | 0.000 |
| Final Storage | 0.000 | 0.000 |
| Continuity Error (%) | 0.000 | |

| | Volume hectare-m | Volume 10 ⁶ ltr |
|---|---------------------|-------------------------------|
| ***** Flow Routing Continuity ***** | ----- | ----- |
| Dry Weather Inflow | 0.000 | 0.000 |
| Wet Weather Inflow | 7.712 | 77.120 |
| Groundwater Inflow | 0.000 | 0.000 |
| RDII Inflow | 0.000 | 0.000 |
| External Inflow | 0.000 | 0.000 |
| External Outflow | 7.702 | 77.018 |
| Flooding Loss | 0.000 | 0.000 |
| Evaporation Loss | 0.000 | 0.000 |
| Exfiltration Loss | 0.000 | 0.000 |
| Initial Stored Volume | 1.816 | 18.159 |
| Final Stored Volume | 1.826 | 18.260 |
| Continuity Error (%) | 0.000 | |

Time-Step Critical Elements

None

Highest Flow Instability Indexes

All links are stable.

Most Frequent Nonconverging Nodes

Convergence obtained at all time steps.

Routing Time Step Summary

| | | |
|-----------------------------|---|----------|
| Minimum Time Step | : | 0.50 sec |
| Average Time Step | : | 1.00 sec |
| Maximum Time Step | : | 1.00 sec |
| % of Time in Steady State | : | 0.00 |
| Average Iterations per Step | : | 2.00 |
| % of Steps Not Converging | : | 0.00 |
| Time Step Frequencies | : | |



1.000 - 0.871 sec : 100.00 %
 0.871 - 0.758 sec : 0.00 %
 0.758 - 0.660 sec : 0.00 %
 0.660 - 0.574 sec : 0.00 %
 0.574 - 0.500 sec : 0.00 %

 Subcatchment Runoff Summary

| Perv | Total | Total | Total | Total | Total | Total | Imperv |
|--------------|--------|----------|--------|--------|-------|-------|--------|
| Runoff | Runoff | Precip | Peak | Runoff | Evap | Infil | Runoff |
| Subcatchment | Runoff | Runoff | Runoff | Runoff | mm | mm | mm |
| mm | mm | 10^6 ltr | mm | Coeff | mm | mm | mm |
| | | | | | | | |
| C-NA-V | | 127.27 | | 0.00 | 3.26 | 49.55 | 24.44 |
| 50.03 | 74.47 | 4.01 | 0.22 | 0.585 | | | |
| C-NA-W | | 127.27 | | 0.00 | 5.02 | 0.00 | 122.26 |
| 0.00 | 122.26 | 2.92 | 0.12 | 0.961 | | | |
| DEV_EAST | | 127.27 | | 0.00 | 5.32 | 32.33 | 60.26 |
| 29.37 | 89.63 | 21.88 | 1.03 | 0.704 | | | |
| DEV_North | | 127.27 | | 0.00 | 5.67 | 33.56 | 60.15 |
| 27.90 | 88.05 | 19.26 | 0.76 | 0.692 | | | |
| DEV_PARK | | 127.27 | | 0.00 | 4.28 | 51.07 | 24.13 |
| 47.79 | 71.93 | 0.45 | 0.03 | 0.565 | | | |
| DEV_SCHOOL | | 127.27 | | 0.00 | 4.29 | 58.81 | 12.06 |
| 52.10 | 64.17 | 1.93 | 0.10 | 0.504 | | | |
| DEV_WEST | | 127.27 | | 0.00 | 5.76 | 33.95 | 60.11 |
| 27.45 | 87.56 | 20.23 | 0.77 | 0.688 | | | |
| UNDEV_1 | | 127.27 | | 0.00 | 4.53 | 52.15 | 24.12 |
| 46.48 | 70.59 | 2.23 | 0.11 | 0.555 | | | |
| UNDEV_2 | | 127.27 | | 0.00 | 4.92 | 54.21 | 24.10 |
| 44.05 | 68.15 | 4.21 | 0.17 | 0.535 | | | |

 Node Depth Summary

| Node | Type | Average Depth Meters | Maximum Depth Meters | Maximum HGL Meters | Time of Max Occurrence days hr:min | Reported Max Depth Meters |
|--------------|---------|----------------------------|----------------------------|--------------------------|--|---------------------------------|
| OF1 | OUTFALL | 0.00 | 0.00 | 694.00 | 0 00:00 | 0.00 |
| SU_EAST | STORAGE | 0.01 | 0.15 | 709.15 | 0 04:33 | 0.15 |
| SU_WEST | STORAGE | 0.01 | 0.14 | 709.14 | 0 04:40 | 0.14 |
| SU-StormPark | STORAGE | 2.68 | 4.38 | 698.08 | 0 12:26 | 4.38 |



Node Inflow Summary

| | | Maximum | Maximum | | | Lateral | Total |
|--------------|---------|---------|---------|-------------|--------|----------|----------|
| Flow | | Lateral | Total | Time of Max | | Inflow | Inflow |
| Balance | | Inflow | Inflow | Occurrence | | Volume | Volume |
| Error | Type | CMS | CMS | days | hr:min | 10^6 ltr | 10^6 ltr |
| Node | | | | | | | |
| Percent | | | | | | | |
| OF1 | OUTFALL | 0.000 | 0.519 | 0 | 12:26 | 0 | 77 |
| 0.000 | | | | | | | |
| SU_EAST | STORAGE | 1.120 | 1.120 | 0 | 03:45 | 23.8 | 23.8 |
| 0.000 | | | | | | | |
| SU_WEST | STORAGE | 0.775 | 0.775 | 0 | 04:15 | 20.2 | 20.2 |
| 0.000 | | | | | | | |
| SU-StormPark | STORAGE | 1.375 | 3.161 | 0 | 04:30 | 33.1 | 95.3 |
| 0.000 | | | | | | | |

Node Surcharge Summary

No nodes were surcharged.

Node Flooding Summary

No nodes were flooded.

Storage Volume Summary

| | | Average | Avg | Evap | Exfil | Maximum | Max | Time of Max | |
|--------------|--|---------|------|------|-------|---------|------|-------------|-------|
| Maximum | | Volume | Pcnt | Pcnt | Pcnt | Volume | Pcnt | Occurrence | |
| Outflow | | | | | | | | | |
| Storage Unit | | 1000 m³ | Full | Loss | Loss | 1000 m³ | Full | days hr:min | |
| CMS | | | | | | | | | |
| SU_EAST | | 0.226 | 1.1 | 0.0 | 0.0 | 3.031 | 15.2 | 0 | 04:33 |
| 1.039 | | | | | | | | | |



| | | | | | | | | |
|--------------|--------|------|-----|-----|--------|------|---|-------|
| SU_WEST | 0.112 | 1.1 | 0.0 | 0.0 | 1.359 | 13.6 | 0 | 04:40 |
| 0.763 | | | | | | | | |
| SU-StormPark | 31.109 | 30.5 | 0.0 | 0.0 | 70.483 | 69.0 | 0 | 12:26 |
| 0.519 | | | | | | | | |

 Outfall Loading Summary

| Outfall Node | Flow Freq Pcnt | Avg Flow CMS | Max Flow CMS | Total Volume 10^6 ltr |
|--------------|----------------------|--------------------|--------------------|-----------------------------|
| OF1 | 99.65 | 0.179 | 0.519 | 77.018 |
| System | 99.65 | 0.179 | 0.519 | 77.018 |

 Link Flow Summary

| Link | Type | Maximum Flow CMS | Time of Max Occurrence days hr:min | Maximum Veloc m/sec | Max/ Full Flow | Max/ Full Depth |
|---------|---------|--------------------------|--|-----------------------------|----------------------|-----------------------|
| C1 | ORIFICE | 0.519 | 0 12:26 | | | 1.00 |
| OR_EAST | ORIFICE | 0.763 | 0 04:40 | | | |
| OR_WEST | ORIFICE | 1.039 | 0 04:33 | | | |

 Flow Classification Summary

| Conduit | Adjusted /Actual Length | Fraction of Time in Flow Class | | | | | | | |
|---------|-------------------------------|--------------------------------|-------------|-------------|-------------|------------|--------------|-------------|---------------|
| | | Up Dry | Down Dry | Sub Crit | Sup Crit | Up Crit | Down Crit | Norm Ltd | Inlet Ctrl |

 Conduit Surcharge Summary

No conduits were surcharged.

Analysis begun on: Mon Jul 21 17:07:01 2025
 Analysis ended on: Mon Jul 21 17:07:07 2025
 Total elapsed time: 00:00:06





APPENDIX D: NAUTILUS POND® INFORMATION



NAUTILUS POND™

STORMWATER SEDIMENT CLARIFIER



www.source2source.ca



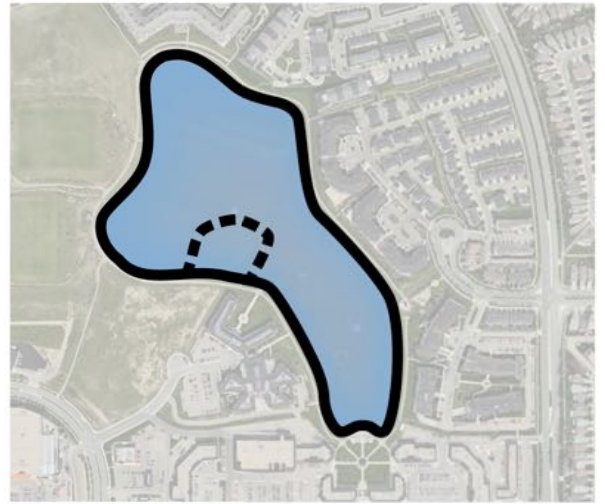
1ST GENERATION NAUTILUS POND™
EAST BOWMONT,
CALGARY, AB, CANADA
MAY 2017 CONSTRUCTION



Why NAUTILUS POND™

TRADITIONAL STORMPOND WITH A FOREBAY

Conventional stormponds are intended to provide peak flow attenuation with little attention to stormwater treatment effectiveness. Conventional forebays have been shown to capture sediments from moderate storm events, only to have massive resuspension releases during larger events. Sediment and nutrients then become distributed within the main stormpond, commonly resulting in nuisance outbreaks of weeds and algae. Removing deposited sediment is a time consuming, costly and disruptive undertaking since sediment is commonly spread over large areas of the pond.



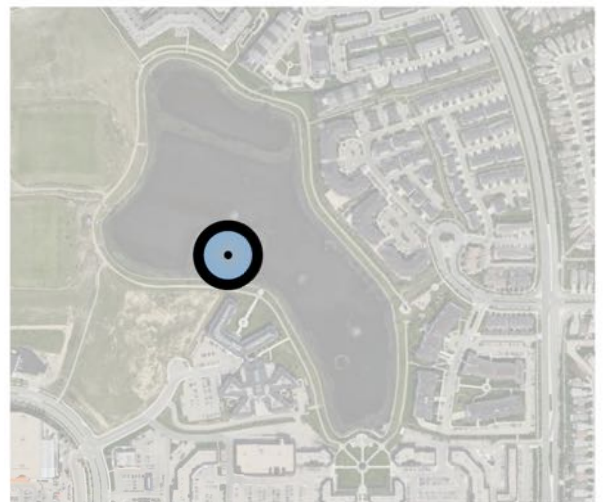
WASTEWATER TREATMENT CLARIFIER

Modern wastewater treatment plants (WWTP) include clarifiers as one of the most essential treatment train elements. The proven performance of thousands of WWTP clarifiers demonstrates that a highly structured flow is required to achieve the desired water treatment performance. The Nautilus Pond™ adapts clarifier design principles to suit stormwater treatment conditions.



