

**Town of Bon Accord**  
**AGENDA**  
**Regular Council Meeting**  
**September 16, 2025 9:00 a.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1.** September 2, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
  - 4.1.** 9:05 a.m. George Ivanchikov, EVlution Charge – EV Charging Stations Cables (enclosure)
- 5. DEPARTMENTS REPORT**
  - 5.1.** September 2025 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
  - 7.1.** EV Charging Stations Vandalism (enclosure)
  - 7.2.** Drainage Study: 47th Avenue, 51st Street, and Highway 28 (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
  - 8.1.** Cemetery Bylaw – 2<sup>nd</sup> and 3<sup>rd</sup> Readings (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
  - 10.1.** Mayor Holden (enclosure)
  - 10.2.** Deputy Mayor Larson (enclosure)
  - 10.3.** Councillor Bidney (enclosure)
  - 10.4.** Councillor Laing (enclosure)
  - 10.5.** Councillor May (enclosure)
- 11. CORRESPONDENCE**  
**ACTION REQUIRED**
  - 11.1.** Municipalities Conventions – RCMP Meetings (enclosure)
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**
  - 13.1.** Out of School Care Agreement – ATIA Section 29 Advice from officials
  - 13.2.** Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30

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Disclosure harmful to economic and other interests of a public body, and  
Section 32 Privileged information

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

**13.4.** Arena Advertising Agreement – ATIA Section 29 Advice from officials

**13.5.** Engineering Services RFP – ATIA Section 32 Privileged information

**14. ADJOURNMENT**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 2, 2025 9:00 a.m.  
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**COUNCIL  
PRESENT**

Mayor Brian Holden  
Deputy Mayor Timothy J. Larson  
Councillor Lynn Bidney  
Councillor Tanya May – virtual

**REGRETS**

Councillor Lacey Laing

**ADMINISTRATION**

Jodi Brown – Town Manager  
Falon Fayant – Corporate Services Manager  
Jessica Spaidal – Legislative Services & Communications Supervisor

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

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

**ADOPTION OF AGENDA**

DEPUTY MAYOR LARSON MOVED THAT Council adopt the September 2, 2025, agenda as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-338**

**ADOPTION OF MINUTES**

***August 19, 2025; Regular Council Meeting***

COUNCILLOR BIDNEY MOVED THAT Council approves the August 19, 2025, Regular Meeting of Council minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-339**

***August 28, 2025 Committee of the Whole Meeting***

DEPUTY MAYOR LARSON MOVED THAT Council approves the August 28, 2025, Committee of the Whole Meeting minutes as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-340**

**DELEGATION**

***Matt Roblin, Sturgeon County Protective Services – Quarterly Report***

DEPUTY MAYOR LARSON MOVED THAT Council accepts the report as information.

**CARRIED UNANIMOUSLY RESOLUTION 25-341**

***Brad Cripps & Jennifer Massig, Magna Engineering Services—Presentation of Preliminary Engineering Design Report***

**Town of Bon Accord  
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DEPUTY MAYOR LARSON MOVED THAT Council accepts the presentation as information.

**CARRIED UNANIMOUSLY RESOLUTION 25-342**

***S.Sgt. Darcy McGunigal, Morinville RCMP – Quarterly Report***

COUNCILLOR BIDNEY MOVED THAT Council accepts the report as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-343**

**UNFINISHED BUSINESS**

***Sturgeon Recreation Recognition Plaque Report***

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

**CARRIED UNANIMOUSLY RESOLUTION 25-344**

***Meeting Invitation – Minister of Municipal Affairs***

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

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

**CARRIED UNANIMOUSLY RESOLUTION 25-345**

**NEW BUSINESS**

***MacEwan University Research Opportunity***

COUNCILLOR BIDNEY MOVED THAT Council accepts this report as information.

**CARRIED UNANIMOUSLY RESOLUTION 25-346**

***Large Item Pick Up Event***

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to schedule a large item pick-up as a Residential large item collection format to be funded by surplus from investment revenue.

**1 Opposed**

**CARRIED RESOLUTION 25-347**

Mayor Holden called a short recess at 10:29 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 25-348**

**Town of Bon Accord  
Regular Meeting of Council Minutes  
September 2, 2025 9:00 a.m.  
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Mayor Holden called the meeting back to order at 10:36 a.m.

**BYLAWS/POLICIES/AGREEMENTS**

***Cemetery Bylaw 1st Reading***

COUNCILLOR BIDNEY MOVED THAT Council gives first reading to Cemetery Bylaw 2025-07 as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-349**

***Acceptable Use and Information Security Policy***

DEPUTY MAYOR LARSON MOVED THAT Council approves the Acceptable Use and Information Security Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-350**

***Ice Allocation Policy***

COUNCILLOR BIDNEY MOVED THAT Council approves the Ice Allocation Policy as presented.

