

Town of Bon Accord
AGENDA
Regular Council Meeting
September 15, 2026, 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. September 1, 2026; Regular Council Meeting (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
 - 5.1. September 2026 (enclosure)
 - 5.2. Financial Report – Operating, August (enclosure)
 - 5.3. Financial Report – Capital, August (enclosure)
 - 5.4. August Bank Reconciliation (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. 2026-2035 Strategic Plan (enclosure)
- 7. NEW BUSINESS**
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. 2026-05 Fire Services Bylaw – 2nd and 3rd Readings (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1. Mayor Holden (enclosure)
 - 10.2. Deputy Mayor Bidney (enclosure)
 - 10.3. Councillor Gallant (enclosure)
 - 10.4. Councillor Larson (enclosure)
 - 10.5. Councillor May (enclosure)
- 11. CORRESPONDENCE**
 - 11.1. FCSSAA – Proposed Amendment to Alberta Municipalities Convention
Resolution E1: Investing in Prevention – Strengthening FCSS and Community
Well-Being (enclosure)
- 12. CLOSED SESSION**
- 13. ADJOURNMENT**

**Town of Bon Accord
Regular Meeting of Council Minutes
September 1, 2026, 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Bill Rogers – Chief Administrative Officer
Jessica Spaidal – Legislative Services & Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR GALLANT MOVED THAT Council adopt the September 1, 2026, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-193

PROCLAMATIONS

*Alberta Culture Days
National Day for Truth and Reconciliation*

ADOPTION OF MINUTES

July 22, 2026; Special Council Meeting

COUNCILLOR MAY MOVED THAT Council adopts the July 22, 2026, Special Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-194

August 18, 2026; Regular Council Meeting

COUNCILLOR LARSON MOVED THAT Council adopts the August 18, 2026, Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-195

August 25, 2026; Committee of the Whole Meeting

DEPUTY MAYOR BIDNEY MOVED THAT Council adopts the August 25, 2026, Committee of the Whole Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-196

DELEGATION

Sgt. Michael Febbraro, Morinville RCMP Detachment – Quarterly Report

**Town of Bon Accord
Regular Meeting of Council Minutes
September 1, 2026, 5:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR LARSON MOVED THAT Council accepts the delegation as information.
CARRIED UNANIMOUSLY RESOLUTION 26-197

BYLAWS/POLICIES/AGREEMENTS

2026-05 Fire Services Bylaw – 1st Reading

COUNCILLOR GALLANT MOVED THAT Council gives first reading to 2026-05 Fire Services Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-198

CORRESPONDENCE

Go East of Edmonton – Request for Letter of Support

COUNCILLOR LARSON MOVED THAT Council directs administration to give support to Go East of Edmonton regional designation and complete the provided letter of support.

CARRIED UNANIMOUSLY RESOLUTION 26-199

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the September 1, 2026, Regular Meeting of Council adjourn at 5:30 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-200

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

News | Projects | Events

News

- Beginning October 1st, Bon Accord joins Gibbons, Legal, and Redwater in a regional waste collection initiative managed by Roseridge. As of October 1st, Roseridge becomes the Town's single point of contact for waste and organics collection. Collection services for residents will not change. Roseridge will maintain our regular collection schedule, carts and current service levels. The main change is that Roseridge will be the point of contact for assistance, including missed collections, cart issues, and other collection questions and concerns.
 - Organics collection service will increase with the regional program. Organics will be collected bi-weekly from November 1st to April 30th and weekly from May 1st to October 31st. Previously, organics would not be collected between November and April.

Projects

- 50th Ave repave project has experienced numerous delays this season. Rogers communications cables were recently discovered in the roadbed at shallow depth. We are working with Rogers to have these removed as soon as possible. Construction is still slated to be done this fall.
- 2027 preliminary budget planning is underway. Community committee delegations have been invited to the September 30th Committee of the Whole meeting to present and share information with Council and answer any questions.

Events & Programs

- Upcoming events and programs include:
 - Sept 12 – Sunflower Showdown Contest Judging Day
 - Fall pickleball starts again September 14th Mondays from 6:30 – 9:00 PM at the Lilian Schick school gym. Drop in is \$5 per person, cash only.
 - September 27 – join us for a lasagna dinner at our Rooted in Wellness Community Dinner at the Bon Accord Arena from 3:30 – 6:00 PM and learn about Consumer Protection and Fraud Prevention. **Bonus: Enjoy free family skating from 3:30 – 7 PM!**
 - October 5 – Bon Accord Connects at the Bon Accord Community Hall from 4-8 PM; browse local vendors and resources, meet your Council, and enjoy a FREE hamburger dinner and the chance to win amazing prizes. **Bonus: Bring a food bank donation for the opportunity to take a**

photo in a Sturgeon County Peace Officer car!

- October 7 from 7:00 – 8:30 pm Coffee with a Cop at the Jewel Box.
- October 17 from 12:30 – 5 PM Community Field Trip to the Bountiful Farmers Market.

Conferences, Meetings, and Training

- September 9 – Community services attended grant funded training for Trauma-Informed Practices for Working with Older Adults.
- September 10 – All Staff Meeting

Department Highlights

Planning | Development

- Respond to resident inquiries re: proposed development;
- Meet with MAGNA IV and Administration re: finalization of Highway 28 drainage study;
- Assist Administration review of historic bylaw retention;
- Complete preliminary review of development permit for CRU within 51 Street development;
- Undertake enforcement actions re: problem properties.

Corporate Services

- Planning and work for budget 2027 is underway.
- Administration has been working on a review and revamp of the Employment Policy. This will be coming forward to future Committee of the Whole meetings for review and discussion.

Community Services

- Staff have been busy planning our fall and winter events, including Bon Accord Connects, Halloween, and Winter WonderFest.
- Summer youth programs this year were incredibly successful. We had 17 leaders in training and 82 attendees for our summer camp programs. This year, we tried something new with our field trips. Instead of having out-of-town field trips which would increase the cost to the Town and families due to transportation, staff booked field trips to come to us. These included a movie with the Wonder Dome, face-painting, medieval cosplay, and a puppet show. Staff also worked with local groups and seniors to introduce opportunities for intergenerational connections and learning opportunities. We were also able to offer a weekly free camp lunch.
- Music in the Park continued its success this year with ten live shows throughout the summer months. The rain interfered multiple times throughout the summer,

with half the shows ending up in the arena and the community hall. The community hall is a preferred rain-out venue for this event due to sound issues found with the arena location. Staff will be looking at adding a rental contingency to the 2027 Music in the Park budget so that we can utilize the hall as a rain-out location.

Operations | Public Works

- Seasonal summer staff finished their positions at the end of August. Permanent staff are now assuming all the outside parks and greenspace seasonal maintenance.
- The arena's ice surface has been installed, and staff are starting full-time in the arena with the 2026/27 hockey season.
- The annual sanitary sewer flushing program has been completed. A couple issues were encountered while flushing that has prompted the camera scoping of a few mainlines. This work is scheduled to be done in the 3rd week of September. Any issues will be discussed and action decided during this fall's 2027 budget deliberations.
- The annual asphalt spray patching program has been completed.
- The 2026 reconstruction of 50 Avenue between 53 Street and 56 Street is still anticipated to be completed before freeze-up. Poor weather and the discovery of some shallow utilities in the road have caused a delay in the opening up of the road for repair. All concrete work involved with the project has been completed. Once the project gets going, it is expected to take approximately 2-3 weeks.
- Continuing with efforts to mitigate surface drainage from 51 Street catch basins to the Hwy 28 ditch.
- Equipment maintenance and prep for the upcoming winter snow season have started.

Attachments

- Chief Administrative Officer:
 - Action Item List

CAO Action List

Date: September 15, 2026
Reporting Period: August 15 – September 11, 2026
Submitted by: Bill Rogers, Chief Administrative Officer

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 15, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Financial Report – Operating, August
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

Attached is the financial report for the period up to August 31st, 2026, comparing actuals to budget figures and further information of significant variances.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration provides a monthly financial report to Council.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

2026 operating budget.

RECOMMENDED ACTION (by originator)