NAUTILUS POND™

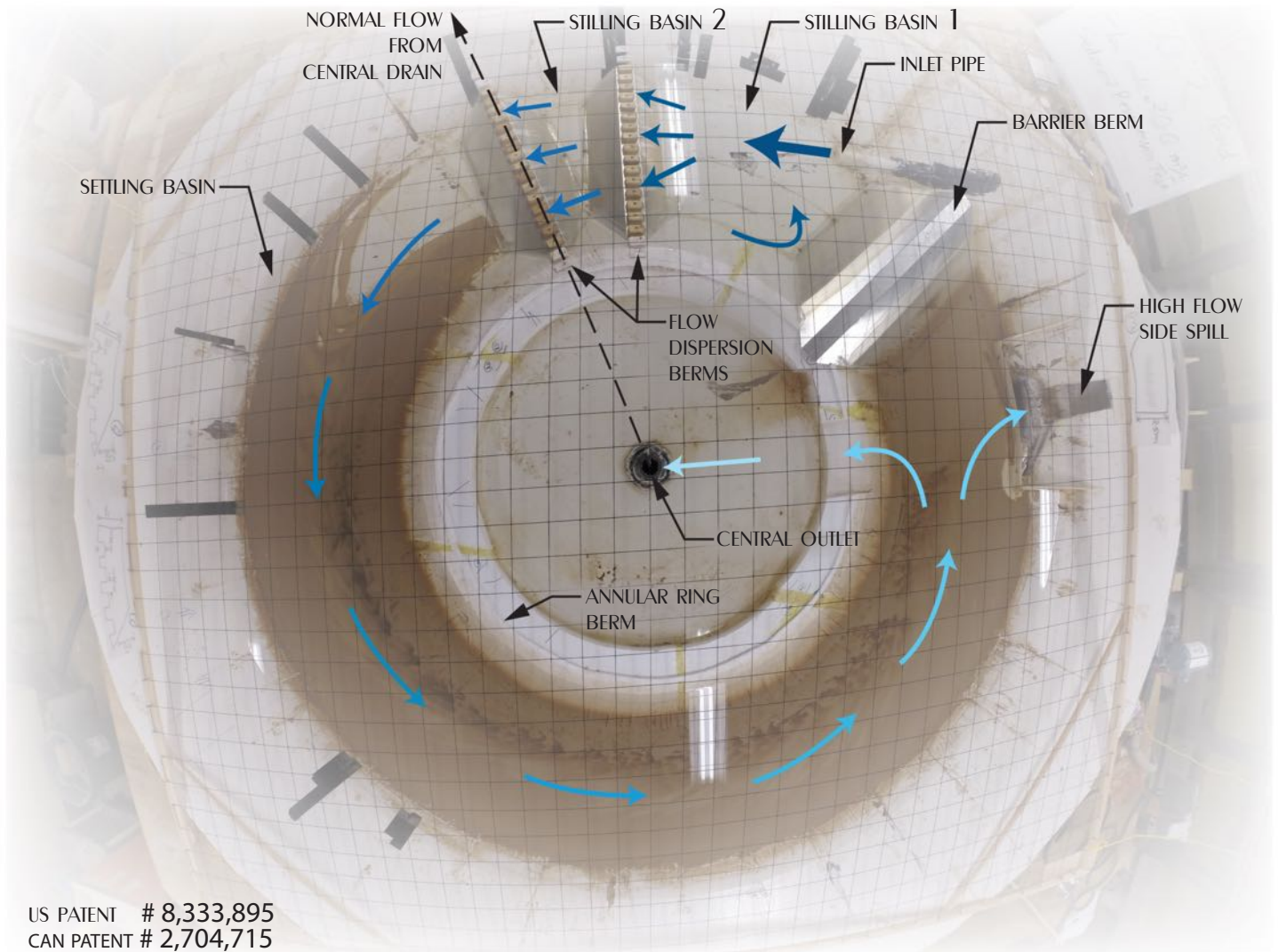
The result is reliable sediment removal performance, and high resistance to sediment resuspension, in a space no larger than a conventional forebay. Unlike a WWTP clarifier, a Nautilus Pond™ does not require power to operate and is typically constructed of low cost earth materials. The long term life cycle cost of operating a Nautilus Pond™ is low, compared to a conventional stormpond, because it is easily dewatered and accessible, resulting in a reduced scope, scale and cost of a sediment management operations.



How it works



A second generation Nautilus Pond™ system works first by dissipating inflow energy, using a two stage stilling basin arrangement with flow distribution berms upstream from a settling basin. Sand and gravel are removed in the stilling basins whereas finer particles are removed in the settling basin. Particles as small as 20 µm diameter can be reliably removed at typical design peak flow rates of 10 m³/s (350 cfs) in a 100 m (330 ft) diameter clarifier. This will meet or exceed almost any regulatory obligation to remove sediment from stormwater.



The distinctive energy dissipation and flow segregation functions of the Nautilus Pond™ result in very high resistance to sediment resuspension. Pictured above is a 1:30 scale laboratory model of a 100 m (330 ft) diameter Nautilus Pond™ after completing a sediment resuspension test run at 200% of the typical design peak flow rate, using 20 µm surrogate sediment particles. Less than 5% of the previously captured sediment in the settling basin was mobilized.

SOURCE2SOURCE INC.

The formation of Source2Source Inc. (S2S) reflects the emergence of a creative interdisciplinary practice at the forefront of environmental design and hydraulics engineering. As civic populations rise and increasing pressures are placed on our environments, Source2Source's philosophy is that innovative design approaches will be required. The need to provide a well-integrated, multidisciplinary approach to environmental design has never been more apparent.

S2S has experience as the principle designer of more than 100 biofiltration wetland systems. These constructed systems have been so successful and low maintenance that they have been mistaken for natural wetlands by communities and maintenance staff alike.

TECHNOLOGY LICENSING OPPORTUNITIES

S2S holds multiple patents and patents pending in Canada and the US. We seek opportunities to license the technologies to design firm partners who see how they can become more competitive in delivering innovative and low cost design solutions to their clients. E-mail cory.albers@source2source.ca or call (403) 966-5123 if you would like to discuss how S2S technologies can help you and your clients meet your current and future stormwater management needs.



www.source2source.ca

BERNIE AMELL



Mr. Amell has a 40-year career focusing first on "normal" landscape architecture relating to his bachelors degree from the University of Guelph, and in the last 20 years evolving into a specialty in environmental design. In the latter capacity, he has become recognized as an expert in the design of constructed wetlands for water treatment, in Low Impact Development landscapes, and in the restoration of streams and riparian habitats. He is active in various environmental and social committees in Calgary and Southern Alberta.

E-mail: BERNIE.AMELL@SOURCE2SOURCE.CA, cell: 403-815-5090

CORY ALBERS



Mr. Albers has more than a decade of experience in a wide variety of water resources engineering projects. He specializes in advanced hydraulic engineering design and forensic systems analysis. By coupling his strong technical skills with an equally strong interest in larger systems interactions, Cory works very effectively with biologists, landscape architects, provincial and federal regulatory agencies, construction contractors, and both private and public sector clients.

E-mail: CORY.ALBERS@SOURCE2SOURCE.CA, cell: 403-966-5123

APPENDIX E: FIGURES FROM EXISTING DOCUMENTATION





Legend:




-  Potential Ponding Areas (Low Spots)
-  Natural Areas
-  Town Boundary

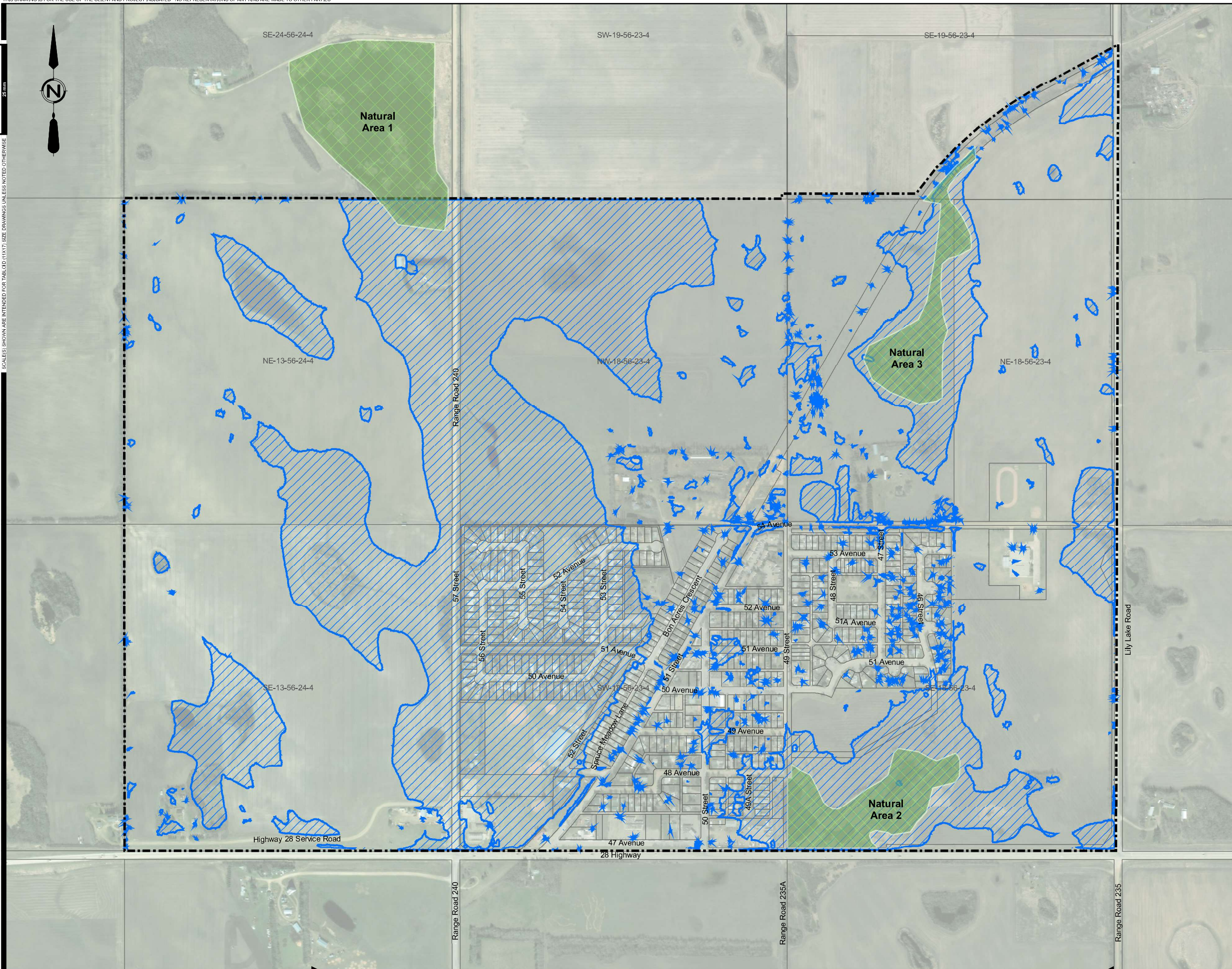


FIGURE No. 1-2

TOWN OF BON ACCORD
STORM MASTER PLAN UPDATE

EXISTING STORMWATER SYSTEM
AREAS OF CONCERN

| | |
|----------------|------------------|
| AE PROJECT No. | 2019-3459 |
| SCALE | 1:9,000 |
| COORD. SYSTEM | NAD 1983 3TM 114 |
| DATE | 2019 OCTOBER |
| REV | |
| DESCRIPTION | ISSUED FOR FINAL |