**CARRIED UNANIMOUSLY RESOLUTION 25-351**

**CORRESPONDENCE**

**GENERAL**

***Alberta Municipalities Convention 2025 Opportunity - Ask our Premier***

COUNCILLOR BIDNEY MOVED THAT Council directs administration to submit the following question to Premier Smith: Will the provincial government make any concessions for small towns for any projects that are required (e.g.: infrastructure) considering the limited per capita Local Government Fiscal Framework funding distributed to these communities.

**CARRIED UNANIMOUSLY RESOLUTION 25-352**

**ACTION REQUIRED**

***Economic Developers Alberta Golf Tournament Invitation***

COUNCILLOR BIDNEY MOVED THAT Council decline participation in the golf tournament this year.

**CARRIED UNANIMOUSLY RESOLUTION 25-353**

**CLOSED SESSION**

- **IT Services Request – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials**
- **Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information**

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- **Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body, and Section 32 Privileged information**
- **Community Hall – Program and Event Support – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials**

COUNCILLOR BIDNEY MOVED THAT Council enter into closed session to discuss IT Services Request – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials; Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information; Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body, and Section 32 Privileged information; and Community Hall – Program and Event Support – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials at 10:54 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 25-354**

DEPUTY MAYOR LARSON MOVED THAT Council come out of closed session at 10:39 p.m.

**CARRIED UNANIMOUSLY RESOLUTION 25-355**

**IT Services Request – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials**

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

**CARRIED UNANIMOUSLY RESOLUTION 25-356**

**Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information**

DEPUTY MAYOR LARSON MOVED THAT Council approves the enclosed offer to purchase the land required for the stormwater park as presented and approves the continuation of legal expenses as required for this land purchase within the 2025 operating budget.

**CARRIED UNANIMOUSLY RESOLUTION 25-357**

**Property Transaction, 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, Section 30 Disclosure harmful to economic and other interests of a public body, and Section 32 Privileged information**

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COUNCILLOR BIDNEY MOVED THAT Council directs Administration to contact the landowner/developer of 9022300 Lot 2 to confirm interest in selling this parcel back to the Town, given that a variance to the setback requirements may now be applied for following recent environmental testing completed by the Town.

**CARRIED UNANIMOUSLY RESOLUTION 25-358**

**Community Hall – Program and Event Support – ATIA Section 19 Disclosure harmful to business interests of a third party and Section 29 Advice from officials**

COUNCILLOR BIDNEY MOVED THAT Council approve an expenditure of up to \$3,500 from the operating budget, as discussed, to ensure the continuity of Town programs, services, and community events at the Community Hall.

**CARRIED UNANIMOUSLY RESOLUTION 25-359**

**ADJOURNMENT**

DEPUTY MAYOR LARSON MOVED THAT the September 2, 2025 Regular Meeting of Council adjourn at 11:42 a.m.

**CARRIED UNANIMOUSLY RESOLUTION 25-360**

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Mayor Brian Holden

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Jodi Brown, CAO



***EV Charging  
Anti-Theft Devices***



# Company Background

- Started in 2013, family owned and operated in Whitehouse, OH
- Market leader in automotive anti-theft products
  - Ranked #1 by **CAR AND DRIVER**
    - 100k+ vehicles protected
- Manufactured in the USA

Tested: Best Catalytic-Converter Anti-Theft Devices for 2024

## Our Top Picks



BEST OVERALL

**Catstrap**

[Read more](#)



# EV Cable Theft: An Epidemic

"170% increase from 2023 to 2024"

## Electrify America Increases Charger Security As Cable Thefts Continue

Market Summary > Copper Futures

5.60 USD

+1.57 (38.86%) ↑ year to date

Jul 30, 10:11 AM EDT • Disclaimer

COMEX: HGW00

1D 5D 1M 6M YTD 1Y 5Y Max



Open	5.66	Low	5.58	Volume	13,832
High	5.70	Prev close	5.63	Open interest	101,613



"EV cable theft is the new copper craze"

Thieves Stealing EV Charger Cables for Scrap Copper Has Reached Epidemic Proportions

[Commodities](#) / [Energy](#) / [Electric Vehicles](#) / [News](#)

## Thieves hunting for copper are vandalizing EV chargers

*Nearly 20% of U.S. public charging attempts ended in failure, with roughly 10% of those aborted sessions were due to a damaged or missing cable*



Bloomberg News  
Kyle Stock and Tope Alake

*The percentage increase in EV cable thefts from 2023 to 2024 is up approximately 170%. - Perplexity.AI (2024).*

*"A reliable charging network is key to dousing EV-skeptics' notion that public stations are inconvenient, slow and often broken." - Financial Post 9/23/24*

# EV Cable Shield: Ultimate Protection



- Dual Steel Core, ultra-hardened strip steel + aircraft cable with protective sleeve.
- Optional DyeDefender system (pressurized blue dye) for enhanced deterrence.
- Optional theft detection with outdoor siren and WiFi alert notification (e.g., text message) features.