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

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

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance Actual-Budget	
General Municipal	2,833,869	2,786,884	46,984	232,643	253,804	(21,161)	2,601,226	2,533,081	68,145	3%
TOTAL MUNICIPAL	\$ 2,833,868.82	\$ 2,786,884.33	\$ 46,984.49	\$ 232,643.12	\$ 253,803.75	-\$ 21,160.63	\$ 2,601,226	\$ 2,533,081	\$ 68,145	3%
Election	-	-	-	150	-	(150)	150	-	150	100%
Council	-	-	-	88,855	100,391	(11,536)	(88,855)	(100,391)	11,536	-13%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 88,705	\$ 100,391	-\$ 11,686	-\$ 88,705	-\$ 100,391	\$ 11,686	12%
Administration	20,991	18,653	2,337	417,381	474,384	(57,003)	(396,390)	(455,730)	59,340	-15%
EV Chargers	370	500	(130)	2,118	6,652	(4,534)	(1,748)	(6,152)	4,404	-252%
TOTAL ADMINISTRATION	\$ 21,361	\$ 19,153	\$ 2,208	\$ 419,499	\$ 481,036	-\$ 61,536	-\$ 398,138	-\$ 461,882	\$ 63,744	14%
Fire Services	11,141	11,141	0	39,392	43,877	(4,486)	(28,251)	(32,736)	4,486	-16%
Emergency Services	-	-	-	13,191	14,625	(1,434)	(13,191)	(14,625)	1,434	-11%
Bylaw	2,626	2,033	593	34,633	49,463	(14,830)	(32,007)	(47,429)	15,423	-48%
TOTAL PROTECTIVE SERVICES	\$ 13,767	\$ 13,174	\$ 593	\$ 87,215	\$ 107,965	-\$ 20,750	-\$ 73,448	-\$ 94,790	\$ 21,343	23%
Municipal Planning	6,779	5,167	1,612	35,772	90,422	(54,649)	(28,994)	(85,255)	56,262	-194%
Economic Development	-	-	-	25,257	89,360	(64,103)	(25,257)	(89,360)	64,103	-254%
Safe Communities	-	60	(60)	-	500	(500)	-	(440)	440	#DIV/0!
TOTAL PLANNING & DEVELOPMEN	\$ 6,779	\$ 5,227	\$ 1,552	\$ 61,029	\$ 180,282	-\$ 119,253	-\$ 54,250	-\$ 175,055	\$ 120,805	69%
Public Works - Roads	50	-	50	298,843	341,033	(42,190)	(298,792)	(341,033)	42,240	-14%
Storm Sewer & Drain	-	-	-	62,955	19,476	43,479	(62,955)	(19,476)	(43,479)	69%
Water	358,189	347,568	10,621	294,963	362,553	(67,590)	63,226	(14,985)	78,211	124%
Sewer	259,772	272,138	(12,366)	290,995	341,810	(50,815)	(31,223)	(69,672)	38,449	-123%
Garbage	74,329	74,573	(244)	78,772	97,130	(18,358)	(4,443)	(22,557)	18,114	-408%
Cemetery	9,650	4,000	5,650	8,584	10,156	(1,573)	1,066	(6,156)	7,223	677%
TOTAL PUBLIC WORKS	\$ 701,990	\$ 698,280	\$ 3,711	\$ 1,035,111	\$ 1,172,158	-\$ 137,047	-\$ 333,120	-\$ 473,878	\$ 140,758	30%
FCSS	40,190	38,397	1,793	89,802	85,516	4,286	(49,612)	(47,119)	(2,492)	5%
TOTAL FCSS	\$ 40,190	\$ 38,397	\$ 1,793	\$ 89,802	\$ 85,516	\$ 4,286	-\$ 49,612	-\$ 47,119	-\$ 2,492	5%
Parks	85,195	70,784	14,411	112,823	125,798	(12,975)	(27,628)	(55,014)	27,386	-99%
Arena	153,900	173,769	(19,869)	213,219	250,203	(36,984)	(59,318)	(76,434)	17,115	-29%
Recreation	215,078	207,616	7,462	83,936	90,551	(6,615)	131,142	83,218	47,924	37%
TOTAL REC & COMMUNITY SERVICE	\$ 454,173	\$ 452,169	\$ 2,004	\$ 409,977	\$ 466,551	-\$ 56,574	\$ 44,196	-\$ 48,230	\$ 92,426	192%
Library	-	-	-	64,311	66,743	(2,431)	(64,311)	(66,743)	2,431	-4%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 64,311	\$ 66,743	-\$ 2,431	-\$ 64,311	-\$ 66,743	\$ 2,431	4%
Total Excl. General Municipal	\$ 1,238,261	\$ 1,226,400	\$ 11,861	\$ 2,255,650	\$ 2,660,642	-\$ 404,992	-\$ 1,017,389	-\$ 1,434,242	\$ 416,853	-41%
Total Incl. General Municipal	\$ 4,072,130	\$ 4,013,285	\$ 58,845	\$ 2,488,293	\$ 2,914,446	-\$ 426,152	\$ 1,583,837	\$ 1,098,839	\$ 484,998	

Variance Report Notes

Reporting Period: up to August 31, 2026

Municipal:

To date, 83% of municipal taxes have been collected, compared to 84% at this time last year.

Penalties collected on taxes are \$8,485 over budget.

Franchise fee revenues are currently over budget by \$2,565 and investment revenue is \$37,226 over budget.

There have been three assessment adjustments, which resulted in a \$2,936 tax revenue decrease

Administration

Sales of goods and services are over budget by \$1,800.

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

Roads, Water & Sewer:

Water sales are under budget by \$9,513.

Bulk water sales are over budget by \$140.

Penalties are over budget by \$3,665.

Sewer sales were under budget by \$12,391.

Revenues in water and sewer fluctuate throughout the year;

Bulk water sales can fluctuate based on seasons.

Garbage sales are under budget by \$244. This can fluctuate throughout the seasons as well, often due to landfill usage (i.e. residents dropping items off at the landfill and incurring charges on their utility bill.)

Expenses overall are currently under budget for water, wastewater, and garbage services.

Storm Water

Expenses for contracted services are for the 51st street drainage project.

Revenues for this project are approved from reserves.

Reserve transfers are completed at year-end.

Economic Development & Planning:

Planning permits and licenses are over budget by \$1,425, and business licenses are over budget by \$520.

FCSS & Community Services:

FCSS revenue is mainly the grant, \$11,099 received per quarter.

Rentals and program fees are over budget by \$910, mainly for summer youth programs.

Cemetery:

Plot sales are over budget by \$1,600 and open and close fees are over budget by \$4,050.

Recreation, Parks & Arena

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

Funding of \$12,500 for the community needs assessment has been received.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 15, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Financial Report – Capital, August
Agenda Item No.	5.3

BACKGROUND/PROPOSAL

Attached is the year-to-date financial information up to August 31st for the capital projects for the Town for 2026. The report details the budgeted figures for each approved project, the spend to date, as well as project status and any other applicable notes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

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

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

2026 capital budget.

RECOMMENDED ACTION (by originator)

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

2026 Capital Budget Financial Report

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

Variances (Actual to Budget to August 31, 2026)

50th Avenue Road Project:

- Actual cost to date: \$75,716
- Status: Project started in June; ongoing

Sidewalk Replacement

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

Floor Scrubber purchase

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

Stormwater Park

- Actual costs to date: \$64,293
- Status: The project began with preliminary engineering services and design reports totaling \$47,520. Most recently, engineering work has been completed for

2026 Capital Budget Financial Report

field work activities to support assessments of the wetland area and discussions with the province on the Water Act approval process; \$16,773.

51st Street Hwy 28 Drainage

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	September 15, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	August 2026 Bank Reconciliation
Agenda Item No.	5.4

BACKGROUND/PROPOSAL

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As of August 31st, 2026, the ATB Financial account balance was \$6,767,543.

STRATEGIC ALIGNMENT

Values Statement of **Stewardship**

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

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

Monthly Bank Reconciliation

for the month ending August 31, 2026

ATB General BANK Account Balance	\$ 6,767,543	
<u>ADD: Outstanding Deposits (1)</u>		
	<i>Subtotal</i>	\$ 196
<u>DEDUCT: Outstanding Cheques/EFTs</u>		
	<i>Subtotal</i>	\$ 57,010
Adjusted ATB Bank Account Balance		\$ 6,710,729
GL General BANK Account Balance	\$ 6,626,683.12	
<u>ADD: Outstanding Deposits (2)</u>		
	<i>Subtotal</i>	\$ 133,184
<u>DEDUCT: Outstanding Withdrawals (3)</u>		
	<i>Subtotal</i>	\$ 49,138
Adjusted GL Bank Account Balance		\$ 6,710,729
	variance	\$ -

Notes

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

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

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 15, 2026
Presented by:	Bill Rogers, Chief Administrative Officer
Title:	2026-2035 Strategic Plan
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Tim Duhamel from Bloom Centre for Municipal Excellence presented the draft 2026-2035 Strategic Plan to Council at the June 16, 2026, regular Council meeting. Council had requested changes to the document, which are now complete.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The 2026-2035 Strategic Plan is designed to be a living document that is revisited annually for planning and priority purposes.

Key components for the Strategic Plan include Council's message, our planning framework and plans for growth, governance, infrastructure and community well-being. Goals and action items outlined in the plan will help craft our future budgets and capital plans as priorities are translated into actions.

At the June 16, 2026, regular Council meeting, Council had suggested several changes be made to the plan prior to approval. The document has since been reviewed by a group consisting of administration and the Deputy Mayor.

Changes include clarification of Dark Sky status, land strategy and economic initiative items, as well as photos used in the plan.

RECOMMENDED ACTION (by originator)

THAT Council approve the Town of Bon Accord 2026-2035 Strategic Plan.



Town of
Bon Accord
building for tomorrow

STRATEGIC PLAN
2026-2035

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Town of Bon Accord STRATEGIC PLAN

Enhanced Framework with Priority
Focus Areas, Key Themes, Performance
Measures, and Draft Action Plan

**Growing with Purpose.
Leading with Pride.**

This strategic plan provides a comprehensive municipal framework to guide decision-making, annual budget discussions, infrastructure planning, service alignment, performance reporting, and long-term accountability.

This enhanced version introduces key themes under each priority focus area so that objectives are more clearly categorized, easier to implement, and better aligned with best-practice strategic planning for municipalities.

Introduction

This Strategic Plan is intended to provide the Town of Bon Accord with a clear, disciplined, and practical framework for decision-making over the coming years. It is designed to help Council and administration align priorities, guide annual budgets, support accountability, and ensure that municipal decisions are made with immediate needs and long-term sustainability in mind.

A municipal strategic plan should do more than express aspirations. Best-practice strategic planning in municipalities connects community values to practical actions, measurable results, service delivery expectations, infrastructure planning, and long-term financial sustainability. It should guide the organization in answering five essential questions: Where are we today? Where do we want to go? What matters most? How will we get there? How will we measure success?

This enhanced version builds on the existing Bon Accord framework and clearly organizes each priority focus area through key themes. This structure improves readability, creates strong strategic alignment, and makes it easier for Council and administration to translate the plan into budgets, work plans, capital priorities, and annual reporting.