Legend:

- Storm Manhole
- ▶▶▶▶▶ Drainage Ditch
- Natural Areas
- Town Boundary

Culvert

- Existing 300 mmø
- Existing 400 mmø
- Existing 500 mmø
- Existing 600 mmø
- Existing 700 mmø
- Existing 800 mmø

Storm Pipe

- Existing 150 mmø
- Existing 200 mmø
- Existing 300 mmø
- Existing 375 mmø
- Existing 525 mmø
- Existing 750 mmø
- Existing 900 mmø

*Existing stormwater infrastructure that was not assessed is not shown



FIGURE No. 3-2

TOWN OF BON ACCORD
STORM MASTER PLAN UPDATE

EXISTING STORMWATER SYSTEM

| | |
|----------------|------------------|
| AE PROJECT No. | 2019-3459 |
| SCALE | 1:5,000 |
| COORD. SYSTEM | NAD 1983 3TM 114 |
| DATE | 2019 OCTOBER |
| REV | |
| DESCRIPTION | ISSUED FOR FINAL |



TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|---|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 2, 2025 |
| Presented by: | Falon Fayant, Corporate Services Manager |
| Title: | Sturgeon Recreation Recognition Plaque |
| Agenda Item No. | 5.1 |

BACKGROUND/PROPOSAL

At the June 3rd regular meeting of Council, administration presented two quotes for the Sturgeon Recreation Recognition plaque that must be purchased as part of the recreation cost sharing agreement. The quotes were provided from Avedonia Art, a local business, and Blanchette Signage Solutions.

Council directed administration to get proofs of the signs from the different quotes before making a decision. (Resolution #25-249)

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

At the meeting, Avedonia Art had provided a small template sample of the sign for review. Administration has not received any further digital proofs from them.

Blanchett provided a digital proof of the isolated artwork, which has been attached to this report.

A review of the information provided in the previous RFD is as follows:

Sturgeon County has provided the design for the plaque; however, there are no formal requirements for size or material, and the Town can purchase the plaque from a vendor of its choice.

The optimal location for the plaque is at the arena. In discussion with the Recreation and Facilities Supervisor, the plaque could either be hung upstairs near the plaque thanking Gail Critchley for her years of contribution, or it could be located downstairs in the lobby.

Option #1: Avedonia Art

Quote for an acrylic plaque received from local vendor Avedonia Art.

Size: 9" x 12"

Price: \$74

We would provide the installation. Flush mount to the wall.

Option #2: Blanchett Signage Solutions

Quote for acrylic plaque received from vendor Blanchette Signage Solutions.

Size: 9" x 12"

Price: \$419.99 (plus gst)

We would provide the installation. Flush mount to the wall.

Option #3: Blanchett Signage Solutions

Quote for acrylic plaque received from vendor Blanchette Signage Solutions.

Size: 9" x 12"

Price: \$568.18 (plus gst)

We would provide the installation. Stand-off mount from the wall.

Prices were supplied from Blanchette for supply and install, however the quotation was above the budget of the project, so they were not listed on the RFD. The quotation has been provided following this RFD for Council's review.

Prices from vendors are based on installation in the Town of Bon Accord specifically.

Blanchette has provided the recognition plaques for the City of St. Albert and is currently providing a recognition plaque for the Town of Redwater.

Given that Council has already approved the value of \$650 in the budget, administration suggests that the selection of the vendor be an administrative decision based on the budget and the Purchasing Policy.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

The current budget available for the sign is \$650.

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to purchase the Sturgeon Recreation recognition plaque within the budget of \$650 and following the Purchasing Policy.

Or THAT...

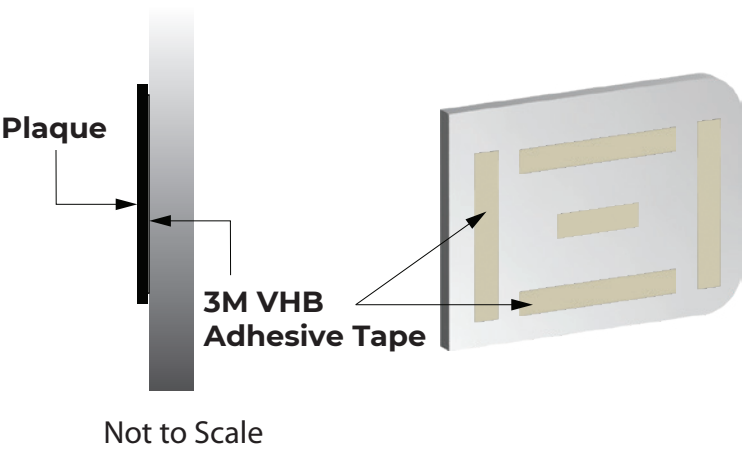
Option 1



Project Scope

Option 1 - ¼” Clear Acrylic Plaque:

- Second Surface digitally printed vinyl graphics with solid colour background.
- Applied to interior wall surface using 3M VHB two way tape around perimeter of panel.



 **Pantone 7700 C**

 **Pantone 360 C**

Client: Town of Bon Accord

Location:
Bon Accord, AB

Date: 06/03/2025

Scale: 6" = 1'-0"

Account Executive: Breanne B.

Designer: Ryan Morrison

Revisions:

Rev #1 06/03/2025 RM

Blanchett
SINCE 1947
SIGNAGE SOLUTIONS

12850 St. Albert Tr.
Edmonton, AB
780-453-2441
blanchettneon.com

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CLIENT APPROVAL

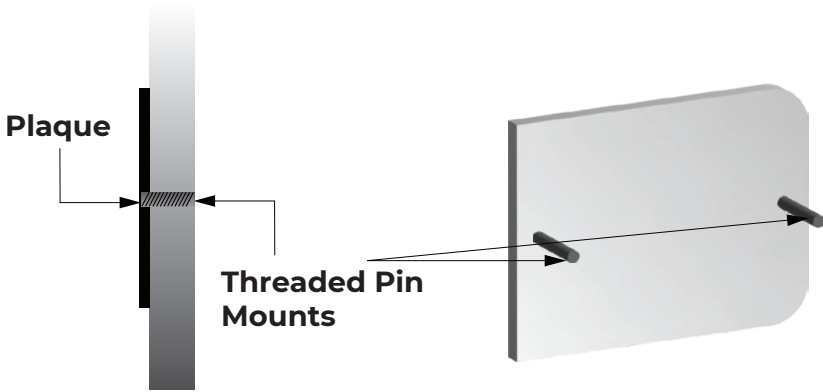
APPROVED BY: _____ DATE: _____



Project Scope

Option 2 - ¼” Routed Aluminum Panel:

- First Surface digitally printed vinyl graphics with solid colour background and clear 3M film overlamine.
- Back of panel to receive drilled & tapped 3⁄16” dia x 3⁄16” deep holes for 10/24 (3⁄16”) threaded rod pin mounts.



Not to Scale

 **Pantone 7700 C**

 **Pantone 360 C**

Client: Town of Bon Accord

Location:
Bon Accord, AB

Date: 06/03/2025

Scale: 6" = 1'-0"

Account Executive: Breanne B.

Designer: Ryan Morrison

Revisions:

Rev #1 06/03/2025 RM



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TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|---|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 2, 2025 |
| Presented by: | Jodi Brown, Town Manager |
| Title: | Meeting Invitation – Minister of Municipal Affairs |
| Agenda Item No. | 5.2 |

BACKGROUND/PROPOSAL

On August 18, 2025, the Town received an invitation from the Honourable Dan Williams, Minister of Municipal Affairs, to request a meeting during the 2025 Alberta Municipalities (ABmunis) Fall Convention in Calgary on November 12th – 14th, 2025.

During the August 19th, 2025, Regular Council Meeting, Council resolved to direct administration to bring this back to the August 28, 2025, Committee of the Whole Meeting to discuss 3 potential topics that Council would like to discuss with the Minister.

The deadline to submit the request to Municipal Affairs for a meeting with the Minister including the chosen topics is September 12th, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As noted in the invitation, the meeting topics should connect clearly to the mandate of Municipal Affairs. This may include municipal governance, local government support, property assessment and taxation, and related grants and programs.

During the August 28th Committee of the Whole Meeting, the three topics that best fit Council's priorities for this meeting are below:

Local Government Operations

1. Assessment and taxation fairness and public communications about the collection of provincial education tax and other levies by municipalities.
2. Modernization of the Municipal Government Act, including recent legislative changes impacting municipalities, in particular the removal of the Code of Conduct Bylaw.
3. The Town of Bon Accord and Sturgeon County partner to share services in emergency management, transportation, and recreation. Together, we are developing a regional transportation network plan to critical upgrades to 54th Avenue in Bon Accord to ensure safe and sustainable roads, and support growth and investment. The Town is seeking provincial support for this project.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Value Statement: Stewardship

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

The annual operating budget would be impacted by Council's attendance of the Alberta Municipalities Annual Fall Convention in Calgary, Alberta. This attendance has already been approved in the budget and staff have registered all of Council (and the Town Manager) and booked hotel rooms.

RECOMMENDED ACTION:

THAT Council direct Administration to submit a request to meet with the Minister of Municipal Affairs at the Alberta Municipalities Fall Convention to discuss the following priorities:

1. Assessment and taxation fairness, particularly the collection of provincial education tax and other levies by municipalities.
2. Modernization of the Municipal Government Act, including recent legislative changes including the removal of the Code of Conduct Bylaw.
3. Provincial collaboration and support for the regional transportation network plan to upgrade 54th Avenue, ensuring safe and sustainable roads that support growth and investment.

OR

THAT Council directs administration to...

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Invitation to meet with Minister Dan Williams
Date: August 13, 2025 9:32:44 AM
Attachments: [2025 ABmunis Meeting Template.xlsx](#)

From: MA Engagement Team <ma.engagement@gov.ab.ca>
Sent: August 13, 2025 8:53 AM
To: MA Engagement Team <ma.engagement@gov.ab.ca>
Cc: Ijeoma Okolo <Ijeoma.Okolo@gov.ab.ca>
Subject: Invitation to meet with Minister Dan Williams

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Dan Williams, Minister of Municipal Affairs, at the 2025 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Calgary TELUS Convention Centre from November 12-14, 2025. These meetings will be in person at the convention centre, as scheduling permits.

Should your council want to meet with Minister Williams during the convention, please submit a request by email with three potential topics for discussion to ma.engagement@gov.ab.ca **no later than September 12, 2025**. The meeting request template is attached.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests meeting the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - Please ensure details on the discussion topics are provided.
- Priority will be given to requests from municipalities at a distance from Edmonton and to municipalities that Minister Williams has not yet had an opportunity to meet with.

Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative meeting opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Thank you.

Engagement Team
Municipal Services Division
Municipal Affairs

Classification: Protected A

TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|---|
| Meeting: | Regular Council Meeting |
| Meeting Date: | September 2, 2025 |
| Presented by: | Jessica Spaidal, Legislative Services & Communications Supervisor |
| Title: | MacEwan University Research Opportunity |
| Agenda Item No. | 6.1 |

BACKGROUND/PROPOSAL

MacEwan University has reached out to the Town to collaborate with their Political Science students as a valued partner as part of their Work-Integrated Learning (WIL) opportunities that can offer fresh perspectives, emerging talent, and meaningful connections to the next generation of professionals.