**DyeDefender**   
— THE EXPLODING DYE GUARD —



# Product Features:



## COMPLETE PROTECTION

- Maintains cable flexibility with minimal added weight (<8lb total).
- Secured around the cable with embedded stainless steel ties.

## SIMPLE IMPLEMENTATION

- 45min install process
- Compatible with cable management systems
- Available lengths: 10ft-25ft
- Level 2 & Level 3 chargers



# Pilot Tests

- 750+ Cable Shield units deployed at public stations across 7 countries since October 2024 with ZERO instances of theft.
  - Including areas replacement cables had been repeatedly cut within ~48hrs.
- Usability (weight + flexibility) approved.



# EV Charging Protection: The Bottom Line

- Field-tested solution to avoid costly replacement cycles.
- Simple implementation.
- CatStrap leverages 10+ years of anti-theft innovation.



## News | Projects | Events

### News

- Make sure you're ready for the polls! The municipal election is Monday, October 20, 2025 with an Advance Vote on Thursday, October 9. Register to vote at <https://www.voterlink.ab.ca/> or call 780-427-7191. Bon Accord candidates and voters can visit our dedicated election website at <https://bonaccord.ca/2025-municipal-election> for voting station locations, times, and much more.
- A big thank you to our Town staff, vendors, and volunteers—your hard work and support made the Fall *Bon Accord Connects* event a wonderful success!
- The ice is in at the Bon Accord Arena! We're ready for another great season of hockey and skating. A big thank you to our staff for their hard work getting the ice ready.
- The next monthly report will be at the November 18<sup>th</sup> Regular Council Meeting, following the election, and will encompass the remainder of September and the month of October.

### Projects

- The **Preliminary Engineering Design Report** for the **Stormwater Park Project** has been completed and presented to Council.
- The **Spruce Meadow Lane Engineering Report** has been finalized and will be presented to Council at an upcoming meeting.
- Town staff are currently preparing the **2026 Operating and Capital Budgets**, which will be presented to Council in **November 2025**.

### Events & Programs

- A brief Arena Staff Appreciation Celebration event was held on September 04<sup>th</sup>, 2025 by the Social Committee.
- September 7<sup>th</sup>: Bon Accord Connects, held at the Bon Accord Community Hall, showcasing vendors and community organizations and promoting Wildfire Preparation. This event was sponsored by Roseridge and supported by the Alberta Fire Smart Grant. We also had a visit from Hunter, the Oilers' mascot.

### Key Meetings

- Monthly Safety Meetings
- Leadership Team Meetings
- Aug 25: SREMP Meeting, DEM and Deputy DEM
- Aug 25: Roseridge Information Meeting, Town Manager

### Conferences and Training

- Aug 26: Municipal Ethics Seminar – 4 staff
- Sept 4: Municipal Leadership Course, 2 staff
- Sept 11: AIHA Conference, 1 staff
- On-going webinar training from Bloom Municipal Education Centre.



## Department Highlights

### Administration | Town Manager

- Preparation of materials for the advocacy meeting with the province and the meeting request for the Minister of Municipal Affairs.
- Attended the Long-Term Emergency Services Award on September 04<sup>th</sup>, 2025.
- Attended the Municipal Leadership Course in Edmonton on September 04<sup>th</sup>, 2025.
- Attended the Municipal Ethics Seminar on August 26<sup>th</sup>, 2025.
- On-going support for various Town projects and development projects.
- On-going bylaw enforcement support; unsightly complaints, noxious weeds and cat-at-large complaints.
- Working with staff to develop operating and capital budgets.
- Developing and reviewing administrative policies and procedures for office safety (power outages) and the Staff Social Committee.
- Planning for upcoming Leadership and All Staff Meetings in August/September.

### Legislative Services | Communications

- Attended Bloom's Municipal Ethics Seminar on August 26.
- Hosted a Town of Bon Accord Elections table at Bon Accord Connects to promote voting registration, to commission any candidate papers, and generally answer any questions relative to the upcoming municipal election.
- Preparing for upcoming election including advertising, staff training, and other logistics.
- The RFP for IT Managed Services is now closed. Proposals are being reviewed for the contract start date of November 1, 2025.
- Preparing training for Cyber Security and Access to Information and Protection of Privacy at the All-Staff meeting on September 18.
- The deadline to register to vote is September 15. Any residents who have not registered by this date may still vote; however, additional time will be required at the voting station for manually adding these individuals to the elector register list.