COMMUNITY PROFILE

Bon Accord is a proud, welcoming, and forward-thinking community that offers the best of small-town living within a strategically connected regional setting. Located near the Edmonton Metropolitan Region, the Town benefits from access to employment, transportation, and regional partnerships while maintaining the safety, character, and strong sense of belonging that residents value.

Defined by its community spirit and commitment to quality of life, Bon Accord provides a close-knit environment, responsive leadership, and an affordable, family-oriented lifestyle. These qualities continue to make it an attractive place to live, invest, and build a future.

The Town has also distinguished itself through leadership in sustainability and innovation. Initiatives such as solar investments, EV infrastructure, LED retrofits, and its nationally recognized Dark Sky Community designation reflect a clear commitment to environmental stewardship and long-term thinking.

Like many municipalities, Bon Accord faces pressures related to growth, infrastructure, and financial sustainability. Its continued success will depend on disciplined governance, strategic investment, and maintaining strong community trust.

With a solid foundation and clear vision, Bon Accord is well positioned for long-term success—growing in a way that is intentional, sustainable, and aligned with its community values.



Council's Message



As Council, we are committed to leading this community with purpose, accountability, and pride. Bon Accord is more than a place—it is a community built on connection, resilience, and a shared belief in a strong and vibrant future. We are deeply committed to preserving what makes our town special while taking bold, thoughtful steps toward what comes next.

This strategic plan reflects Council's leadership and our responsibility to set a clear direction for the future. It is our roadmap—guiding decisions, aligning priorities, and ensuring that every action we take moves Bon Accord forward in a meaningful and sustainable way.

We have focused on what matters most to our community: responsible growth, strong governance, reliable infrastructure, community well-being, and open, meaningful communication. These priorities are not just ideas—they are commitments. Through clear actions and measurable outcomes, Council is taking responsibility for delivering real results.

We know that success will not come from planning alone, but from action and collaboration. As Council, we are committed to working alongside administration, residents, businesses, and regional partners to bring this vision to life.

We believe in Bon Accord. We believe in its people, its potential, and its future. With strong leadership and a shared commitment to excellence, we will continue to build a community that grows with purpose, leads with pride, and inspires those who call it home.

COMMUNITY

-Context-



Bon Accord offers the advantages of small-town life while benefiting from regional access to employment, services, and transportation corridors. Residents value safety, familiarity, relationships, and quality of life. The community's scale allows for local decision-making, strong personal connections, and a governance model that can remain nimble and responsive.

At the same time, Bon Accord must operate within real limitations. Land availability is constrained. Environmental assets such as wetlands require thoughtful protection. Infrastructure and service delivery must be aligned with realistic financial capacity. These realities do not weaken Bon Accord's future; they shape the kind of future the Town should pursue.

Bon Accord's path forward is not about growth at any cost. It is about smart growth, sound governance, strategic infrastructure investment, recreation and well-being, and strong community connection. The Town has also shown leadership through initiatives such as solar investments, EV charging, LED retrofits, and achievement of Dark Sky community designation. These initiatives reflect a broader community identity rooted in stewardship, innovation, and pride.



STRATEGIC PLANNING FRAMEWORK

This Strategic Plan is intended to function as a governing document for Council and administration. It should guide annual budget deliberations, departmental work planning, capital planning and asset management, policy review and development, performance reporting, communication with the public, and major service and development decisions.

For the plan to be effective, it must be treated as a living document. It should be reviewed annually, supported by measurable progress reporting, and periodically updated to reflect changing conditions.



VISION, MISSION, AND VALUES

VISION

The Town of Bon Accord promotes a prosperous, residential, and industrial growth community while maintaining a hometown feeling.

MISSION

To promote and improve our quality of living, enhance our sense of community, and preserve the integrity of our hometown values while growing into a Town that is diverse, prosperous and welcoming to new residents, businesses and visitors.

CORE VALUES

**INTEGRITY, PROFESSIONALISM, TRANSPARENCY,
COLLABORATION, STEWARDSHIP AND SERVICE EXCELLENCE**

• INTEGRITY

A Town of great moral character that promotes consistency, truthfulness, and trust.

• 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.

• TRANSPARENCY

Open and accountable to our residents and encourage open communication

• COLLABORATION

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

• STEWARDSHIP

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

• SERVICE EXCELLENCE

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



STRATEGIC PLANNING PRINCIPLES



- **Financial sustainability first.** New initiatives, services, and development should be evaluated for both short-term affordability and long-term cost implications.
- **Growth must pay its way.** Development should strengthen the community rather than create future financial pressure through underfunded infrastructure or service demands.
- **Service excellence is about value, not volume.** The goal is not simply to provide more services, but to provide the right services well and at an appropriate cost.
- **Infrastructure should be planned, not deferred.** Capital decisions should be made in the context of asset condition, risk, growth, and long-term lifecycle cost.
- **Communication builds trust.** Strong governance depends on clear public communication, transparency, and meaningful connection with residents.
- **Community identity matters.** Bon Accord should continue to lean into the features that make it distinctive, including its environmental leadership and local pride.





STRATEGIC PRIORITY FOCUS AREAS

The following priority focus areas represent the core strategic directions that should guide Council and administration over the life of this plan. In keeping with best practices, each focus area contains a strategic intent statement, contextual rationale, key themes, categorized objectives, performance measures, and draft recommended actions to support implementation.

STRATEGIC INTENT

Bon Accord will pursue thoughtful, financially responsible growth that supports community needs, protects environmental features, and strengthens the Town's long-term tax base and service sustainability.

Why This Matters

Municipal growth can create opportunity, but it can also create future liabilities when it is not aligned with servicing capacity, lifecycle costs, and market reality. Bon Accord must be deliberate in identifying where development should occur, what kind of development is most beneficial, and how land use decisions contribute to broader community goals.

KEY THEMES AND OBJECTIVES

Growth Readiness and Land Strategy

Ensuring growth occurs in areas that are serviceable, realistic, and aligned with long-term municipal interests.

- Direct growth toward areas that are serviceable, viable, and aligned with infrastructure capacity.
- Undertake feasibility and readiness work for priority lands and other strategic areas.
- Improve development readiness through clearer municipal information, better process visibility, and more consistent expectations for proponents.

Housing Diversity and Community Needs

Supporting a broader mix of housing so Bon Accord can respond to changing demographics and future market needs.

- Promote housing diversity, including family-oriented, attainable, and senior-supportive housing forms.
- Explore opportunities that support seniors aging in place within the community.
- Assess transportation and mobility needs that may affect residents, including vulnerable populations and those aging in place.

Commercial Opportunity and Assessment Growth

Using growth to build the assessment base and improve local convenience without undermining affordability or sustainability.

- Encourage development that strengthens the assessment base and supports long-term financial resilience.
- Support commercial development that is appropriately scaled and improves day-to-day convenience for residents.
- Develop investor- and builder-facing materials that clearly communicate community strengths, opportunities, and expectations.





KEY PERFORMANCE INDICATORS (KPIs)

THEME	INDICATOR	MEASUREMENT	TIMING/TARGET
Land Strategy	Completion of development readiness for priority lands	Project milestone	Short term
Housing Diversity	Number of new housing forms, concepts, or partnerships advanced	Annual count	Annual review
Assesment Growth	Net new taxable assessment growth	Year-over-year trend	Annual budget cycle
Commercial Growth	Commercial inquiries, proposals, or approvals	Tracked activity	Annual review
Mobility and Inclusion	Progress on transportation gap assessment or partnership discussions	Milestone completion	Short to medium term

WHAT SUCCESS LOOKS LIKE

- Growth occurs in a way that is financially supportable, well-planned, and aligned with municipal capacity.
- Bon Accord expands housing choice while supporting families, seniors, and long-term residents.
- New development strengthens the assessment base and improves day-to-day amenities for residents.

DRAFT RECOMMENDED ACTIONS

ACTION	PURPOSE	TIMELINE	LEAD	EXAMPLE SUCCESS MEASURE
Complete priority land feasibility and EOI work	Clarify market interest, servicing considerations, and realistic next steps for strategic lands.	Short	CAO /Council	Council receives feasibility results and a clear recommended path forward.
Prepare builder and investor package	Improve development readiness and make opportunities easier to understand.	Short	Administration	Package is completed and used in outreach or discussions.
Advance seniors' housing discussions	Support aging in place and broaden community housing options.	Short-Med	CAO /Council	Partnership discussions occur and concept options are identified.
Assess local transportation gaps	Identify mobility barriers affecting residents and future growth planning.	Short	Administration	Gap assessment or partner discussion summary is completed.





PRIORITY FOCUS AREA 2: GREAT GOVERNANCE

STRATEGIC INTENT

We will responsibly maintain, renew, and expand Bon Accord's infrastructure to support sustainable growth, quality of life, and long-term community resilience.

WHY THIS MATTERS

Strong governance is foundational to municipal success. It improves decision-making, clarifies roles, supports staff effectiveness, and builds public confidence. In a smaller municipality, governance quality has a direct impact on culture, service outcomes, financial discipline, and long-term organizational health.

KEY THEMES AND OBJECTIVES

Council Leadership and Role Clarity

Maintaining strong leadership, healthy working relationships, and sound governance practices.

- Improve clarity, consistency, and effectiveness in Council and administrative decision-making.
- Support ongoing governance development, role clarity, and respectful working relationships.
- Strengthen the strategic connection between Council priorities, administrative advice, and municipal outcomes.

Policy, Standards, and Accountability

Using formal governance tools to support transparency, consistency, and sound public administration.

- Improve policy alignment between governance, service levels, and financial sustainability.
- Enhance bylaw and community standards capacity where needed.
- Establish a strong annual reporting approach tied to strategic priorities and organizational performance.