Recently, administration had a virtual meeting with MacEwan University's Community Partnership Developer Office of Work-Integrated Learning to learn more about the possibility of partnership between the University and the Town. During this meeting, timelines for the program were discussed and it was determined that very little staff time (5-10 hours for the semester, per student group) will be required to participate in this project and will assist in filling gaps within the proposed topic areas.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Information about the Policy Evaluation student project from MacEwan University:

About the Policy Evaluation Field Placement

POLS 444: *Topics in Policy Studies is a senior-level Political Science course where students work in small teams to evaluate a public policy, program, or initiative in collaboration with a community partner. Over the Fall 2025 term, students will design and carry out an evaluation using interviews, surveys, and other methods, and produce a final report with findings and recommendations. This is a **no-cost opportunity** for organizations to gain valuable insights while supporting student learning.*

Description and Deliverables

Once a project is submitted, our Work-Integrated Learning (WIL) team and/or course instructor will reach out to discuss your project idea, scope, and how it may fit with this class.

Please note: Students will be working part-time and balancing academic responsibilities. We ask that project timelines and expectations be flexible and responsive to student availability.

What you get if your project is selected:

- *A team of senior Political Science students conducting a structured evaluation of your program or initiative*
- *A final report with findings and recommendations to support your planning, reporting, or communications*
- *Support from the course instructor and Work-Integrated Learning team throughout the project*

Your Commitment: *Projects are tied to a student's overall course mark and must be completed within the duration of the course. We ask our partners to ensure timely transfer of information and a firm commitment to scheduled meetings to support project success.*

Expected End/Completion Date: *Early December 2025*

Administration has submitted two policy evaluation topics as follows:

1. Dark Sky Project

Understand how our International Dark Sky Community designation impacts population growth (attraction of residents), tourism (visitors), and our economic development (business attraction). We are also curious what impact other Dark Sky Communities have experienced and how they have leveraged their designation to their advantage.

2. CCTV Camera Project

Learn what the impacts of CCTV cameras are in municipalities, whether it is an effective crime deterrent, and the perception of safety with CCTV cameras placed in communities. Additionally, we would like to learn about possible privacy concerns that residents may have about public CCTV cameras in the community.

If selected, project findings may help narrow the gap of information available on these two topics and ultimately assist not only the Town of Bon Accord, but other municipalities in Alberta and Canada alike.

Council may wish to accept this report as information or direct administration to decline further participation in the program.

STRATEGIC ALIGNMENT

Priority #1: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

Priority #2: Community

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

Priority #5: Collaboration

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

Value Statement: Professionalism

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

COSTS/SOURCES OF FUNDING

Not applicable

RECOMMENDATION (by originator)

Choose one of the following:

THAT Council accepts this report as information.

OR

THAT Council directs administration to decline further participation in MacEwan University's Policy Evaluation project.

TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|--|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 2, 2025 |
| Presented by: | Falon Fayant, Corporate Services Manager |
| Title: | Large Item Pick-up |
| Agenda Item No. | 6.2 |

BACKGROUND/PROPOSAL

In previous years, the town organized the large item pickup, and the fire department facilitated the actual pickup. They would then receive a donation/stipend from the Town. Disposal costs also applied at Roseridge when the items were dropped off.

The fire department has communicated that they will no longer provide this service. Administration has been receiving inquiries about whether we will be holding a large item pick-up this year.

In the past, the event would allow for unlimited items from each household on a first come first served basis. Households would sign up for the large item pickup, listing the items to be picked up, and this information was kept on a spreadsheet. If the list of items reached a capacity which the fire department could no longer handle, registration was closed. There was no limit on the number of items per household, and generally no limit on the size or weight of items, so long as they could reasonably be accommodated by the fire department. If a resident planned to dispose of an item with refrigerant, they would have to purchase a Freon sticker from the Town office.

The large item pick-up event was previously offered every other year and was recently added to the budget as a yearly event within the past couple of years.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has begun researching the costs and guidelines for holding a large item pickup through GFL Environmental, our current waste management contractor.

There are two options available: a residential large item collection or a big bin event.

1. Residential Large Item Collection

A standard large item collection includes items such as stoves, mattresses, furniture, sinks, snowblowers, washers, and dryers, etc. Specialty collections are additional and include Freon Units such as fridges, freezers, A/C units, and an Electronics Collection.

There is a limit of two items per household.

A large item guideline document has been attached to this report.

The cost of this collection would be \$10.25 per household, totalling \$5,227.50.

The cost remains unchanged even if not all households participate.

2. Big Bin Event

Bins are set-up at a centralized, ideally fenced, area and residents can bring their items to the bins. There are six bins supplied: one for Electronics, White Goods (i.e., fridges, freezers, stoves, washers, dryers), one for Steel, one for large items/Wood, and Organic Materials.

The cost of the big bin event is \$673.90 per bin (based on delivery, removal, and hauling), totalling \$4,043.40.

There are no limits on the number of items that can be brought to the bins per resident.

For each option, additional disposal costs will apply at Roseridge.

Discussion topics:

- Should a large item pick-up event be held this year?
- If the event is held, what format should it be: curbside event or big bin?

Administration would require more time to research other options and/or alternatives for those residents who require support in getting their items to a big bin event.

The proposal has been attached to this RFD.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

The current budget available for large item pick-up is \$2,000.

The amount of the disposal costs at Roseridge are budgeted in the Garbage department.

A big bin event total cost: \$4,043.40 and residential curbside event total cost is \$5,227.50.

Currently, our investment revenue is \$24,914 over budget in surplus. The cemetery plot sales are also \$9,100 over budget as surplus revenue. One of these sources of funding could be re-directed to the recreation department to cover the additional costs of the large item pickup.

If these revenues are not redirected, they will be in unrestricted surplus at the end of the year, and Council could then choose to direct them to a restricted reserve account.

Administration recommends that the investment revenue would be the best source of funding.

RECOMMENDATION

THAT Council directs administration to schedule a large item pick-up as a [*choose Residential large item collection or big bin event*] format to be funded by surplus from investment revenue.

Or

THAT Council directs administration to bring back the cost of a large item pickup event in the 2026 budget deliberations.

Or

THAT Council directs...



LARGE ITEM GUIDELINES

Leave items at the curbside with your other garbage by 7:00 a.m. on your regular garbage collection day and we will haul them away for you. Items may be collected by different trucks.

Special notes:

- *Houses with back alleys must have large items put out at the **front** of your property for collection.*
- *Put a note on items (basketball and hockey nets, lawn mowers, wheel barrows, rain barrels, bicycles etc.) to help identify it as being out for pick up.*
- *All items must be less than six feet by three feet (1.8 metres x 0.9 metres) and weigh less than 200 lbs. (90 kg).*
- *Limit of two items per household*

*Some examples of **acceptable** items for collection include:*

- *stoves*
- *washer and dryers*
- *mattress and box spring*
- *furniture*
- *sinks*
- *toilets*
- *barbecues (no tanks)*
- *lawnmower (all fluids drained)*
- *rain barrels*
- *snowblower (all fluids drained)*
- *lawn furniture*
- *wheel barrow*

Different trucks collect different items, and where possible, items are sent to be recycled.

*Items which are **not acceptable** for collection include:*

- *televisions*
- *stereos*
- *computers (monitors, towers, key boards, speakers, mice)*
- *desktop printer*
- *car parts*
- *snowmobiles*
- *assembled swing sets*
- *tires*
- *propane tanks*
- *fridges*
- *freezers*
- *air conditioners*
- *items larger than 1.8 metres (six feet) in length*
- *items weighing more than 200 lbs.*

Various electronics not collected may be e-cycled .



August 26, 2025

Kaitie Melvin
Corporate Services Supervisor
Town of Bon Accord

RE: Town of Bon Accord Big Bin Event/Large Item Proposal

Dear Kaitie,

We are pleased to provide two service options for your review. The first option will be a cost-saving benefit to the Town of Bon Accord by utilizing roll off bins at a centralized location. Residents can drop off items at this designated site, reducing logistical complexity and minimizing collection costs. The second option involves manually collecting large items directly from the curbside at each household, providing convenience for residents. This option is more expensive due to significantly higher operating costs, more trucks and more manpower.



Option 1: GFL Big Bin Event

GFL will coordinate with the Town of Bon Accord representative to set up a centralized drop-off location for roll-off bins. Ideally, a fenced compound yard should be used to prevent after-hours dumping of unapproved materials. If you require more bins, then what is suggested, GFL can accommodate.

Bins Supplied:

- 1 x 20yd Roll-Off Bin for Electronics
Old TVs, computers, and any items with batteries or cords
- 1 x 30yd or 40yd Bin for White Goods
Fridges, freezers, washers, dryers (*refrigerant must be removed*)
- 1 x 30yd or 40yd Bin for Steel
BBQs, rebar, metal furniture, etc.
- 1 x 30yd or 40yd Bin for Large Items/Wood
Furniture, sinks, toilets, drained lawnmowers, wood pallets
- 1 x 30yd or 40yd Bin for Organic Material
Grass clippings, leaves, mulch, branches, cones, yard waste

Timing & Logistics:

- Bins are typically delivered Wednesday and removed Tuesday, but we can accommodate alternative event dates if needed.
- For Saturday or Sunday hauls, GFL dispatch will coordinate with site staff a day in advance to ensure driver availability.



Big Bin Event Pricing

| Municipality | Delivery/bin | Removal/bin | Haul Rate/bin |
|--------------|--------------|-------------|---------------|
| Bon Accord | \$209.30 | \$255.30 | \$209.30 |

Disposal Costs:

- Electronics: \$0.00/MT
- White Goods: \$0.00/MT
- Steel: \$0.00/MT
- Mattresses: \$40.00 each
- Large Items/Wood: Disposed at Roseridge under Bon Accord account
- Organic Material: Disposed at Roseridge account Bon Accord account
- If needing to dump at GFL Transfer Station waste rate is \$90.00/MT

Option 2: Residential Large Item Collection

This service allows for curbside collection of bulky items that are not accepted in standard residential waste.

How It Works:

- Collection is scheduled for the same day as regular waste service.
- Residents may place up to 2 items per household at the curb.
- Items must be under 6 ft x 3 ft and weigh under 200 lbs.

GFL manually separates items into the following streams:

- Waste
- Metals
- Refrigerant-containing items
- Mattresses
- Electronic



•

Large Item Collection Pricing

| Municipality | House Count | Price/House | Total Cost |
|--------------|-------------|-------------|------------|
| Bon Accord | 510 | \$10.25 | \$5,227.50 |

Disposal Costs:

- General Large Item Waste: Roseridge, under Bon Accord account
- Metal: \$0.00/MT
- Mattresses: \$40.00 each
- Electronics: \$0.00/MT

Disposal Costs: *(if GFL must dump bins after hours at GFL Transfer Station)*

- General Large Item Waste: \$90.00/MT
- Metal: \$0.00/MT
- Mattresses: \$40.00 each
- Electronics: \$0.00/MT

Please let us know if you have any questions or require further clarification.

Thank you again for considering GFL for this initiative.

Sincerely,



Brad Nalesnik



Operations Manager, Edmonton Area



TOWN OF BON ACCORD
REQUEST FOR DECISION

| | |
|------------------------|--|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 2, 2025 |
| Presented by: | Falon Fayant, Corporate Services Manager |
| Title: | Cemetery Bylaw 2025-07 – 1st Reading |
| Agenda Item No. | 7.1 |

BACKGROUND/PROPOSAL

At the August 19th regular meeting of Council, administration presented the Cemetery Bylaw 2025-07 for first reading.