### Economic Development | Safe Communities

- Facilitated Coffee with a Cop event, resumed after summer break.
- Attended the AIHA Conference on September 11.
- Set up a booth for Economic Development & Dark Sky at BA Connects.
- Mailed several additional Investment Attraction Magazines to prospective investors.
- Currently planning the next CPTED (Crime Prevention Through Environmental Design) session with Jennifer Penner.



- Coordinating another community presentation in partnership with the RCMP Detachment.
- Reviewing Invest Alberta RFIs related to incoming projects, in collaboration with Paul.
- Attended the Municipal Ethics session with Tim Duhamel at West Edmonton Mall.
- Initiated planning for the 2025 Business Showcase, scheduled post-election.
- Closed all summer bylaw complaints related to unsightly property.

### Corporate Services

- Administration submitted the final report for the Canada Summer Jobs Grant now that the summer staff have completed their employment terms.
- Administration has been in contact with GFL to schedule the large item pickup for residential collection format and to confirm the list of items that can be collected. Items with freon will be collected if the freon has been removed and a sticker has been placed on the appliance by a certified technician showing that it was removed. The event is scheduled for late October, which was the most convenient date for both the contractor and the Town.

### Community Services

- Planning is underway for fall and winter programming. Pickleball will be starting again, along with our community art nights and adult field trips.
- The Rooted in Wellness community dinners and learning sessions will begin at the end of September.
- Music in the Park has wrapped up; the last performance was on September 2<sup>nd</sup> and went well.
- Upcoming programs and events include:
  - September 15<sup>th</sup>: Pickleball Drop-in; Lilian Schick School Gymnasium
  - September 20<sup>th</sup>: Ready, Set, Adult Session; Bon Accord Public Library
  - September 25<sup>th</sup>: Community Art Night; Bon Accord Arena Mezzanine
  - September 28<sup>th</sup>: Rooted in Wellness Dinner & Education Session; Bon Accord Community Hall
  - October 16<sup>th</sup>: Community Art Night; Bon Accord Arena Mezzanine
  - October 25<sup>th</sup>: Halloween Spooktacular; Bon Accord Community Hall

### Operations | Public Works

- Routine maintenance continues for parks, flowers, green spaces, sports grounds, and cemetery. Summer staff have finished for the season.
- Arena started up and ice was ready and utilized for the first weekend in September. Arena staff are now in the arena fulltime.
- A hand full of water meters required changing out as they could no longer be

read by the handheld.

- The burnt house was demolished on Sept. 2 and the rental fence disassembled and returned to the supplier.
- Continued with the annual culvert/ditch cleaning program, readying for freeze up.
- Assisted contractor with drainage issues on a developing property. Worked to devise and set up a method to temporarily divert storm water runoff away from the property. Administration has been working with engineers and developers to deal with the drainage issues in a more permanent way.
- Have been working with Town engineers regarding a few projects: the new development going in at 47Ave and 51St., the Spruce Meadow Lane drainage issue, and road projects potentially for 2026.
- Various asphalt road patches have been contracted out and are slated to be completed in the next month.
- A 5' high page wire fence with a 12' gate has been installed around the perimeter of the aerated cell at the lagoon site south of town. This installation resulted from an incident that occurred as administration felt that some extra safety was required at that location. New "safety" signage has been ordered and will be posted on-site when received.
- This month saw smaller daily crews around town with summer staff finished, arena staff in the arena and regular staff using their personal vacation days.

### Attachments

- Town Manager:
  - Action List
  - Solar Farm Operation & Maintenance Report, Dandelion Renewables
- Corporate Services Manager:
  - Variance Report

# Town Manager Action List

**Date:** September 16<sup>th</sup>, 2025  
**Reporting Period:** August 20<sup>th</sup> – September 15<sup>th</sup>, 2025  
**Submitted by:** Jodi Brown (Town Manager)