Organizational Performance and Service Alignment

Ensuring municipal services, internal processes, and staffing capacity are aligned with what the community can sustain.

- Build a service culture focused on value for service.
- Strengthen accountability and performance management across the organization.
- Support a healthy workplace and position Bon Accord as an employer of choice.



KEY PERFORMANCE INDICATORS (KPIs)

THEME	INDICATOR	MEASUREMENT	TIMING/TARGET
Governance	Completion of governance or service delivery review	Milestone	Short term
Performance	Annual strategic progress reporting completed	Report issued	Annual
Workplace	Staff retention, vacancy, or stability indicators	Trend monitoring	Annual
Policy	Number of key policies or bylaws reviewed and updated	Annual count	Annual
Service Value	Number of service improvements or efficiencies implemented	Annual count	Annual

WHAT SUCCESS LOOKS LIKE

- Council and administration operate with clarity, professionalism, and strong working relationships.
- Municipal services are better aligned with priorities, capacity, and community expectations.
- Residents experience accountable governance supported by strong reporting and clearer standards.

DRAFT RECOMMENDED ACTIONS

ACTION	PURPOSE	TIMELINE	LEAD	EXAMPLE SUCCESS MEASURE
Conduct governance and service review	Improve clarity, efficiency, and alignment between service delivery and strategic direction.	Short	Council/CAO	Review is completed with recommendations and implementation priorities.
Create annual strategic reporting framework	Support public accountability and better tracking of strategic progress.	Short	Administration	Council receives a standard annual progress report template and cycle.
Develop policy review schedule	Systematically update policies and bylaws that support governance and service standards.	Med	Administration/ Council	Policy inventory and review calendar are adopted.
Review bylaw and standards capacity	Assess whether community standards enforcement is sufficient and sustainable.	Short-Med	Administration	Capacity review is completed and options are presented to Council.



PRIORITY FOCUS AREA 3: INFRASTRUCTURE

STRATEGIC INTENT

Bon Accord will protect and improve its infrastructure assets through proactive planning, disciplined capital investment, and strategic beautification that supports both service delivery and community identity.

WHY THIS MATTERS:

Infrastructure is one of the largest and most important municipal responsibilities. Roads, utilities, facilities, and public spaces shape how residents live and how the Town is perceived. Good infrastructure planning must balance maintenance, renewal, growth readiness, safety, appearance, and affordability.

KEY THEMES AND OBJECTIVES

Asset Management and Lifecycle Planning

Making capital decisions through a disciplined understanding of asset condition, risk, and long-term cost.

- Advance proactive asset management and infrastructure planning.
- Align infrastructure investments with long-term financial capacity and strategic growth areas.
- Use lifecycle-based decision-making to support capital planning and risk reduction.

ROADS, PUBLIC REALM, AND COMMUNITY IMAGE

Improving visible infrastructure and public spaces that shape daily experience and community pride.

- Prioritize critical road and public realm improvements.
- Improve gateway and highway-facing areas to strengthen community image.
- Improve the visual quality and curb appeal of key public and commercial areas.

PARTNERSHIP FUNDING

AND STRATEGIC DELIVERY

Leveraging outside resources and coordinated delivery approaches to maximize capital impact.

- Maximize grant and partnership opportunities to support capital investment.
- Sequence capital work in a way that reflects urgency, readiness, and funding opportunities.
- Integrate infrastructure planning more directly into long-term financial and growth discussions.



KEY PERFORMANCE INDICATORS (KPIs)

THEME	INDICATOR	MEASUREMENT	TIMING/TARGET
Asset Management	Percentage of core assets with current condition information	Coverage rate	Annual target
Capital Planning	Completion of updated capital priorities tied to asset risk	Milestone	Annual budget cycle
Road and Realm	Progress on priority road, streetscape, or gateway projects	Milestone tracking	Annual
Funding	External capital grant funding secured	Dollar Value	Annual
Beautification	Visible public-realm improvement initiatives advanced	Annual count	Annual

WHAT SUCCESS LOOKS LIKE

- Infrastructure decisions are better informed by asset condition, risk, and lifecycle cost.
- Residents see visible improvement in roads, gateways, and public-facing spaces.
- Capital investments are more strategic, affordable, and better supported by grants and partnerships.

DRAFT RECOMMENDED ACTIONS

ACTION	PURPOSE	TIMELINE	LEAD	EXAMPLE SUCCESS MEASURE
Advance Asset Management Plan updates	Strengthen lifecycle planning and improve capital prioritization.	Short	Public Works / Administration	Updated condition data and priority capital list are completed.
Develop gateway beautification concept	Improve community image and identify practical enhancement opportunities.	Short-Med	Administration/ Council	Concept, staging, and costing options are presented.
Prioritize key road and public realm projects	Focus resources on the most visible and strategic infrastructure needs.	Med	Public Works / Administration	Priority projects are identified and incorporated into capital planning.
Establish capital grant strategy	Improve readiness to secure outside funding for infrastructure initiatives.	Short	Administration	Grant calendar and target project list are created.



STRATEGIC INTENT

Bon Accord will invest in recreation, parks, trails, and public spaces that support quality of life, inclusion, community health, and long-term community attractiveness.

WHY THIS MATTERS:

Recreation infrastructure and community amenities contribute significantly to resident satisfaction, community pride, and municipal attractiveness. In smaller communities, strong recreational assets can be a major differentiator in attracting and retaining families and supporting social connection across all ages.

KEY THEMES AND OBJECTIVES

Parks, Trails, and Outdoor Connectivity

Building a more connected, attractive, and functional network of outdoor spaces.

- Expand and improve trail, walkway, and outdoor recreation connectivity.
- Integrate natural features and environmental stewardship into recreation planning.
- Improve the usability and attractiveness of public outdoor spaces.

FACILITIES AND MULTI-USE RECREATION VALUE

Ensuring community assets such as the arena and other spaces provide year-round and flexible value.

- Support recreation facilities that provide flexible, year-round value.
- Assess opportunities for better utilization of existing recreation assets.
- Use recreation investment decisions to strengthen long-term community attractiveness.

INCLUSIVE QUALITY OF LIFE AND COMMUNITY PRIDE

Improving accessibility, belonging, and community well-being through recreation investment.

- Improve public spaces for all ages and abilities.
- Use recreation investments to strengthen quality of life and community identity.
- Ensure recreation planning considers families, youth, seniors, and inclusive public use.





KEY PERFORMANCE INDICATORS (KPIs)

THEME	INDICATOR	MEASUREMENT	TIMING/TARGET
Connectivity	Trail or walkway improvements advanced	Kilometres / milestones	Annual
Facilities	Recreation facility upgrades or utilization initiatives completed	Annual count	Annual
Amenities	New or enhanced public amenities added	Annual count	Annual
Accessibility	Accessibility improvements incorporated into projects	Project review	Annual
Quality of Life	Resident feedback on recreation and community amenities	Survey / engagement	Periodic

WHAT SUCCESS LOOKS LIKE

- Bon Accord offers enhanced and more connected parks, trails, and public spaces.
- Recreation facilities provide better year-round value and community benefit.
- Residents experience a higher quality of life through inclusive and visible recreational investment.

DRAFT RECOMMENDED ACTIONS

ACTION	PURPOSE	TIMELINE	LEAD	EXAMPLE SUCCESS MEASURE
Confirm recreation capital priorities	Align future spending with the most meaningful recreation outcomes.	Short	Council / Administration	Priority recreation list is integrated into budget planning.
Advance trail and outdoor amenity planning	Improve connectivity and the quality of public spaces.	Med	Administration / Stakeholders	Concept plan and phased priorities are completed.
Review multi-use arena opportunities	Maximize year-round value from existing recreation assets.	Med	Administration	Utilization review identifies improvement opportunities.
Explore stormwater park or pond opportunities	Create recreation and placemaking value from natural or infrastructure assets.	Med-Short	Council / Administration	Concept opportunities are identified and assessed.



STRATEGIC INTENT

Bon Accord will strengthen public trust, community pride, and intermunicipal relationships through consistent communication, transparent governance, and a strong shared story about who the community is and where it is going.

WHY THIS MATTERS

Trust is built when people understand what their municipality is doing, why decisions are being made, and how those decisions connect to broader goals. Strong communication also supports pride, engagement, and community identity. Bon Accord has important stories to tell about its people, projects, environmental leadership, and future direction.

KEY THEMES AND OBJECTIVES

Resident Communication and Transparency

Improving how information is shared so residents better understand municipal projects, priorities, and decisions.

- Improve communication with residents regarding projects, priorities, and municipal operations.
- Increase transparency and public understanding of Council and administration work.
- Develop a more consistent communication rhythm tied to key municipal activities and decisions.

COMMUNITY IDENTITY AND STORYTELLING

Strengthening pride and connection by communicating what makes Bon Accord distinctive.

- Strengthen civic pride through storytelling, local celebration, and event promotion.
- Leverage Bon Accord's environmental leadership and Dark Sky identity as part of the Town's story.
- Celebrate local achievements, volunteers, and the people who contribute to community strength.

PARTNERSHIPS AND

REGIONAL RELATIONSHIPS

Using communication and collaboration to build strong relationships beyond municipal boundaries.

- Build strong partnerships with neighbouring municipalities and stakeholders.
- Improve the Town's external positioning through clearer messaging and a strong civic brand.
- Support intermunicipal collaboration where it advances shared priorities or mutual benefit.