Following the discussion, Council directed administration to postpone the first reading of Bylaw 2025-07 Cemetery to the September 2nd meeting and the bylaw be brought back to the August 28th, 2025, Committee of the Whole meeting for discussion and review. (Resolution #25-320).

At the Committee of the Whole Meeting, Council discussed Section 8 Installation of Markers and Memorials, Section 9 Grave Decorations, and Schedule A Cemetery Fees.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following the discussion at the Committee of the Whole meeting on August 28th, the following amendments have been made to Bylaw 2025-07 Cemetery Bylaw:

1. Section 8 Installation of Markers and Memorials
 - a. The draft bylaw now allows pillow markers in both sections of the cemetery. The bylaw also now allows vases to be attached to markers, as vases already exist in the cemetery. The statement stating that vases are not allowed has been removed. A statement clarifying that vases are allowed has been added to ensure clarity and conciseness, addressing any questions people may have.
 - b. The current bylaw only allows pillow markers in the Old Section of the cemetery.
2. Section 9 Grave Decorations
 - a. The draft bylaw allows solar lights, ornaments, toys, and statues within reason, with the following statement in the bylaw: *they will be removed by Town staff without notice if they become unsightly, wilted or wind-strewn.*

3. Schedule "A" Cemetery Fees

a. The draft bylaw has the following:

- i. Plot Fees remain the same with no increases.
- ii. Open/Close Fees have been increased by 10%.
- iii. The Marker Permit fee has been decreased from \$100 to \$25.
- iv. The current bylaw has an administration fee of \$100. In the draft bylaw, *this was not included in the re-write and remains not included.*

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

The following table represents a history of revenue and expenses from the cemetery from 2020 to date.

Bon Accord Cemetery

| Year | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 to date |
|--------------------------|-------------------|----------|-----------|----------|-----------|--------------|
| Revenue | | | | | | |
| <i>Open/Close</i> | 3,407.14 | 4,300.00 | 7,500.00 | 7,250.00 | 11,250.00 | 2,650.00 |
| <i>Plot Sales</i> | 2,500.00 | 9,600.00 | 7,150.00 | 8,250.00 | 19,700.00 | 14,100.00 |
| Expenses | 6,952.84 | 7,567.13 | 11,768.05 | 9,089.19 | 16,037.20 | 9,488.15 |
| TOTAL | - 1,045.70 | 6,332.87 | 2,881.95 | 6,410.81 | 14,912.80 | 7,261.85 |

** Expenses do not include an allocation for fuel for equipment used in cemetery maintenance, as all fuel expenses are budgeted to Roads and Parks.

RECOMMENDATION

THAT Council gives first reading to Cemetery Bylaw 2025-07.

| Category | Edmonton Municipal Cemeteries | Fort Saskatchewan Cemetery | St. Albert Cemetery | Gibbons Cemetery | Redwater Cemetery |
|---------------------------------|--|--|---|--|--|
| Full Size Plot | Full size: \$3,300-4500 depending on location | 4x9 Plot: \$1,480.50 (with foundation: \$1,891.05) | Standard Plot Adult \$1,750, Child \$700 | Regular Plot: \$1,050 | Regular Plot: \$500 |
| Cremation Plot | Cremation for one: \$1,600; Two: \$1,900; Four: \$2,300; Six: \$3,300 | 4x4 Plot: \$746.55 (with foundation: \$1,157.10); Infant plot: \$301.35; Shrub bed: \$746.55 | Cremation Plot Adult \$825, Child (Under 6) \$330 | Cremation plot (up to 6 urns): \$1,050 first urn + \$100 for each additional (2nd–6th) | Cremation Plot: \$500 |
| Columbarium Niche | Varies by size & type (not fully listed) | Level 1–2: \$1,890; Level 3–4: \$2,625 | Depending on Row \$2,070 - \$2,600 | Double Niche: \$1,100–\$1,250 depending on row | Single Niche: \$400 |
| Opening & Closing - Full Size | Standard (6ft): \$1,425; Deep (9ft): \$2,425; Green Burial: \$2,000 | 6ft: \$1,275.75; 9ft: \$1,438.50; Infant: \$670.95 | Adult Plot \$1,010, Child Plot \$440; Double Depth \$1,320; weekend/Holiday \$530 | \$200 weekday + \$550 Saturday AM + \$200/275 Sat PM/Holidays | \$450 summer; \$550 winter; \$250 overtime/after-hours surcharge |
| Opening & Closing - Cremation | In Ground: \$650; Green Burial: \$1,000; Scattering: \$400; Niche: \$400 | \$525.00 | \$530; weekend/Stat Holiday surcharge \$570 | \$200 weekday + \$250 + weekend premiums (same as above) | \$250 summer; \$350 winter; \$150 overtime/after-hours surcharge |
| Opening & Closing - Columbarium | \$400 niche interment (opening/closing) | \$197.40 | \$140; weekend/holiday surcharge \$320 | \$150–\$250 + weekend premiums | \$250 summer/winter; \$150 overtime/after-hours surcharge |
| Other Notes | Premiums for weekends/after hours; liners extra (\$1,250–\$1,600) | Overtime surcharge: \$670.95; Monument permit: \$93 | | 50% discount for veterans/indigent; perpetual care fee* \$150-200 | perpetual care fee* \$100.00 |
| Marker Permit Fee | \$150; markers installed \$475-\$1,875 based on size | \$93 | Markers installed by Cemetery (\$320-480 installation price) | \$25 | \$25 |

* Perpetual care fees are a one-time charge typically collected by commercial cemeteries that goes into a special trust to ensure the long-term maintenance and care of cemetery grounds.
The Cemeteries Act requires these funds to be held in trust and managed by authorized trustees.

Current Cemetery Bylaw

**TOWN OF BON ACCORD
By-Law 2020-04
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 the Town of Bon Accord is the owner and operator of the Town of Bon Accord Municipal Cemetery; and

WHEREAS the Municipal Government Act RSA 2000, Chapter M-26 authorizes Council to pass such a Bylaw.

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

1. DEFINITIONS

- a) **“Artificial Ornaments”** means any cut flowers, silk flowers or wreaths.
- b) **“Caretaker”** means the Town employee working at the cemetery under the instruction and supervision of the Town Manager.
- c) **“Cemetery”** means the cemetery in the Town of Bon Accord known as the Municipal Cemetery owned and operated by and under the control of the Town and named “Bon Accord Cemetery”
- d) **“Council”** means the Council of the Town of Bon Accord.
- e) **“Family Plot”** means a plot or several plots which lie adjacent to one another, and which are to be reserved for the burial of more than one deceased member of the family.
- f) **“Flowering Ornamental”** means any perennial, annual, and biannual flowering plant.
- g) **“Grave”** means a plot or columbarium niche used as a place of burial.
- h) **“Manager”** means the Manager for the Town or CAO, or any person acting under his or her instructions, or other persons designated by the Town of Bon Accord.
- i) **“Marker”** means a memorial which shall be flat and not exceed the surface of the ground.
- j) **“Plot”** means a plot as shown on a plan of subdivision on record in the Town Office.
- k) **“Public Works Department”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.
- l) **“Summer”** means May 1 to October 31.
- m) **“Town”** means the Town of Bon Accord.

TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW

- n) **“Winter”** means November 1 to April 30.
- o) **“Greenery”** means any living trees, shrubs, creepers, and climbers.

2. GENERAL

- a) The Manager shall have charge of the cemetery and shall exercise control over all persons employed therein.
- b) The Town shall have authority to remove any weeds, or grass, funeral designs or floral pieces which may become wilted, or any other article or thing, which is, in its opinion, unsightly.
- c) If, in the opinion of the Town, any greenery situated on or about the cemetery shall become, by means of their roots or branches, prejudicial to the general appearance to the ground or dangerous or inconvenient to the public, the Town shall have the right to remove such greenery, or any parts thereof.
- d) No person shall disturb the quiet or good order of the cemetery by improper noise, improper conduct or otherwise. A member of the Royal Canadian Mounted Police, Special Constable or a representative appointed by the Town to be in charge of the cemetery may evict there from, using such force as is reasonably necessary, or deny entrance to any person who contravenes this Bylaw.
- e) No person shall turn loose or allow going at large or feed any cattle, swine, horses, dogs or any other animal in the cemetery.
- f) Any Society desiring to hold a memorial service shall give the Town at least three (3) business days’ notice in writing of their intention to do so.
- g) No person shall destroy, damage, deface or write upon any marker, tablet or other structure or object in the cemetery.
- h) No person shall deposit any paper, sticks, or refuse of any sort on any portion of the land within the boundaries of the cemetery except in receptacles provided for the purpose and as excepted by the Town Public Works department.
- i) All grading, seeding of grass, and sod work shall be done under the direction of the Town by employees of the Town.
- j) Benches of a style approved by the Town may be permitted in the cemetery under such conditions as the Town may order.

3. PLOTS

- a) The plans of subdivision of the lands made available by the Town for burial purposes on record at the Town Office, together with all subsequent plans of subdivision of such lands approved by the Town, shall be the

TOWN OF BON ACCORD
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CEMETERY BYLAW

plans of the cemetery herein referred to and all interments shall be made, and records kept by the Town in accordance with such plans. Copies of all such plans shall be available for inspection free of charge at the Town Office during normal office hours.

- b) The Manager shall supervise all sales of plots.
- c) Plots 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 in the form of Schedule "B". One individual may purchase a maximum of eight (8) plots at any one time.
- d) The Council may from time to time, by resolution, amend the fees and charges for plots and service shown on Schedule "A" of this Bylaw.
- e) The owner of a plot may transfer the burial deed only upon payment of the necessary fees as shown on schedule "A" and make the necessary application to the Town as shown on Schedule "D"
- f) No plots shall be used for any purpose other than burial grounds for human bodies, and the cremated remains of human bodies.
- g) No person other than an employee of the Town or its designate, or the owner of a plot or his agent, shall be permitted to care for any plot in the cemetery.
- h) Fences, railings, walls, cooping, hedges, greenery, and flowering ornamentals in or around the plots are prohibited.
- i) The top of plots or graves shall be kept level with the surrounding ground.
- j) The purchaser(s), or its legal representative(s), of a single or family plot will have direct control over the burial access rights of said plot, unless a transfer of title is obtained per Schedule "D".

4. BURIALS

- a) Disinterment of a body or ashes shall not take place until a permit for disinterment is issued by the Provincial Director of Vital Statistics and delivered to the Town. All disinterment's are to be conducted using an approved contractor under the supervision of the Town.
- b) No interment shall be permitted until a burial application and permit in the form of Schedule "B", hereto annexed, has been completed and given to the Town. Such permit shall contain the following particulars:
 - Name of Deceased
 - Date and Time of Burial
 - Description of Burial Plot
 - Name of Undertaker or Person Responsible for Burial
 - Name of Applicant for Burial Permit

TOWN OF BON ACCORD
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CEMETERY BYLAW

- c) (i) Orders for all burials must reach the office of the Town Manager three (3) business days before the burial is to take place, unless the Town, for emergent reasons, otherwise allows.
- (ii) Additional charges in respect of burials carried out on a weekend, Statutory holiday, a declared holiday or after 3:00 p.m. weekdays shall be in accordance with the rates as established in Schedule "A" attached hereto.
- d) The owner of a plot, or the person instructing the Town to open a grave, shall give complete and precise instructions regarding the location of the grave, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- e) Graves shall be opened and closed, and interments made only by persons authorized to do so by the Town.
- f) 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.
- g) 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.
- h) Cremated remains may be interred in a plot or in the same plot with a full burial or in a plot with other cremated remains. A maximum of two (2) cremated remains may be interred in the same plot as a body. A maximum of eight (8) cremated remains may be interred in one regular plot.
- i) The full burial of a person shall not be interred in the same grave in which another full body has previously been interred.
- j) No second inurnment shall be permitted in any plot in the cemetery on which there are unpaid charges due and payable to the Town.
- k) All burials within the limits of the cemetery shall be under the supervision and control of the Town.
- l) Concrete liners or vaults are required for the burials of a body.