## **ACTON ITEM LIST:**

<b>Action Item</b>	<b>Status</b>
<b>Rosieridge Waste Management Services Commission</b> Council resolved to direct administration to enter into conversations with Rosieridge Waste Management Services Commission to explore coordinating waste collection across the region.	In-Progress
<b>Arena Advertising Agreement – FOIP Act Section 24 Advice from officials</b> Administration to draft a new agreement with CNN Spurs for arena board advertising for Council review and approval.	September 16 <sup>th</sup> , 2025 RCM
<b>Proposed Park Renaming Survey Results</b> Council accepts this report as information and directs administration to investigate the cost of signage for said parks.	In-Progress Recommendation—staff brings forward costs during the 2026 budget deliberation process.
<b>Joint Use and Planning Agreement</b> Council directs that the Town Manager and the Mayor sign the Joint Use and Planning Agreement.	The Town has advised the School Board of this decision and school officials have advised that the School Board is reviewing the proposed agreement.
<b>School Bus Stop Sign Extender Proposal</b> Council directs administration to draft a letter to local contractors in the area encouraging them to give feedback on the town bus stops.	Administration has reached out to the school board for a list of contractors to forward the letter too. The proposed letter is attached.
<b>Sand and Salt Storage Facility</b> Resolved that Council directs administration to proceed with the construction of the sea can structure, for the cost of up to \$25,000.00 to be funded from the Canada Community Building Fund.	Complete—the structure is expected to arrive in Edmonton soon.

<b>Nature-Based Stormwater Project</b> 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.	On-going
<b>Sign Proposal: Jointly Owned School Track Area</b> Administration to proceed with option 1 as presented and recommend to Sturgeon Public Schools that a bylaw sign be installed and suggest the idea of a monetary fine of \$200 be added to the sign at the school's expense as a less costly option for the track fence retrofit and that the Town grants permission for the sign to be installed on this jointly owned property.	In-Progress