KEY PERFORMANCE INDICATORS (KPIs)

THEME	INDICATOR	MEASUREMENT	TIMING/TARGET
Communication	Frequency of newsletters, updates, or communication outputs	Annual count	Quarterly / annual
Engagement	Resident participation in engagement opportunities	Attendance / response levels	Annual
Identity	Community storytelling or recognition initiatives delivered	Annual count	Annual
Partnerships	Partnership discussions or collaborative initiatives advanced	Project review	Annual
Trust	Resident feedback on communication and transparency	Survey / engagement	Periodic

WHAT SUCCESS LOOKS LIKE

- Residents have a clearer understanding of municipal priorities, projects, and decisions.
- Bon Accord tells its story more effectively and strengthens community pride.
- The Town is seen as connected, collaborative, and intentional in how it communicates internally and externally.

DRAFT RECOMMENDED ACTIONS

ACTION	PURPOSE	TIMELINE	LEAD	EXAMPLE SUCCESS MEASURE
Develop municipal communications strategy	Create a practical framework for consistent, transparent communication.	Short	Administration	Strategy and communication calendar are adopted.
Launch storytelling and recognition initiative	Celebrate local people, projects, and achievements to strengthen civic pride.	Short	Administration / Council	Regular features or recognition pieces are published.
Advance Dark Sky and environmental branding	Strengthen Bon Accord's identity through distinctive community positioning.	Med	Council / Administration	Branding concepts or programming ideas are developed.
Create regional relationship plan	Support more intentional intermunicipal and stakeholder engagement.	Med	Council / CAO	Priority relationships and engagement actions are identified.

IMPLEMENTATION

A strategic plan only creates value when it is actively used. To ensure this plan drives meaningful results, Bon Accord should implement a disciplined approach to annual strategic priority-setting, budget alignment, departmental ownership, progress reporting, and regular review.

- **Annual strategic priority setting - Each year, Council should identify which actions are highest priority for the coming budget and operational cycle.**
- **Alignment with the budget - Operating and capital budgets should clearly identify how major expenditures connect to one or more strategic priority areas.**
- **Departmental ownership - Administration should assign lead departments or responsible positions for key actions and milestones.**
- **Progress reporting - Council and the public should receive an annual strategic plan progress report summarizing achievements, challenges, next steps, and performance measure updates.**
- **Review cycle - The plan should be reviewed annually and formally refreshed every three to four years, or sooner if significant conditions change.**



Closing Statement

This Strategic Plan provides Bon Accord with a disciplined and practical roadmap for the future. It is grounded in the reality that strong municipalities do not simply react year by year; they lead with intention, align decisions with long-term outcomes, and measure whether progress is actually being achieved.

Bon Accord's future should be shaped by thoughtful growth, sound governance, responsible infrastructure investment, quality recreation, and strong communication. By focusing on these priorities and holding itself accountable through measurable action, the Town can continue to grow with purpose and lead with pride.





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TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	September 15, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	2026-05 Fire Services Bylaw – 2nd and 3rd Readings
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Fire Services Bylaw was last updated in 2022 and recent review indicated that updates were required.

The updated bylaw was drafted to include feedback from Bon Accord's Fire Chief, Chad Moore. Updates to the bylaw are shown in the attached document and explained further below.

Administration sought feedback on the bylaw at the August 25, 2026, Committee of the Whole Meeting where the Committee recommended bringing this bylaw forward to an upcoming Regular Council Meeting for first reading. Council gave first reading to 2026-05 Fire Services Bylaw at the September 1, 2026 regular meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Key updates to the Fire Services Bylaw include:

- Replaced reference to "Fire Advisory" to "Fire Restriction". This was a recommended change from Chief Moore, as an Advisory is intended to be used as warning while a Restriction is used when the risk of fire increases. Therefore, the increased restrictions would be more suitable to a "Fire Restriction" than a "Fire Advisory".
- Re-added the definition of "Portable Appliance" which was removed from the bylaw when it was updated in 2022. In the current bylaw, the definition of "Recreational Fire" in section 2(ee) only includes "Approved Fire Pit" and does not include "Portable Appliance". This becomes a concern in section 13(5), as the current bylaw reads that a Recreational Fire in an Approved Fire Pit does not require a Fire Permit, implying that any other type of fire (like one in a Portable Appliance) does require a Fire Permit. Essentially, the current bylaw requires that anything that is not a fire pit (BBQs, smokers, etc.) requires a Fire Permit. The updated version of the bylaw clarifies that a Fire Permit is not required for Portable Appliances.

- Re-added cemetery burial burning to the list of exempted types of burning in section 13(6)(c) that was removed when the bylaw was updated in 2022.
- Grammatical updates as required.

STRATEGIC ALIGNMENT

Value Statement of:

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION

Both of the following:

THAT Council gives second reading to 2026-05 Fire Services Bylaw, as presented.

AND

THAT Council gives third and final reading to 2026-05 Fire Services Bylaw, as presented.

**TOWN OF BON ACCORD
BYLAW No. 2026-05
FIRE SERVICES BYLAW**

BEING A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AND OPERATING FIRE SERVICES, PROVIDING A PERMITTING SYSTEM FOR FIRES AND FIREWORKS, AND AUTHORIZING THE RECOVERY OF FEES, EXPENSES AND CHARGES

WHEREAS, the *Municipal Government Act* provides that a council may pass bylaws respecting:

- a) the safety, health and welfare of people and the protection of people and property;
- b) services provided by or on behalf of the Town; and
- c) the enforcement of bylaws;

AND WHEREAS, the *Municipal Government Act* further provides that a municipality may pass bylaws to regulate, prohibit and impose a system of licenses, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

AND WHEREAS, the *National Fire Code – 2019 Alberta Edition* contemplates that municipalities will regulate the use, sale and storage of fireworks within their jurisdiction;

AND WHEREAS, the Town of Bon Accord wishes to provide for the prevention and control of fires within its boundaries;

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

PART I – INTERPRETATION AND DEFINITIONS

Bylaw Title

- 1** This Bylaw may be cited as the “**Fire Services Bylaw**”.

Definitions

- 2** In this Bylaw:

- (a) “**Agreement**” means the Fire Services Agreement entered into between the Town and Sturgeon County respecting the provision of Fire Protection within the boundaries of the Town by Sturgeon County;
- (b) “**Apparatus**” means any vehicle provided with machinery, devices, Equipment or materials for firefighting operated by or for Fire Services whether that vehicle operates on land, in the air, or on the water;
- (c) “**Approved Fire Pit**” means an outdoor receptacle that meets the following specifications:

TOWN OF BON ACCORD
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FIRE SERVICES BYLAW

- (i) is fully enclosed on all sides and constructed entirely from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials acceptable to the Fire Chief;
 - (ii) height does not exceed sixty (60) centimeters when measured from the surrounding grade to the top of the pit covering;
 - (iii) opening does not exceed one (1) metre in width or in diameter when measured between the widest points or outside edges;
 - (iv) is set upon or built into the bare ground or on a non-combustible material such as brick, stone or concrete;
 - (v) is not located over any underground utilities;
 - (vi) is a minimum of one (1) meter laterally and five (5) meters vertically from any aboveground wires;
 - (vii) when measured from the nearest edge must be a minimum of four (4) meters from any part of the residence including overhang;
 - (viii) when measured from the nearest edge must be a minimum of three (3) meters from any property line, out buildings, or combustible materials such as fences or trees;
 - (ix) when in operation, shall have a spark arrester screen with maximum openings of ½ inch and
 - (x) as may otherwise be determined by the Fire Chief having regard to health, safety, hazards and risks.
 - (xi) If there is no place on the property where a fire pit may be located using the above specifications, a variance may be applied for, if in the opinion of the Fire Chief or his designate, such safeguards and precautions are in place and that the fire pit will be used safely, a variance may be granted by the Fire Chief or his designate with the person or persons requesting the variance.
- (d) **“Burnable Debris”** has the same meaning given to it in the *Substance Release Regulation*, and includes all combustible waste other than the Prohibited Debris as well as cardboard and paper products;
- (e) **“Burning Barrel Fire”** means a fire confined to an outdoor receptacle that meets the following specifications:
- (i) non-combustible structure or container that has draft holes no larger than five (5) millimeters in diameter;

**TOWN OF BON ACCORD
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FIRE SERVICES BYLAW**

- (ii) equipped with a heavy gauge metal screen to contain sparks over the fire at all times, with a mesh size not greater than sixteen (16) millimeters secured in place with latches or weights;
- (iii) which is lit for the purpose of burning household refuse or other Burnable Debris; and
- (iv) is not located over underground utility services or below aboveground wires;
- (f) **"Burning Hazard"** means an actual or potential occurrence of fire or other combustion of organic or inorganic material that could endanger human life or property or damage property;
- (g) **"Chief Administrative Officer"** means the individual appointed as the chief administrative officer of the Town by resolution of Council in accordance with *Municipal Government Act*, or their delegate;
- (h) **"Council"** means the duly elected council of the Town;
- (i) **"Dangerous Goods"** means any material or substance that may constitute an immediate or long-term adverse effect to life, health, Property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage, or transportation environment and shall include those products, substances, and organisms that are covered by the Transportation of Dangerous Goods Regulations;
- (j) **"Equipment"** means any tools, devices or materials used by Fire Services to combat an Incident or other emergency;
- (k) **"False Alarm"** means any notification, by whatever means received, to Fire Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to Persons or Property, wherein such condition, circumstance, fire or other event does not, in fact, exist;
- (l) **"Fire Restriction"** means an order issued pursuant to this Bylaw for the purpose of fire prevention and cessation of all Fire Permits and Fireworks Permits for the duration of the restriction;
- (m) **"Fire Ban"** means any fire ban, whether municipally or provincially declared, that prohibits fires in all or part of the Town;
- (n) **"Fire Chief"** means the individual appointed by Sturgeon County as fire chief for the Town, in accordance with the Agreement, or their delegate;
- (o) **"Fire Permit"** means a permit issued by the Fire Chief, authorizing the setting of a specific type of fire;