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CEMETERY BYLAW

5. MARKERS

- a) All markers will be flat markers (i.e., not to exceed ground surface) except in the old section (initial phase) of the cemetery grounds where pillow markers are allowed (Upright markers may be allowed in the old section, upon written permission).
- b) All persons employed in the construction and erection of markers or doing other work in the cemetery shall be subject to the direction and control of the Town.
- c) No markers shall be erected in the cemetery until an application is made to the Town and a permit in the form of Schedule "C", hereto annexed, has been issued. Permit fees shall be charged in accordance with the amounts shown on Schedule "A" of this Bylaw.
- d) When cremated remains are placed in a plot where a body has been interred, flat markers shall be placed over top of the plot marking the cremated remains.
- e) When up to eight (8) cremated remains are placed in a plot, flat markers shall be placed at the top of each of the burial sites.
- f) No markers shall be erected on Saturdays, Sundays, or holidays unless permission in writing has been granted by the Town.
- g) All persons erecting markers shall insure that such markers are firmly secured to a foundation.
- h) All persons erecting markers shall insure that the surrounding areas are left in the same condition as found.
- i) No work shall be done upon any marker, nor shall any marker be removed from any grave or plot without permission from the Town.
- j) No permanent marker shall be placed on any grave plot prior to the interment of human remains in such grave plot unless it is a double and one of the persons are interred in the plot or is placed so as not to interfere with future burials (e.g., cremations). If a double marker is erected prior to both interments, the Town of Bon Accord will not be responsible for the removal of the marker. Families will need to have the marker removed before Town staff begin the excavation. Extra notice may be required for the burial.
- k) No grave cover is allowed in any portion of the cemetery.

6. VISITORS

- a) No persons shall enter or remain in the cemetery between the hours of 11:00 p.m. of any day and 6:00 a.m. of the next day following.

TOWN OF BON ACCORD
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CEMETERY BYLAW

7. VEHICLES IN CEMETERY

- a) No person shall drive any vehicles through the cemetery at a greater rate of speed than 10 km per hour on designated roadways.
- b) The Town may prohibit the driving of vehicles in any part of the cemetery.
- c) Unless authorized by the Town, no bicycle, motorcycle, or horse shall be allowed in the cemetery except when it is a part of a funeral procession.
- d) The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the cemetery.

8. PROVISIONS FOR RULES AND REGULATIONS

- a) The Council may make rules and regulations consistent with this bylaw for the effectual carrying out of this bylaw and for the efficient management, control, and regulation of the cemetery.

9. PENALTY

- a) Any person who is guilty of an offence is liable.
 - 1. to a fine of \$250.00 or
 - 2. on summary of conviction, to a fine not exceeding \$10,000.00 or to an order of imprisonment for not more than 1 year, or both.

10. Other

This bylaw repeals:

2011 – 08 Cemetery bylaw

2014-08 Cemetery bylaw

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

READ A FIRST TIME THIS 21st DAY OF January 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A SECOND TIME THIS 18th DAY OF February 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

READ A THIRD TIME THIS 17th DAY OF March 2020.

Mayor David Hutton

Chief Administrative Officer Joyce Pierce

**TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW**

SCHEDULE "A"

CEMETERY FEES

Plots

| | Grave | Weekday Open & Close | Weekday Overtime & Weekend & Holiday Additional Charges for Open & Close |
|----------------------------|--------------|---|---|
| <u>Regular Plot</u> | | | |
| Summer | \$850 | \$550 | \$450 |
| Winter | \$850 | \$650 | \$450 |

Cremation Plots – Family (one plot will accommodate up to 8 urns)

| | | | |
|--------|-------|--------------|-------|
| Summer | \$850 | \$350/burial | \$450 |
| Winter | \$850 | \$450/burial | \$450 |

Cremation Plots – Individual (Single Burial)

| | | | |
|--------|-------|-------|-------|
| Summer | \$250 | \$350 | \$450 |
| Winter | \$250 | \$450 | \$450 |

Cremation Plots – Interred with previous casket (two inurnments can be made in one site where a casket is interred).

| | | | |
|--------|---|-------|-------|
| Summer | - | \$350 | \$450 |
| Winter | | \$450 | \$450 |

Columbarium

Single Niche

| | | | |
|--------|-------|-------|-------|
| Summer | \$950 | \$150 | \$450 |
| Winter | \$950 | \$150 | \$450 |

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

TOWN OF BON ACCORD
By-Law 2020-04
CEMETERY BYLAW

Other Charges

1. Transfer of Burial Deed - \$250
2. Disinterment (on production of certificate from Vital Statistics) - Flow through of external contractor costs plus 10%, if billed through the Town
3. Re-interments shall be at burial costs
4. Grave Marker Permit Fee \$100.00
5. Inscription on Columbarium Doors: Damage Deposit fee as per schedule "A"

SCHEDULE "B"

PART I - PURCHASE OF BURIAL DEED

In making this application, and in consideration of the Town of Bon Accord selling to the undersigned, the undersigned acknowledges and agrees:

1. This application shall constitute a binding contract between the parties for the purchase of the lot(s) specified, and all the provisions of the Cemetery Bylaw, as amended from time-to-time hereafter shall be deemed to be included as terms and conditions of this contract.
2. That the title deed issued for the lot shall not be a title in fee simple but shall be an easement or license only to use the burial plot.
3. That this agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors and, where permitted, their assigns.
4. The undersigned hereby waives, releases, and discharges the Town, its officers, agents, and employees from all claims demands and rights of action which the undersigned may hereafter have against the Town for loss or damages, howsoever caused, resulting from the theft or vandalism to the grave markers situated with, upon or under the lots howsoever caused.
5. The undersigned understands that any/all grave markers will not exceed the surface of the ground unless Section 5a. of the Bylaw applies. The applicant further understands that they will abide by the rules and regulations for the installation of grave markers.
6. The owner of a Burial Deed may sell re-assign or dispose of the deed. The deed holder shall file with the CAO/Delegate a transfer of assignment in writing and the CAO/Delegate shall issue a new contract of Burial Deed as required.
7. The opening and closing fees will be charged at the rate in effect on the date of interment or inurnment.

| | |
|---|------------------|
| Regular Grave (____) Family Grave (____) Section (____) Plot (____) | \$_____ |
| Cremation Grave (____) Section (____) Plot (____) | \$_____ |
| Columbarium (____) Niche (____) | \$_____ |
| Administration Fee | \$ <u>100.00</u> |
| Subtotal | \$_____ |
| GST | \$_____ |
| Total | \$_____ |

Signature of Purchaser

Printed Name of Purchaser

Address of Purchaser

Telephone No. of Purchaser

Date of Purchase

In consideration of the payment made by the Applicant, the Town hereby grants to the Applicant a burial lot deed entitling the Applicant to a license or easement to use the burial lot herein described and has access thereto.

Town of Bon Accord Representative

PART II - BURIAL APPLICATION AND PERMIT

Date: _____

Name of Deceased: _____

Maiden Name: _____

Age: _____ Sex: M / F

Date of Death: _____

Date of Birth of Deceased: _____

Residence at time of death: _____

Date of Burial: _____

Time of Burial: _____

Service from: _____ Church/Chapel

Funeral Home in Charge: _____

Name of Applicant: _____

Address of Applicant: _____

Phone No. of Applicant: _____

Lot Description Section: _____ Plot No: _____

Regular Grave (_____) with Concrete Liner (____) Vault (____)

Cremation Grave (_____) Columbarium (_____) Other (_____)

Opening & Closing Fee: Weekdays Regular Hours \$ _____

Weekday Overtime & Weekend & Holiday Additional Charges \$ _____

Subtotal \$ _____

GST \$ _____

TOTAL \$ _____

The Applicant acknowledges and agrees that a permit for burial is issued subject to the provisions of the Town of Bon Accord Cemetery Bylaw and amendments thereto.

Signature of Applicant**PERMIT FOR BURIAL**

The Town of Bon Accord grants permission for the burial of the above deceased in the Bon Accord Cemetery this _____ day of _____, 20____.

Town of Bon Accord

SCHEDULE "C"**GRAVE MARKER PERMIT**

Permit No: _____

Name of Monument Company: _____

Address of Monument Company: _____

Phone No. of Monument Company: _____

Name of Purchaser: _____

Address of Purchaser: _____

Name of Deceased: _____

Location: Section: _____ Plot: _____

Type of Marker: Not to exceed ground surface

Material Used: Granite _____ Other _____

Size of Monument: Width _____ Height _____ Foundation Proposed: Yes ____ No ____

Inscription on Monument: _____

Date of Application: _____ Est. Date of Placement: _____

Permit Fee: _____ Cash _____ Cheque _____

Application Completed by_____
Signature of ApplicantFee: \$100.00 plus GST as per schedule "A" **SCHEDULE "D"**

TRANSFER OF DEED FROM OWNER TO ANOTHER PERSON

Name of Current Owner: _____

Name of Person Receiving the Transfer: _____

Address of Person Receiving the Transfer: _____

Phone No. of Person Receiving the Transfer: _____

Date of Transfer: _____

Section: _____ Plot No: _____ Niche No: _____

Signature of Transferor_____
Signature of Transferee**NOTE:** TRANSFER FEES MUST BE PAID IN ACCORDANCE WITH SCHEDULE "A"

DRAFT Cemetery Bylaw

**TOWN OF BON ACCORD
BYLAW 2025-07
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 2025-07
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. **“Memorial”** means something, typically a structure, such as a bench or statue, established to remind people of a person or event.
- t. **“Monument”** means a headstone or Marker.

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

- u. **“Niche”** means a recessed space in a Columbarium used or intended to be used for the Inurnment of cremated remains.
- v. **“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.
- w. **“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.
- x. **“Public Works”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.
- y. **“Plots” or “Plot”** means either a single, or multiple, Grave Plots, Cremation Plots or a Family Plot.
- z. **“Town”** means the Town of Bon Accord, or where context permits, the geographic boundaries of the Town.
- aa. **“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.
- c. The Town shall have sole control of all matters related to the Cemetery, including maintenance, burials, and enforcement of this Bylaw.

TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY 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.
- 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

**TOWN OF BON ACCORD
BYLAW 2025-07
CEMETERY BYLAW**

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.

**TOWN OF BON ACCORD
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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.
- 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.

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- 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 AND MEMORIALS

- a. All persons wishing to place a new Marker must first obtain a permit from the Town of Bon Accord. A Marker permit must be completed and returned to the Town office before any work is undertaken in relation to the placing of the Marker or Memorial. The Marker permit fee must be submitted to the Town before any Marker or Memorial is placed in the Cemetery.
 - i. The Town recommends that families wait 6 months to 1 year for the ground to settle before installing markers. The Town is not responsible or liable for Markers or Memorials damaged by the ground settling or any other natural occurrence.
- b. All firms or individuals wishing to repair, replace, or remove an existing Marker must obtain permission from the Town of Bon Accord.
 - i. Persons must provide proof that they have the legal right to repair, replace, or remove an existing Marker.
 - ii. The onus will be on the person to prove that they have the legal right to repair, replace, or remove an existing Marker.
- c. No Markers shall be erected except during regular working hours unless prior permission in writing has been granted by the Town.
- d. All Markers must be flat (not exceeding the ground surface) or pillow Markers.