<b>Resident Concern re: Neighbour Video Surveillance</b> Council directs administration to consult legal and begin to plan for possible bylaw regarding video surveillance and drones.	In-Progress

August 18, 2025



**RE: Feedback on School Bus Safety Concerns**

Dear Transportation Contractors,

I hope this letter finds you well. As part of the Town's ongoing commitment to ensuring the safety of students, bus drivers, and the community, I am reaching out on behalf of Bon Accord Town Council to gather feedback on the current safety measures related to vehicles stopping for buses in the Town of Bon Accord.

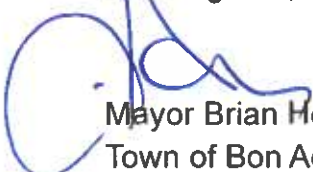
We are particularly interested in learning about any challenges your drivers have encountered, trends in driver compliance, and any suggestions for improving public awareness or enforcement of safety regulations. Your firsthand experience and insights would be invaluable in helping us assess potential improvements to ensure the safety of all road users.

If you could provide any feedback based on your observations and experiences, we would greatly appreciate it. Additionally, if there are any specific concerns that need immediate attention, we are eager to collaborate on potential solutions.

Please feel free to respond via email at [cao@bonaccord.ca](mailto:cao@bonaccord.ca) or by phone at 780-921-3550. If preferred, we would also be happy to arrange a meeting at your convenience.

Thank you for your time and for your commitment to the safety of our community. We appreciate your cooperation and look forward to your valuable input.

Best regards,



Mayor Brian Holden  
Town of Bon Accord



## Operation and Maintenance Report

648kWp Ground-Mount PV System  
Located at Lagoon Blower Station, Bon Accord, AB

Sep 1, 2025

Prepared for:

Town of Bon Accord

Prepared by:

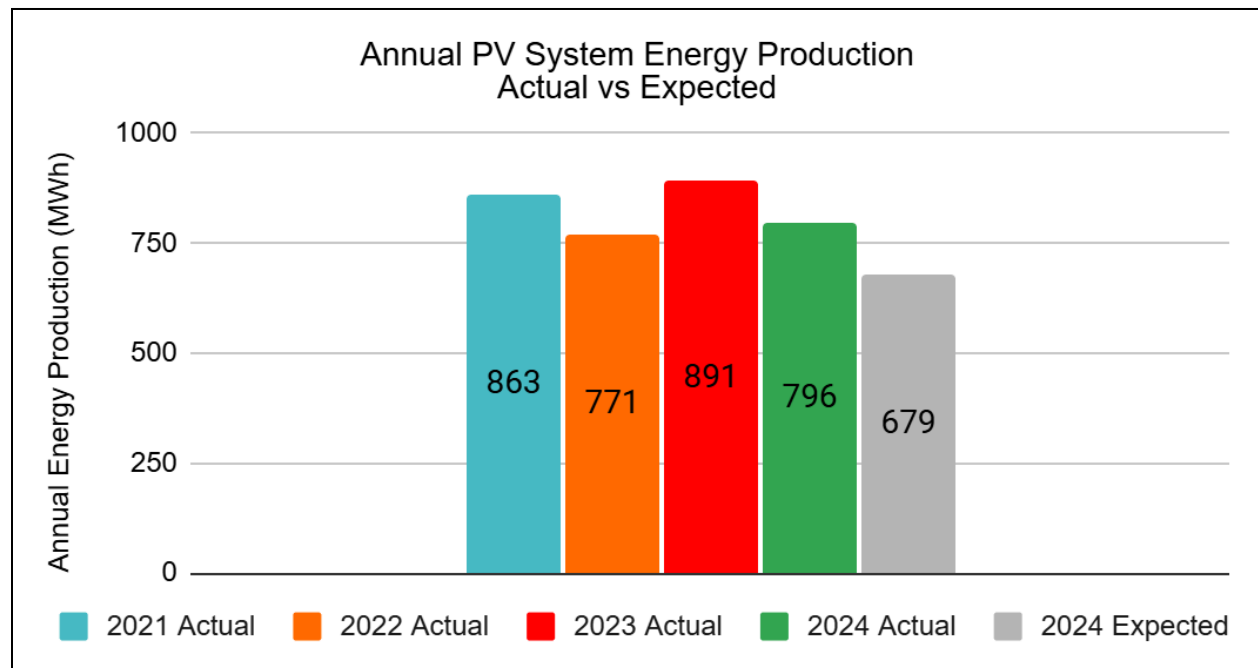
Steve Gladwin, P.Eng Dandelion Renewables sg@dandelionrenewables.com
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## 1. System Summary