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FIRE SERVICES BYLAW**

- (p) **"Fire Protection"** includes any of the services enumerated in section 7 of this Bylaw and includes any other services delivered by or for Fire Services that is authorized by Council;
- (q) **"Fire Protection Charges"** means all rates, fees, and charges payable for, or in connection with, Fire Services in providing fire protection within the Town;
- (r) **"Fire Services"** means the fire department established and organized by Sturgeon County to provide Fire Protection within the boundaries of the Town, in accordance with the Agreement, and shall include all Members and Fire Services Property;
- (s) **"Fireworks"** means the pyrotechnics classified as fireworks pursuant to the *Explosives Act* and its Regulations, including consumer fireworks, display fireworks and special effect pyrotechnics, but does not include firecrackers or explosive devices;
- (t) **"Fireworks Permit"** means a permit, issued by the Fire Chief, authorizing the possession, handling, discharge, firing or setting off of Fireworks in the Town;
- (u) **"Incident"** includes a fire or any situation where a fire or explosion is imminent or any other emergency where there is a danger or possible danger to life or Property;
- (v) **"Member"** means any Person who is duly appointed as a member of Fire Services;
- (w) **"Member in Charge"** means the Fire Chief, or in the absence of the Fire Chief, the highest ranking Member who first arrives at the scene of an Incident;
- (x) **"Occupant"** means any Person that is in possession, control or occupation of Property;
- (y) **"Owner"** means any Person listed on title as the registered owner of Property at the Land Titles Office;
- (z) **"Peace Officer"** has the same meaning given to it in the *Provincial Offences Procedures Act*;
- (aa) **"Person"** includes any individual, firm, partnership or body corporate;
- (bb) **"Portable Appliance"** means any outdoor appliance sold or constructed for the purpose of cooking food, obtaining warmth or viewing for pleasure and is easily moveable, including but not limited to barbeques, smokers, and above-ground fireplaces;
- (cc) **"Prohibited Debris"** has the same meaning given to it in the *Substance Release Regulation*; including any combustible waste that when burned may result in the release to the atmosphere of dense smoke, offensive odors, or toxic substances (such as but not limited to animal manure, non-wooden material, waste material from construction sites, excluding wooden materials that do not contain wood preservatives).

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- (dd) **“Property”** means any real or personal property;
- (ee) **“Recreational Fire”** means a fire confined within an Approved Fire Pit or Portable Appliance, which is lit for the purpose of cooking, obtaining warmth or viewing for pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane;
- (ff) **“Residential or Commercial Districts”** means the residential and commercial districts as designated in the Town’s Land Use Bylaw and its associated maps;
- (gg) **“Smudge Fire”** means a fire confined to a non-combustible structure or container which is lit for the purpose of protecting livestock from insects or for protecting garden plants from frost and is fueled solely by dry wood or charcoal;
- (hh) **“Town”** means the Town of Bon Accord;
- (ii) **“Violation Ticket”** has the same meaning given to it in the *Provincial Offences Procedure Act*.

Rules of Interpretation

- 3** The headings in this Bylaw are for guidance purposes and convenience only.
- 4** Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5** In this Bylaw, a citation of or reference to any act or regulation of the Province of Alberta or of Canada, or of any other bylaw of the Town, is a citation of or reference to that act, regulation, or bylaw as amended, whether amended before or after the commencement of the act, regulation or bylaw in which the citation or reference occurs.
- 6** Nothing in this Bylaw relieves a Person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or licence.

PART II – FIRE SERVICES

Establishment and Purpose of Fire Services

7

- (1) Council authorizes Sturgeon County to provide Fire Protection for and on behalf of the Town for the purpose of:
 - (a) preventing and extinguishing fires;
 - (b) investigating the origin, cause and circumstances of fires;
 - (c) preserving life and Property and protecting Persons and Property from injury or destruction by fire;

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- (d) preventing, combating, responding to, and controlling Incidents;
- (e) carrying out preventable controls;
- (f) providing rescue services for motor vehicle collisions, not including water or ice rescue;
- (g) conducting pre-fire planning and fire inspections;
- (h) providing public education and information regarding fire safety; and
- (i) providing any other emergency response as may be authorized by the Town's policy or applicable legislation,

in accordance with the requirements of this Bylaw and the terms and conditions of the Agreement.

Authority and Responsibility of Fire Chief

8

- (1) The Fire Chief shall be responsible for managing the overall delivery of Fire Protection by Fire Services, subject to:
 - (a) this Bylaw;
 - (b) all applicable Town policies, guidelines and directives;
 - (c) the Agreement.
- (2) The Fire Chief is authorized to delegate, to a Member, any powers, duties or function of the Fire Chief under this Bylaw.

Authority and Responsibility of Members

- 9** Members are responsible to the Fire Chief for the performance of their duties pursuant to this Bylaw and applicable policies of the Town.

Authority and Responsibility of Member in Charge

- 10** The Member in Charge at an Incident shall have control, direction and management of all Apparatus, Equipment and manpower assigned to that Incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

11

- (1) The Member in Charge shall take action as deemed necessary for preserving life and Property and protecting Persons and Property from injury or destruction by fire or other emergency and is authorized to:

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- (a) enter, pass through or over buildings, structures or Property whether adjacent or in proximity to an Incident and to cause Members, Apparatus or Equipment to enter or pass through or over the building, structure or Property without permission;
- (b) establish boundaries or limits and keep Persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- (c) request Peace Officers to enforce restrictions on Persons entering within the boundaries or limits outlined in subsection (b);
- (d) cause a building, structure or thing to be pulled down, demolished or otherwise removed;
- (e) secure Town manpower and Equipment which is considered necessary to deal with an Incident;
- (f) secure or commandeer privately owned Equipment which is considered necessary to deal with an Incident and authorize payment for use of the Equipment;
- (g) require any adult Person who is not a Member, to assist in:
 - (i) extinguishing a fire or preventing the spread thereof;
 - (ii) removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
 - (iii) demolishing a building or structure at or near the fire or other Incident.

PART III – OBSTRUCTION

Prohibitions

12

- (1) No person shall place or cause to be placed, any matter or thing so as to obstruct or interfere with the operation or use of any fire hydrant, the Fire Services water inlet or outlet connections on buildings, fire alarm controls, manual alarm stations, or any fire detection device or Equipment.
- (2) No Person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire hydrants, cisterns, or bodies of water designated for firefighting purposes.

PART IV – FIRES AND FIRE PERMITS

Permitted and Prohibited Fires

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13

- (1) No Person shall burn or cause to be burned any Prohibited Debris.
- (2) No Person shall light or cause to be lit, or otherwise allow or permit, any outdoor fire upon land they are the Owner or Occupant, unless the Person holds a valid and subsisting Fire Permit, or the fire is exempt from the requirement for a Fire Permit under this Bylaw.
- (3) No Person shall light or cause to be lit, or otherwise allow or permit, a Burning Barrel Fire or Smudge Fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town.
- (4) No Person shall light or cause to be lit, or otherwise allow or permit, any fire upon land Owned or Occupied by them or otherwise under their control within Residential or Commercial Districts of the Town unless a fire pit inspection has been conducted and approved by the Fire Chief.
- (5) A Fire Permit is not required for a Recreational Fire in a Portable Appliance or an Approved Fire Pit provided that:
 - (a) the fire is kept under control and supervised at all times by a responsible adult until such time that the fire has been completely extinguished; and
 - (b) flame height does not exceed ninety (90) centimeters above the structure or container.
- (6) This Bylaw does not apply to:
 - (a) an outdoor fire lit by Fire Services for training or preventive control purposes;
 - (b) a fire confined to an incinerator regulated under the *Environmental Protection and Enhancement Act*; or
 - (c) fires ignited and being used in the process of ground thawing by Town staff for cemetery burials.

Fire Permits

14

- (1) Fire Permits are required throughout the entire year.
- (2) An application for a Fire Permit shall be made on the form approved by the Chief Administrative Officer, as may be amended from time to time.
- (3) A Fire Permit shall only be valid for the time period expressly indicated on the Fire Permit, as determined by the Fire Chief issuing the permit, in their sole discretion, having regard for the nature and purpose of the fire, and prevailing circumstances and environmental conditions.

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(4) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fire Permit at any time. Upon receiving notification of termination, suspension or cancellation of the Fire Permit, the Fire Permit holder shall immediately extinguish any fire set pursuant to the Fire Permit.

(5) A Fire Permit is not transferrable.

Permit Holder Responsibilities

15

(1) Every Person who sets a fire under authority of a Fire Permit shall:

- (a) comply with any terms or conditions of the permit;
- (b) keep the permit at the site of the fire;
- (c) produce the permit to the Chief Administrative Officer, Fire Chief, a Member, or a Peace Officer, upon request;
- (d) have a responsible adult in attendance at the fire at all times under the conditions as listed in the Fire Permit;
- (e) keep the fire under control;
- (f) not allow smoke or sparks to drift or otherwise create a nuisance or hazard to neighboring Property, Persons, or roadways;
- (g) completely extinguish the fire before expiration of the permit or upon cancellation of the permit; and
- (h) be responsible for any costs incurred by Fire Services when called upon to extinguish such fire if, in the opinion of the Fire Chief, as the case may be, the fire is a hazard to Persons or Property.

PART V – FIREWORKS

Fireworks and Firecrackers

16

- (1) No Person shall sell or purchase Fireworks within the Town.
- (2) No Person shall have in their possession, sell, offer for sale, give away or otherwise distribute, discharge, fire or set off firecrackers within the Town.
- (3) No Person shall possess, handle, discharge, fire or set off Fireworks within the Town unless they hold a valid and subsisting Fireworks Permit.
- (4) A Fireworks Permit may only be issued to an authorized community organization for events sponsored or co-sponsored by the Town.