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- e. Vases, within reason, may be attached to the Markers.
- f. All Markers, including applicable Foundation, shall be confined within the boundaries of a Grave Plot and placed in such a manner as to maintain proper alignment.
- g. Pillow Markers require a concrete Foundation.
- h. 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.
- i. Ownership of Markers and Memorials belongs to the estate of the deceased person(s).
- j. 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.
- k. All persons erecting, repairing, or replacing Markers shall ensure that the surrounding areas are left in the same conditions as found.
- l. The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Markers erected upon a Plot.
- m. No Grave cover is allowed in any portion of the cemetery.
- n. When cremated remains are placed in a plot where a body has been interred, flat Markers shall be placed over the top of the plot marking the cremated remains.
- o. When up to eight (8) cremated remains are placed in a plot, flat Markers shall be placed at the top of each burial site.
- p. 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). 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.
- q. No work shall be done upon any Marker, nor shall any Marker be removed from any Grave Plot without permission from the Town.
- r. Inscription of the Columbarium will be permitted only on the granite front provided for the Niche and only upon receipt of deposit payment as stated in Schedule "A".

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- s. Persons wishing to place or install a Memorial in the cemetery must obtain prior permission from the Town in accordance with this Bylaw.
 - i. Applications for a Memorial in the Cemetery can be submitted to the CAO for approval.
 - ii. The Town reserves the right to deny applications for any reason.
 - iii. The Town must approve the location of the Memorial.
 - iv. Applicants are responsible for the cost and installation of the Memorial and any associated plaques.
 - v. The Town must approve all wording for commemorative plaques.
 - vi. The CAO may approve Memorials in the Cemetery.
- t. The Town shall report to a family member or responsible party of 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.
- u. The Owner is responsible for the proper condition of a Marker or Memorial. The Town may remove an out-of-repair Marker or Memorial that is deemed to cause a safety hazard without notice.

9. 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.

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10. 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.
 - 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.

11. 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.

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- 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.
- 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.

12. PENALTY

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- 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.
- 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 2020-04 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*.

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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
REQUEST FOR DECISION

| | |
|------------------------|---|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 2, 2025 |
| Presented by: | Jessica Spaidal, Legislative Services and Communications Supervisor |
| Title: | Acceptable Use and Information Security Policy |
| Agenda Item No. | 7.2 |

BACKGROUND/PROPOSAL

The Acceptable Use and Information Security Policy was developed with Trinus to support the Town's existing Cyber Security Incident and Disaster Recovery Plan Policy, Town-Issued Electronic Device Policy, and Town Facilities Security Policy. It includes administrative, technical and physical safeguards for sensitive information that will also support the requirements of a Privacy Management Program (PMP) that is required under the Protection of Privacy Act by June 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Acceptable Use and Information Security Policy outlines acceptable use for internet, email, devices, and passwords and ensures that Town IT resources are used appropriately at all times when conducting Town business. Topics include:

- Acceptable and unacceptable use for Town-issued and personal electronic devices
- Email usage and how to effectively combat threats like phishing and scams
- Information security techniques for personal and sensitive information to prevent security and data breaches.
- Device security for personal electronic devices, filtering, accessing and monitoring usage records, passwords (how to choose passphrases)

The policy is attached for Council's review and will be brought forward to the next regular council meeting for approval.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDATION

THAT Council approves the Acceptable Use and Information Security Policy as presented.

OR

THAT Council approves the Acceptable Use and Information Security Policy as amended [list amendments].

ACCEPTABLE USE AND INFORMATION SECURITY POLICY**SECTION:** Administration / Council**DEPARTMENT:** Administration**COUNCIL APPROVAL DATE:** [date]**LAST REVIEWED BY COUNCIL:** [date]**POLICY STATEMENT**

The Town is dedicated to ensuring that Users have the necessary technology to maximize their efficiency and improve work processes. Employees are encouraged to utilize all internal computer-based technology (computer, email, internet, network systems) to the fullest to fulfill job requirements effectively.

PURPOSE

The purpose of this policy is to outline acceptable use for internet, email, devices, and passwords and ensure that Town IT resources are used appropriately at all times when conducting Town business. All Town information and correspondence, including email, transmitted/received is considered property of the Town and is to be managed accordingly for appropriate business-related matters.

SCOPE

This policy will govern the action of all Users in relation to any Town-owned or Personal Electronic Device while they are on the job or acting as a representative of the Town in any capacity, including the action of any volunteers and contractors while connected to a network owned/operated by the Town or while using any Town-owned equipment.

Users who are working remotely on Town devices must also ensure these practices are followed. Security of Town-owned Electronic Devices, equipment, and information will be governed by this policy in addition to the **Town Facilities Security Policy and Town-Issued Electronic Device Policy**.

DEFINITIONS

“Acceptable Business Use” means activities that directly or indirectly support Town business.

“User” means any individual who is authorized to access Electronic Devices, including, but not limited to Town employees, Council members, volunteers, contractors, Bon Accord Public Library employees, Sturgeon County Fire Services employees, and those who have entered into facility rental contracts with the Town.

“Town-Issued Electronic Device” means a laptop, desktop, server, tablet, or smartphone that is Town-owned.

“Personal Electronic Device” means an Electronic Device that is not Town-owned.

RESPONSIBILITIES

Users utilizing the internet must conduct themselves in a professional manner at all times, especially while participating in collaborative activities, and must not disclose Town information or intellectual capital to unauthorized third parties.

Users are responsible for familiarizing themselves with procedures for downloading and protecting information in a secure manner, as well as for identifying and avoiding any online material deemed sensitive, private, or copyrighted.

I. ACCEPTABLE USE

1. Acceptable Internet Use

Designated Users may only use the internet to complete their job duties, under the purview of Town business objectives. Permissible, acceptable, and appropriate internet-related work activities include, but are not limited to:

- a.** Researching, accumulating, and disseminating any information related to the accomplishment of the user's assigned responsibilities, during working hours or overtime.
- b.** Collaborating and communicating with others according to the individual's assigned job duties and responsibilities.

- c. Conducting professional development activities (e.g. news groups, chat sessions, discussion groups, posting to bulletin boards, web seminars, etc.) as they relate to meeting the user's job requirements.

2. Unacceptable Internet Use

Inappropriate and unacceptable internet use includes, but is not limited to:

- a. Usage for illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment, stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, and plagiarism/copyright infringement.
- b. Accessing, downloading, or printing any content that violates or conflicts with existing Town policies and/or engaging in any other activity which would in any way discredit, disrepute, or bring litigation upon the Town or harm its reputation.
- c. Copying, destroying, or altering any data, documentation, or other information that belongs to the Town or any other business entity or individual without authorization.
- d. Downloading unreasonably large files that may hinder network performance. All users shall use the internet in such a way that does not interfere with others' usage.
- e. Engaging in personal online commercial activities, including offering services or products for sale or soliciting services or products from online providers.
- f. Engaging in any activity that could compromise the security of Town host servers or computers.
- g. Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless authorized to do so as part of completing one's assigned job duties and responsibilities.
- h. Allowing unauthorized or third parties to access Town network(s) and/or resources.
- i. Storing or downloading personal files or data on Town hard drives or network file servers.

- j. Downloading video and/or sound files unless their use has been authorized for the purposes of conducting Town business.
- k. Any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.

3. Personal Electronic Devices Use

- a. Personal Electronic Devices may be used to access the following Town-owned resources for job related duties: email, calendars, and contacts.
- b. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing any Town resources, including email. (To jailbreak/root a mobile device is to remove the limitations imposed by the manufacturer. This gives access to the operating system, thereby unlocking all its features and enabling the installation of unauthorized software.)
- c. Only Town-Issued Electronic Devices (e.g.: laptops) may be used for remote login access to Town files.
- d. Personal Electronic Devices may not be used to:
 - i. Store or transmit proprietary information belonging to the Town or another company.
 - ii. Infringe on individual privacy (e.g. record conversations or take photos).
- e. See the Town's **Employment Policy** for details on the use of mobile devices and driving.
- f. The abuse of personal internet use on Town-Issued Electronic Devices or Personal Electronic Devices during working hours will be subject to disciplinary action, up to and including termination of employment.

II. EMAILS

1. Email Usage

- a. All Employees must use an approved method when accessing their email accounts. The list of approved methods are:
 - i. Outlook Web Access
 - ii. Office 365 Login portal

iii. Outlook software installed on all Town-Issued or Personal Electronic Devices

- b.** Remote access to email is only authorized from locations within Canada. Locations outside the borders of Canada will be blocked. Use of a VPN or other method to bypass this filtering is not allowed.
- c.** Email cannot be used to send credit card numbers or other sensitive personal or financial information.
- d.** To help ensure compliance with Access to Information and Protection of Privacy legislation, all such related inquiries are to be forwarded to the Privacy Coordinator immediately.
- e.** An out of office message that includes an estimated return date (if possible) and details on contacting a secondary individual at the organization in case of an emergency, must be enabled for all planned absences.
- f.** The configuration of automatic forwarding rules to email addresses other than a Town email is strictly prohibited.

2. Phishing and Scams

Emails can host scams and malicious software. To avoid virus infection or data theft, Users should:

- a.** Avoid opening attachments or clicking on links when the content is not from a verified source.
- b.** Be suspicious of clickbait i.e.: offering prizes, too good to be true offers, etc.
- c.** Check email and names of people they receive a message from to ensure they are legitimate.
- d.** Look for inconsistencies, i.e.: grammar mistakes, capital letters, excessive number of exclamation marks, etc.
- e.** Forward suspicious emails **as an attachment** to the IT department with a brief explanation.

III. INFORMATION SECURITY

1. Data Transfer

Transferring data introduces security risks. Users must:

- a. Avoid transferring sensitive data to other devices or accounts unless necessary.
- b. Where possible, only share confidential data over the secure company drive.
- c. Ensure recipients are authorized to receive the data being transferred, i.e.: double-checking email addresses before sending, etc.
- d. Report scams, privacy breaches or hacking attempts as per the **Cyber Security Incident Response and Disaster Recovery Plan Policy**.

2. Additional Safeguards

To reduce the likelihood of a Cyber Security Incident, Users must:

- a. Digitally lock all devices when leaving their desks e.g.: computers, tablets, smartphones, etc.
- b. Ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area anytime they are expected to be gone for an extended period (e.g.: human resources papers are locked in a cabinet).
- c. Ensure file cabinets containing restricted and/or sensitive information are kept closed and locked when not in use or when not attended, and associated keys are not left unattended.
- d. Remove printouts containing restricted and/or sensitive information from the printer immediately.
- e. Dispose of restricted and/or sensitive documents in the shredding bin.
- f. Treat mass storage devices such as CD-ROM, DVD or USB drives as sensitive and secure them in a locked location.
- g. Report stolen or damaged equipment as soon as possible to the Town Manager.
- h. Change all account passwords at once when a device is stolen.
- i. Report perceived threats or possible security weaknesses in Town systems.
- j. Refrain from downloading suspicious, unauthorized, or illegal software on

Town devices.

- k. Avoid accessing suspicious websites.