System Commissioning Date	Aug 13, 2020
O&M Start Date	Sep 1, 2020
DC System Size	648 KW
Modules	1728x LONGi LR6-72HBD-375M Bifacial
Inverters	3x SMA, 150KW, 600VAC, 1500VDC

## 2. Annual System Production

The following figure shows the annual “actual vs expected” solar energy (electricity) generated from the solar photovoltaic (PV) system over the recent full-calendar-year periods of 2021 through 2024.



*Figure 1: Annual PV System Production – Actual vs Expected*

Overall, the system production has been outperforming the simulated (expected/typical) values. The system outperformed the simulated production expectations by 26% in 2023, and 17% in 2024.

### 3. Monthly system production

The following figure shows the monthly “actual vs expected” solar energy (electricity) generated from the solar PV system over the recent full-calendar-year periods of 2021 through 2024.

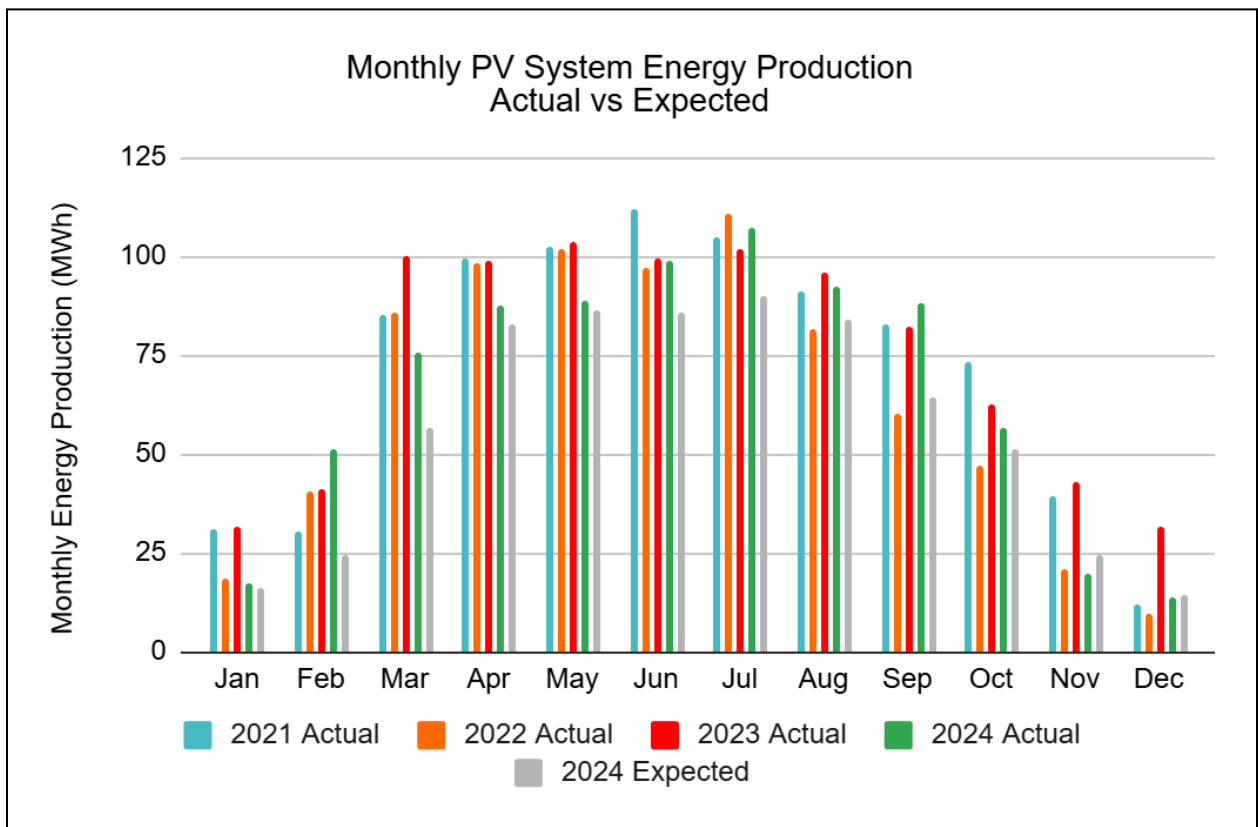


Figure 2: Monthly PV System Production – Actual vs Expected

The months that showed notable higher-than-expected solar production in 2024 were the months of February, March, and September. The higher production can be attributed to favorable weather, resulting in less-than-expected impact from snow, dust and clouds during those months.

The winter months of November and December of 2024 showed lower-than-simulated solar production. This can be attributed to greater-than-typical shade impact from snow and clouds during those months.



## **4. Data Sources and Internet**

The “expected” generation data comes from a solar PV simulation model (Helioscope) for the system. The expected production accounts for the solar modules aging, with degradation of 2% in the first year, and 0.5% in each following year.

The “actual” solar power generation data comes from the historical energy production data that is metered in the inverter and logged on the web portal (ennexOS). The inverter logs real-time and historical data, if an internet connection is available.

## **5. Maintenance, Service Work, and System Inspection**

The system was inspected and maintained on-site by Dandelion Renewables during the O&M period.

Inverter warning messages were observed in late 2022, and resolved. After troubleshooting, the cause of the warning messages was found to be a degraded/worn PV cable. The cable was replaced, which resolved the warning messages.

Two solar modules on the array were found to be damaged (cracked) during a site inspection in 2023. The damage was suspected to be from a rock or other hard object. To ensure safety and system performance, the modules were replaced in May 2023 by Dandelion Renewables following arrangements with the Town of Bon Accord.

In the summer of 2025, all three inverters stopped producing within one month of each other. All three inverters were diagnosed and replaced by Dandelion Renewables, with SMA manufacturer warranty being applied. One of the inverters incurred less downtime than the others, achieved by installing the “spare inverter” from Bon Accord storage. The cost of the warranty-replacement inverters was covered by the manufacturer warranty. The cost of installation was covered by the Solar O&M Service Coverage by Dandelion Renewables.

**Year-to-Date Variance Report (Unaudited)**  
for the year ending December 31, 2024  
Reporting period: up to December 10, 2024