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- (5)
- (a) An application for a Fireworks Permit shall be made in writing on the form approved by the Chief Administrative Officer, as may be amended from time to time.
 - (b) The issuance of a Fireworks Permit shall be at the sole discretion of the Fire Chief.
 - (c) No Person under the age of eighteen (18) years old shall be issued a Fireworks Permit.
 - (d) The Fire Chief may add conditions to a Fireworks Permit, including, but not limited to:
 - i. the time(s) and date(s) for which the Fireworks Permit is valid;
 - ii. the methods of storage of Fireworks;
 - iii. the location(s) where the Fireworks may be discharged;
 - iv. the activity that the Fireworks Permit authorizes;all of which shall constitute terms and conditions of the Fireworks Permit.
 - (e) A Fireworks Permit may include any further terms and conditions that the Fire Chief deems necessary for the safe use of the Fireworks.
 - (f) No Person shall possess, handle, discharge, fire or set off Fireworks in a manner that is contrary to the terms and conditions of a Fireworks Permit.
 - (g) Any Person possessing, handling, discharging, firing or setting off Fireworks shall keep the Fireworks Permit available for immediate production to the Chief Administrative Officer, the Fire Chief, a Member, or a Peace Officer upon demand.
 - (h) The Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer may, in their sole discretion, terminate, suspend or cancel a Fireworks Permit at any time. The following non-exhaustive list of circumstances may result in a Fireworks Permit being revoked:
 - i. non-compliance with the *National Fire Code – 2019 Alberta Edition*, the *Explosives Act*, this Bylaw or the terms and conditions of the Fireworks Permit;
 - ii. due to changes in environmental conditions;
 - iii. for any reason related to safety to life, limb or Property.
- (6) The possession, handling and discharge of Fireworks shall at all times be carried out in compliance with the *Explosives Act* and the *National Fire Code – 2019 Alberta Edition*.

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PART VI – FIRE RESTRICTION AND BAN

Fire Restriction

17

- (1) The Fire Chief may, from time to time, prohibit the issuance of any new Fire Permits or Fireworks Permits and suspend all active Fire Permits and Fireworks Permits when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) A Fire Restriction imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Restriction or until such time as the Fire Chief provides notice to the public that the Fire Restriction is no longer in effect.
- (3) Notice of a Fire Restriction shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Restriction.
- (4) When a Fire Restriction is in place:
 - (a) The Fire Chief shall not issue any Fire Permits;
 - (b) the Fire Chief shall not issue any Fireworks Permits;from the date of issuance of the Fire Restriction.
- (5) When a Fire Restriction is in place, no Person shall:
 - (a) ignite any fire unless the fire is exempt from requiring a permit; or
 - (b) handle, discharge, fire or set off Fireworks within the Town.

Fire Ban

18

- (1) The Fire Chief may prohibit all fires in the Town when, in the opinion the Fire Chief, the prevailing environmental conditions give rise to an increased risk of a fire running out of control.
- (2) Fire Bans may be established and declared for the entire Town or portions of the Town.

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- (3) A Fire Ban imposed pursuant to subsection (1) shall remain in force until either the date provided in the notice of the Fire Ban or until such time as the Fire Chief provides notice to the public that the Fire Ban is no longer in effect.
- (4) Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, posting to the Town's website and social media channels or by any other means which the Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.
- (5) When a Fire Ban is in place:
 - (a) The Fire Chief shall not issue any Fire Permits;
 - (b) the Fire Chief shall not issue any Fireworks Permits;from the date of issuance of the Fire Ban.
- (6) Subject to subsection (7), when a Fire Ban is in place, no Person shall ignite any fire or Fireworks, whether or not the Person is the holder of a Fire Permit or Fireworks Permit or a Fire Permit is not required and shall immediately extinguish any fire lit once the Person knows or ought reasonably to know of the Fire Ban.
- (7) During a Fire Ban a Person may, subject to the requirements of this Bylaw, and unless the notice of the Fire Ban provides otherwise, use a barbeque that burns propane, natural gas, compressed briquettes, wood pellets or charcoal, provided that the barbeque is used for the purpose of cooking or obtaining warmth and is used on private Property or in a public area that has been approved by the Town for the use of such barbecues.

Requirement to Report

19

- (1) The Owner or Occupant of any Property damaged by fire shall immediately report the particulars of such fire to the Fire Chief.
- (2) The Owner, Occupier or authorized agent of a Property containing a Dangerous Goods product which sustains accidental or unplanned release of Dangerous Goods product shall immediately report to Fire Services particulars of the release which are satisfactory to the Fire Chief or designate.

PART VII – RECOVERY OF COSTS

Fire Protection Charges

20

- (1) Upon Fire Services providing Fire Protection on a parcel of land within the Town's boundaries, the Town may with consideration of recommendations from the Fire Chief, in its sole and absolute discretion, charge Fire Protection Charges to any or all of the following Persons, namely:

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- (a) the Person or Persons causing or contributing to the fire;
- (b) the Occupant of the parcel of land on which Fire Protection was provided;
- (c) the Owner of the parcel of land which Fire Protection was provided;
- (d) the Person with control over the parcel of land on which Fire Protection was provided, which may include, without restriction, a Property manager; and
- (e) the Person or Persons who requested Fire Protection;

and all Persons charged are jointly and severally liable for payment of the Fire Protection Charges to the Town.

- (2) Fire Protection Charges shall be paid within thirty (30) days of receipt of an invoice.
- (3) Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which the Town is entitled to on the parcel of land in respect of which the indebtedness is incurred.
- (4) Without limiting subsection (1), the Owner of a parcel of land within the Town to which Fire Protection is provided is liable for Fire Protection Charges incurred and the Town may add to the tax roll of the parcel of land all unpaid Fire Protection Charges, which forms a special lien against the parcel of land in favour of the Town from the date the amount was added to the tax roll, in accordance with the *Municipal Government Act*.

Damages or Destroyed Property

21

- (1) A Person who has damaged or destroyed any Fire Services Apparatus, Equipment or Property shall, in addition to any penalty imposed to in this Bylaw, be liable for, and pay upon demand, all costs incurred by the Town to repair or replace the Apparatus, Equipment or Property in question.

Services Fees and Charges

22

- (1) The Town may establish and levy fees and charges for services, including, but not limited to:
 - (a) fees for responding to an Incident;
 - (b) Fire Permit and Fireworks Permit application fees;
 - (c) site inspection fees;

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- (d) fire investigation fees;
- (e) fees for responding to False Alarms; and
- (f) fees for file searches and copying records.

- (2) The fees and charges described in this section shall be a debt due and owing to the Town and collection of unpaid fees and charges may be undertaken by civil action in a court of competent jurisdiction.

PART VIII – ENFORCEMENT

Inspection and Enforcement

23

- (1) Where a parcel of land does not comply with this Bylaw or a Person contravenes this Bylaw, the Town may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by the Town, adding amounts to the tax roll of the Owner of the parcel, and pursuing injunctions pursuant to the *Municipal Government Act*.
- (2) The Fire Chief is authorized to carry out inspections of land and structures, issue orders, remedy conditions and contraventions, and enforce this Bylaw in accordance with the *Municipal Government Act*.

Offences

24 In addition to any other requirements of this Bylaw, no Person shall:

- (a) contravene any provision of this Bylaw;
- (b) contravene any term or condition of a permit issued pursuant to this Bylaw;
- (c) cause or permit a Burning Hazard to exist on a parcel of land;
- (d) deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- (e) provide false, incomplete or misleading information to the Fire Chief, Chief Administrative Officer, a Member, or a Peace Officer with respect to a Fire Permit or Fireworks Permit application;
- (f) light a fire on any land the Person does not own without the written consent of the Owner;
- (g) permit a fire lit by that Person to pass from their own land to the land of another Person;

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- (h) light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- (i) conduct any activity that might reasonably be expected to cause a fire unless that Person exercises reasonable care to prevent a fire from occurring;
- (j) conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway;
or
- (k) light a fire on lands owned or controlled by the Town except with the Town's express written consent.

Vicarious Liability

25 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

26

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

27

- (1) A Person who is guilty of an offence is liable upon summary conviction to a fine in an amount:
 - (a) not less than the specified penalty established in Schedule "A"; and
 - (b) in the case of all other offences, not exceeding \$10,000.00.

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- (2) Without restricting the generality of subsection (1), the fine amounts set out in Schedule "A" are established as specified penalties for use on Violation Tickets, if a voluntary payment option is offered.

Violation Ticket

28

- (1) A Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*.
- (2) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- (a) state the specified penalty for the offence as set out in Schedule "A"; or
 - (b) require a Person to appear in Provincial Court without the alternative of making a voluntary payment.
- (3) A Person who commits an offence may:
- (a) if a Violation Ticket is issued in respect of the offence; and
 - (b) if the Violation Ticket states the specified penalty established by this Bylaw for the offence, as set out in Schedule "A" herein;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
- (4) When a Clerk of the Provincial Court records the receipt of a voluntary payment pursuant to subsection (4) and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and the imposition of a fine in the amount of the specified penalty.

PART VIII – GENERAL

Repeal

29 Bylaw 2022-11 is hereby repealed.

Force and Effect

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

Read a first time this [day] day of [month] 2026.

Read a second time this [day] day of [month] 2026.

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Read a third and final time this [day] day of [month] 2026.