IV. DEVICE SECURITY

1. Personal Electronic Devices

Users are expected to use their Personal Electronic Device(s) in an ethical manner at all times. Users who use Personal Electronic Devices for work must:

- a. Report lost or stolen Personal Electronic Devices that contain ANY Town information (including email) to the Town Manager within 24 hours. Users are responsible for notifying their mobile carrier immediately upon loss of a device.
- b. Not access Town information, including email, using a rooted (Android) or jailbroken (iOS) device. (To jailbreak/root a mobile device is to remove the limitations imposed by the manufacturer. This gives access to the operating system, thereby unlocking all its features and enabling the installation of unauthorized software.)
- c. Use the Town's secure WiFi connection while on site and use a secure WiFi or hardwired connection otherwise.
- d. Personal Electronic Devices are not allowed to connect directly to any Town-Issued Electronic Devices. This includes, but is not limited to:
 - i. Using a physical cable (USB, etc.) to connect to a Town-Issued Electronic Device to charge the Personal Electronic Device's battery.
 - ii. Using software installed on a Town-Issued Electronic Device to perform a backup/sync (e.g.: iTunes).
- e. Ensure the device locks itself with a password or PIN if it is idle for five minutes.
- f. Inform the Town Manager as soon as possible if a User requires access to Town data outside of their designated parameters.

2. Filtering

The Town reserves the right to monitor and limit any internet activity occurring on its hardware, software, devices, equipment, and accounts. Specifically:

- a. The Town utilizes filtering to restrict access to websites deemed unsuitable for

business use. Where the Town discovers activities that conflict with the law or this policy, internet usage records may be retrieved and used to document any wrongdoing.

- b.** Individuals using Town hardware, software, equipment, devices and/or accounts to access the internet are subject to having online activities reviewed by IT personnel.
- c.** Use of Town internet resources implies the user's consent to web monitoring for security purposes. All Users covered by this policy should bear in mind that internet sessions are likely not private.

3. Accessing & Monitoring Usage Records

The Town may access and monitor use of Town email and internet systems in the following ways:

- a.** By monitoring email server performance and retained logs, backups and archives of emails sent and received through the Town server(s). Even when a User has deleted an email, the Town may still retain archived and/or backup copies of the email.
- b.** By retaining logs, backups and archives of all internet access and network usage. These records may be audited, are subject to provincial, and/or federal laws and may be used as evidence. While individual usage is not routinely monitored, unusual or high-volume activities may warrant more detailed examination.
- c.** By actively monitoring the traffic generated by devices owned by, or operating within networks owned by, the Town. Instances may include:
 - i.** For the purposes of producing the email in response to a legal requirement or other lawful investigation.
 - ii.** For the purpose of investigating whether there has been unacceptable use of email to abuse or harass other persons.
 - iii.** For the purpose of investigating allegations of misconduct or to provide materials to external investigative authorities lawfully investigating possible criminal conduct.

4. Passwords

When creating passwords, Users should select passwords carefully and use common sense to avoid the risk of being easily hacked. Users must:

- a. Choose passwords with at least eight (8) characters, including capital and lower-case letters, numbers and symbols, and avoid use of dates and other easily guessed verbiage i.e.: birthdays, pet names, iterations of the word “password”, etc. Choosing a passphrase is recommended. Please review the Government of Alberta [Cybersecurity: Passphrases document](#) for details on creating your passphrase.
- b. Remember passwords rather than writing them down. If Users must write down or keep a record of passwords, they are obligated to keep the paper or digital document confidential and destroy it when it is no longer required.
- c. Ensure passwords always remain secret. If a password must be disclosed to a trusted Town Employee or the Third-Party IT Support Provider, the User must reset the password and create a new password once the issue requiring the password has been resolved.
- d. Change their password when prompted by the system.
- e. Choose unique passwords for all Town accounts and may not use a password already in use for a personal account.
- f. Not use the same password for different logins within the organization. Some resources can make use of the same user information (e.g.: Windows Login & Outlook), but if a new user needs to be created to access a certain resource, then a separate password must also be used.
- g. Not reuse old passwords. When a password is changed it must be set to something that was not used in the past. This will be enforced with software when possible.
- h. Regularly change all passwords, with the frequency varying based on the sensitivity of the account in question (at least every 180 days). This will be enforced using software when possible.
- i. Change a password immediately and notify IT if the security of a password is in

doubt (e.g.: it appears that an unauthorized person has logged in to the account).

- j. Change default passwords on the first login (e.g.: passwords created for new employees). This will be enforced using software when possible.
- k. Not use password managers or other tools to help store and remember passwords without IT's permission.

5. Risks/Liabilities/Disclaimers

- a. The Town reserves the right to disable access to an account and/or software without notification.
- b. Users assume full liability for risks including, but not limited to, the partial or complete loss of Town-owned or personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the Device unusable.

REFERENCES:

Cyber Security Incident Response and Disaster Recovery Plan Policy

Employment Policy

Access to Information Act & Regulations

Protection of Privacy Act & Regulations

Government of Alberta [Cybersecurity: Passphrases document](#)

Town Facilities Security Policy

Town-Issued Electronic Device Policy

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

| | |
|------------------------|------------------------------|
| Meeting: | Regular Meeting of Council |
| Meeting Date: | September 2, 2025 |
| Presented by: | Jodi Brown, Town Manager |
| Title: | Ice Allocation Policy |
| Agenda Item No. | 7.3 |

BACKGROUND/PROPOSAL

A municipal Ice Allocation Policy is important for managing and distributing ice time at the Bon Accord Arena in a way that maximizes efficiency and fairness.

An Ice Allocation Policy functions as a governance policy because it provides the rules, structure, and oversight for the equitable and effective management of ice as a shared community resource, ensuring fairness, transparency, and accountability in its use.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The enclosed draft Ice Allocation Policy includes the proposed priority ranking:

Priority #1: Town Program or Event

- Community Services Event or Program

Priority #2: Local Minor Ice User Group

- CNN Spurs
- Sturgeon Minor Hockey Association
- Other minor sports association from Bon Accord or Sturgeon County

Priority #3: Local Adult Ice User Group

- Adult organizations from Bon Accord or Sturgeon County

Priority #4 – Other organizations

- Other minor sports associations not from Bon Accord or Sturgeon County
- Other adult organizations not from Bon Accord or Sturgeon County
- For Profit minor or adult sports organizations

Priority #5 – Free Public Skating

- Free public skating or public shinny sessions will be superseded by paid ice time.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Value Statement: Stewardship

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

The annual operating budget would be impacted by the revenue received for the arena based on ice allocation practices.

RECOMMENDATION

THAT Council approves the Ice Allocation Policy as presented.

OR

THAT Council approves the Ice Allocation Policy as amended [list amendments].

ICE ALLOCATION

SECTION: Administration

DEPARTMENT: Public Works / Community Services

COUNCIL APPROVAL DATE: [date]

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Bon Accord Arena is made available for community groups and residents of the Town. The Town is committed to balancing the ice usage of all community users to ensure fair and equitable distribution of allocated ice at the Bon Accord Arena.

PURPOSE

To effectively manage ice allocation, ensure fiscal responsibility in ice operations, and provide accessible arena programs that reflect community needs, registration trends, and utilization patterns, while promoting participation among local groups and visitors.

SCOPE

This policy applies to all ice rentals at the Bon Accord Arena.

DEFINITIONS

“Bon Accord Arena” means the facility located at 4812 - 52 Street in Bon Accord Alberta.

“Ice Allocation” means the process by which ice time is assigned to community groups.

“Priority Ranking” means the hierarchy or order of importance for receiving ice time.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town or designate.

I. GUIDING PRINCIPLES

The following principles guide the development of the Ice Allocation Policy:

1. **Access and Equity:** Ensure fair and equitable access to ice time, with transparent application of fees and charges for all users.
2. **Efficiency:** Optimize the use of facilities, ensuring effective allocation of time and space.
3. **Diversity:** Provide a broad range of opportunities, including public skating and organized ice sports, to meet the needs of all participants.
4. **Youth Sport:** Maintain a balanced allocation of ice time across user groups, with a focus on fostering youth sport development.
5. **Partnership:** Encourage cooperation among all users, while balancing regular season requirements with special event needs.
6. **Financial Sustainability:** Ensure the facilities are managed in a cost-effective manner by balancing fiscal responsibility with fair and transparent fee structures.

II. PRIORITY RANKING FOR ICE ALLOCATION

Priority #1: Town Program or Event

1. Community Services Event or Program

Priority #2: Local Minor Ice User Group

1. CNN Spurs
2. Sturgeon Minor Hockey Association
3. Other minor sports association from Bon Accord or Sturgeon County

Priority #3: Local Adult Ice User Group

1. Adult organizations from Bon Accord or Sturgeon County

Priority #4: Other organizations

1. Other minor sports associations outside of Bon Accord or Sturgeon County
2. Other adult organizations outside of Bon Accord or Sturgeon County
3. For Profit minor or adult sports organizations

Priority #5: Free Public Skating

1. Free public skating or public shinny sessions will be superseded by paid ice time.

III. ICE ALLOCATION RESPONSIBILITIES

The Recreational Facilities and Parks Supervisor will be responsible for ice allocation in

accordance with this policy.

IV. CONFLICT RESOLUTION

In the event of a conflict or appeal regarding an ice allocation decision, the final decision will be made by the Town Manager.

DRAFT

CONVENTION 2025 OPPORTUNITY - ASK OUR PREMIER

[Home](#) / [News](#) / Convention 2025 opportunity - Ask our Premier

[← News](#)

As part of our 2025 Convention program, ABmunis has organized a question-and-answer session with Premier Smith following her remarks.

If you have a question you'd like to put forward for consideration, please send it to advocacy@abmunis.ca by **Friday, September 5**.

Aug 27
2025

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: See Who's Coming: 27 Invest Alberta Leaders from 11 Countries at the EDA Invitational
Date: August 25, 2025 2:08:24 PM
Attachments: [vc_credit.png](#)
[bi_b_190702555_0.PNG](#)

From: Economic Developers Alberta <Nancy.toombs@edaalberta.ca>
Sent: Monday, August 25, 2025 7:18:55 AM
To: Brian Holden <bholden@bonaccord.ca>
Subject: See Who's Coming: 27 Invest Alberta Leaders from 11 Countries at the EDA Invitational

You don't often get email from nancy.toombs@edaalberta.ca. [Learn why this is important](#)



The world is coming to the Broadmoor Golf Course in Sherwood Park on September 18 — and your municipality should be there. The EDA Invitational Golf Tournament is a truly unique and strategic opportunity for Alberta municipalities focused on investment attraction.

27 members of Invest Alberta's Global Business Development team, representing 11 countries, will be on the course.

[View the full list of names and countries here](#)

For municipalities, this event is different from any other:

- Once registered, you'll receive details on how to submit your community's pitch in advance, showcasing specific investment-ready opportunities.
- Throughout the tournament, the Invest Alberta team will be stationed on holes across the course, giving you direct, face-to-face access in a relaxed and engaging setting.
- This is a rare chance for Alberta communities to put themselves on the global stage while enjoying a Texas Scramble event designed for connection and conversation.

EDA Invitational Golf Tournament

Thursday, September 18
Broadmoor Golf Course, Sherwood Park
Dinner is included with your registration for even more networking!

[Register by Sept. 11 here](#)

Accommodations: A block of rooms has been reserved at the Hampton Inn by Hilton Sherwood Park with a special EDA rate for tournament participants. Those details are in your registration confirmation email. The group rate expires Sept. 4.

Please feel free to share this email within your network and we'll see you on the green!



[Click here to unsubscribe.](#)

Message sent by Economic Developers Alberta, Nancy.toombs@edaalberta.ca
Economic Developers Alberta | Suite 127, #406, 917-85 St SW | Calgary, AB T3H 5Z9