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

DRAFT

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**Schedule "A"
Specified Penalties**

Bylaw Section Number	Offence	Violation Ticket
12	Obstruction	\$1000
13(1)	Burning Prohibited Debris	\$500
13(2)	Fire without a Fire Permit	\$500
13(3)	Burning Barrel or Smudge Fire within a Residential or Commercial District	\$500
13(4)	Fire without Fire Pit Inspection	\$500
16(1)	Sell or Purchase Fireworks	\$250
16(2)	Firecrackers	\$250
16(3)	Possession, handling, discharge, fire, or set off fireworks without a Fireworks Permit	\$500
17(5)	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Restriction	\$500
18(6)	Ignite a fire or handle, discharge, fire or set off Fireworks during Fire Ban	\$500
19(1)	Failure to report fire	\$500
19(2)	Failure to report release of Dangerous Goods	\$1000
24(b)	Contravene any term or condition of a permit	\$500
24(c)	Cause or permit a Burning Hazard to exist on a parcel of land	\$500
24(d)	Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard	\$1000
24(e)	Provide false or misleading information	\$500
24(f)	Light a fire on land without written permission of Owner	\$250
24(g)	Permit a fire to pass to another Person's land	\$1000

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24(h)	Light a fire without sufficient precautions	\$250
24(i)	Conduct any activity that might reasonably be expected to cause a fire without exercising reasonable care	\$1000
24(j)	Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede visibility of vehicular and pedestrian traffic on any road or highway	\$250
24(k)	Light a fire on lands owned or controlled by the Town except with the Town's express written consent	\$500

TOWN OF BON ACCORD

Mayor's Report – for period August 13 – September 9, 2026

August 18, 2026	Chaired Regular Meeting of Council
August 18, 2026	Attended Sturgeon County and Gibbons Annual Baseball Game. Gibbons won by 1 run.
August 19, 2026	Spoke at Community Services Leaders in Training Awards. Many great young leaders.
August 19, 2026	Attended MP Michael Cooper's & Minister Dale Nally's Town Hall in Gibbons. Many questions were regarding AI Data Centre. Many negative comments due to lack of knowledge.
August 20, 2026	Attended Minister Glubish's Redwater Town Hall Regarding Sturgeon County AI Data Centre. Although the Minister did a good job positively answering questions, it was an unpleasant experience. Many folks booing and yelling out rude comments. It was a very unproductive meeting.
August 25, 2026	Attended Committee of the Whole Meeting. We Discussed the Fire Services Bylaw, Cemetery Bylaw and One-Time Emergency Monetary Support Policy.
September 1, 2026	Chaired Regular Meeting of Council
September 9, 2026	Attended Sturgeon Regional Partnership Agenda meeting. SRP Meeting coming up on the 18 th of September.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Deputy Mayor Report – Aug 12 to Sept 8, 2026

Aug 15	Participated in Redwater Discovery Days parade and pancake breakfast.
Aug 18	Attended the Regular Meeting of Council (RMC)
Aug 19	Attended the Town Hall meeting with Minister Nally and MP Cooper. Info night re new Data Centre was held the following evening but the topic was raised in Gibbons. Minister Nally assured participants that the new data centre will not raise electricity bills to residents nor significantly affect water supply. He states they (UCP) have learned by experience of other jurisdictions.
Aug 25	Chaired the Committee of the Whole meeting. These meetings facilitate long debates on upcoming RMC in an effort to keep council meetings to a reasonable length.
Sept 1	Attended the RMC.
Notes:	Work for ARROW Utilities Strategic plan has been ongoing over the summer with commission members and Convoke Consulting. The final plan should be completed this fall.

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – August 12 - September 8, 2026

August 18	Attended Regular Meeting of Council
August 19	Attended evening of Information Town hall in Gibbons hosted by Dale Nally and Michael Cooper. Lots of talk around AI data centers.
August 25	Attended regular Committee of the Whole Meeting
August 28	Attended NLLS General board meeting via Zoom
September 1	Attended Regular Meeting of Council

Note: Small report this week but looking forward to the upcoming week getting back to routines

Cindy Gallant
Councillor
Town of Bon Accord

TOWN OF BON ACCORD***Councillor Report – for period August 12-Sept 08, 2026***

- August 15 Attended Redwater parade. Great parade high attendance great for the families. It was good to get together with other officials to discuss upcoming political events.
- August 17 Attended the CRNWSC Workshop. Another worthwhile workshop bringing a forward direction for cooperation and advancement of the board.
- August 18 Attended the Regular Meeting of Council.
- August 19 Attended Federal & Provincial Town Hall hosted by Minister Dale Nally & MP Michael Cooper in Gibbons. Town hall was about different subjects, but data centre seemed to be the most talked about.
- August 20 Attended Redwater town hall discussion about data centres with Minister Dale Nally & Minister Nate Glubish hosting. It was hard to hear their answers and the questions over all the yelling.
- August 25 Attended the Committee of the Whole meeting.
- August 26 Attended SREMP Committee Meeting
- SREMP Agreement Update: First review period with Regional Emergency Management Agency (REMA) has concluded. It was noted that the REMA has agreed that the new SREMP Agreement will have a two-year term, allowing time to establish foundational governance and education before entering into a longer-term agreement.
- Governance and Process Improvement: Ongoing review of annual planning, reporting, and priority setting to enhance transparency and alignment between the Agency and Committee, as well as the SREMP Coordinator. Additionally, there is opportunity to strengthen understanding around how SREMP helps member communities fulfill their regulatory and legislative requirements. This will help to reduce instances whereby individual communities feel the need to undertake work independently that is being done collectively by SREMP.
- August 26 Attended CRNWSC Special Meeting Negotiating Committee
- Sept 1 Attended the Regular Meeting of Council.
- Sept 1 Attended the last Music in the Park with Mayor Holden, packed house again. This is such a great community event, thanks to all that help put it on. Maybe we need to have a music festival.

Timothy Larson
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
August 11 – September 9, 2026

August 15	Attended Redwater Parade.
August 18	Attended Regular Meeting of Council.
August 20	Attended online seminar on amendments to the library regulations.
August 25	Attended Committee of the Whole meeting.
August 28	Attended NLLS online meeting.
September 1	Attended Regular Meeting of Council.

Note:

Tanya May
Councillor
Town of Bon Accord

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Important: Alberta Municipalities Convention Resolution
Date: Friday, September 11, 2026 8:55:14 AM
Attachments: [image001.png](#)
[image002.png](#)
[Response to ABmunis Emergent Resolution.pdf](#)
Importance: High

From: Judy Macknee <assistant@fcssaa.org>
Sent: Thursday, September 10, 2026 1:31 PM
To: Judy Macknee <assistant@fcssaa.org>
Subject: Important: Alberta Municipalities Convention Resolution
Importance: High

Forwarded by

Judy Macknee | Executive Assistant
#625, 7 Sir Winston Churchill Square
Edmonton AB | T5J 2V5 | assistant@fcssaa.org



Hi FCSS Programs,

Attached is an important letter from FCSSAA President Kayla Blanchette regarding Resolution E1: Investing in Prevention – Strengthening FCSS and Community Well-Being, which will be presented at the Alberta Municipalities Convention later this month.

The letter outlines FCSSAA's position and a proposed amendment intended to protect FCSS's preventive mandate and existing funding while supporting additional resources to address other community needs.

Please share this letter as soon as possible with your municipal elected officials who will be attending the Convention so they are aware of the proposed amendment in advance of the resolutions session.

Thank you for helping us get this important information into the hands of municipal leaders.

Mellissa

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September 10, 2026

Dear FCSS Programs and Municipal Leaders,

As municipalities prepare for the annual Alberta Municipalities Convention, I am writing to update you on Resolution E1: *Investing in Prevention – Strengthening FCSS and Community Well-Being*, brought forward by the City of Red Deer and [found on page 52 of the Resolution Book](#).

FCSSAA supports the intent of the resolution and shares concerns about the increasingly complex social needs communities across Alberta face. Municipalities are seeing growing pressures that require additional resources and supports, particularly in the space between preventive services and crisis or acute intervention.

Our concern is ensuring that the response to these pressures does not blur the distinction between FCSS's legislated prevention mandate and services that fall outside it.

These are both important needs, but they require distinct approaches. FCSS requires increased, sustainable provincial funding that reflects population growth and inflation so that programs can continue to deliver effective preventive services. At the same time, communities need additional, net-new investment to address needs beyond prevention. Addressing one should not come at the expense of the other.

Over the past several weeks, FCSSAA has been engaged in discussions with the City of Red Deer and Alberta Municipalities regarding these concerns. Most recently, representatives met to discuss how the resolution could be amended to better reflect this distinction while preserving its underlying intent.

As a result of those discussions, I intend to propose the following amendment during the resolutions session at Convention:

IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta for:

- **long-term, sustainable, needs-based, net-new funding for community-based early intervention and practical supports that address gaps between preventative services and crisis or acute services, without reallocating or reducing existing funding for preventative programs and services; and**
- **a coordinated, cross-ministry approach to the funding and delivery of these services that responds to local needs and improves access to appropriate supports in communities across Alberta.**



The inclusion of “net-new” funding and the explicit protection of existing preventive funding are particularly important. We want to ensure that efforts to address gaps elsewhere in the continuum of community supports do not result in existing FCSS funding being reallocated or reduced.

This amendment allows us to support advocacy for resources communities clearly need while protecting the integrity and purpose of FCSS and continuing our advocacy for sustainable FCSS funding.

We encourage FCSS programs to share this information with their municipal elected officials ahead of Convention so they understand the intent of the proposed amendment and the important distinction it seeks to protect. We also encourage municipal leaders attending Convention to support this amendment during the resolutions session.

FCSSAA remains committed to working collaboratively with municipalities, Alberta Municipalities and the Government of Alberta to strengthen prevention through FCSS while also addressing the broader gaps in supports that communities are experiencing across the province.

Sincerely,



Kayla Blanchette
President
Family and Community Support Services Association of Alberta