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,616,790	2,516,071	100,719	324,739	405,769	- 81,030	2,292,051	2,110,302	181,749	8%
<b>TOTAL MUNICIPAL</b>	<b>\$ 2,616,790.37</b>	<b>\$ 2,516,071.00</b>	<b>\$ 100,719.37</b>	<b>\$ 324,739.15</b>	<b>\$ 405,769.00</b>	<b>-\$ 81,029.85</b>	<b>\$ 2,292,051</b>	<b>\$ 2,110,302</b>	<b>\$ 181,749</b>	<b>9%</b>
Election	-	-	-	-	2,000	- 2,000	-	(2,000)	2,000	#DIV/0!
Council	-	-	-	117,576	128,224	- 10,648	(117,576)	(128,224)	10,648	-9%
<b>TOTAL COUNCIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 117,576</b>	<b>\$ 130,224</b>	<b>-\$ 12,648</b>	<b>-\$ 117,576</b>	<b>-\$ 130,224</b>	<b>\$ 12,648</b>	<b>10%</b>
Administration	27,716	18,015	9,701	537,602	624,256	- 86,654	(509,886)	(606,241)	96,355	-19%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 27,716</b>	<b>\$ 18,015</b>	<b>\$ 9,701</b>	<b>\$ 537,602</b>	<b>\$ 624,256</b>	<b>-\$ 86,654</b>	<b>-\$ 509,886</b>	<b>-\$ 606,241</b>	<b>\$ 96,355</b>	<b>16%</b>
Fire Services	10,709	10,149	560	49,400	47,817	1,583	(38,692)	(37,668)	(1,024)	3%
Emergency Services	-	-	-	14,670	23,877	- 9,207	(14,670)	(23,877)	9,207	-63%
Bylaw	48,462	45,092	3,370	15,806	142,173	- 126,367	32,657	(97,081)	129,738	397%
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 59,171</b>	<b>\$ 55,241</b>	<b>\$ 3,930</b>	<b>\$ 79,876</b>	<b>\$ 213,867</b>	<b>-\$ 133,991</b>	<b>-\$ 20,705</b>	<b>-\$ 158,626</b>	<b>\$ 137,921</b>	<b>87%</b>
Municipal Planning	26,393	7,000	19,393	132,219	137,051	- 4,832	(105,825)	(130,051)	24,226	-23%
Economic Development	-	5,850	- 5,850	85,294	106,141	- 20,847	(85,294)	(100,291)	14,997	-18%
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>\$ 26,393</b>	<b>\$ 12,850</b>	<b>\$ 13,543</b>	<b>\$ 217,513</b>	<b>\$ 243,192</b>	<b>-\$ 25,679</b>	<b>-\$ 191,120</b>	<b>-\$ 230,342</b>	<b>\$ 39,222</b>	<b>17%</b>
Public Works - Roads	11,929	8,800	3,129	352,312	442,912	- 90,600	(340,383)	(434,112)	93,729	-28%
Storm Sewer & Drain	-	-	-	39,240	41,849	- 2,609	(39,240)	(41,849)	2,609	-7%
Water	525,605	544,107	- 18,502	502,165	570,315	- 68,150	23,440	(26,208)	49,648	212%
Sewer	323,443	350,869	- 27,426	325,849	403,811	- 77,962	(2,406)	(52,942)	50,536	-2101%
Garbage	98,717	100,693	- 1,976	122,425	135,771	- 13,346	(23,708)	(35,078)	11,370	-48%
Cemetery	30,850	8,000	22,850	11,930	15,865	- 3,935	18,920	(7,865)	26,785	142%
<b>TOTAL PUBLIC WORKS</b>	<b>\$ 990,544</b>	<b>\$ 1,012,469</b>	<b>-\$ 21,925</b>	<b>\$ 1,353,921</b>	<b>\$ 1,610,523</b>	<b>-\$ 256,602</b>	<b>-\$ 363,377</b>	<b>-\$ 598,054</b>	<b>\$ 234,677</b>	<b>39%</b>
FCSS	45,017	61,543	- 16,526	101,973	141,140	- 39,167	(56,956)	(79,597)	22,641	-40%
<b>TOTAL FCSS</b>	<b>\$ 45,017</b>	<b>\$ 61,543</b>	<b>-\$ 16,526</b>	<b>\$ 101,973</b>	<b>\$ 141,140</b>	<b>-\$ 39,167</b>	<b>-\$ 56,956</b>	<b>-\$ 79,597</b>	<b>\$ 22,641</b>	<b>28%</b>
Parks	64,882	58,308	6,574	112,221	171,382	- 59,161	(47,339)	(113,074)	65,735	-139%
Arena	235,411	248,716	- 13,305	296,795	341,468	- 44,673	(61,384)	(92,752)	31,368	-51%
Recreation	198,130	190,703	7,427	212,525	232,906	- 20,381	(14,394)	(42,203)	27,809	-193%
<b>TOTAL REC &amp; COMMUNITY SERVICE</b>	<b>\$ 498,424</b>	<b>\$ 497,727</b>	<b>\$ 697</b>	<b>\$ 621,541</b>	<b>\$ 745,756</b>	<b>-\$ 124,215</b>	<b>-\$ 123,117</b>	<b>-\$ 248,029</b>	<b>\$ 124,912</b>	<b>50%</b>
Library	-	-	-	59,524	59,189	335	(59,524)	(59,189)	(335)	1%
<b>TOTAL LIBRARY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,524</b>	<b>\$ 59,189</b>	<b>\$ 335</b>	<b>-\$ 59,524</b>	<b>-\$ 59,189</b>	<b>-\$ 335</b>	<b>1%</b>
<b>Total Excl. General Municipal</b>	<b>\$ 1,647,266</b>	<b>\$ 1,657,845</b>	<b>-\$ 10,579</b>	<b>\$ 3,089,526</b>	<b>\$ 3,768,147</b>	<b>-\$ 678,621</b>	<b>-\$ 1,442,261</b>	<b>-\$ 2,110,302</b>	<b>\$ 668,041</b>	<b>-46%</b>
<b>Total Incl. General Municipal</b>	<b>\$ 4,264,056</b>	<b>\$ 4,173,916</b>	<b>\$ 90,140</b>	<b>\$ 3,414,266</b>	<b>\$ 4,173,916</b>	<b>-\$ 759,650</b>	<b>\$ 849,790</b>	<b>-\$ 0</b>	<b>\$ 849,790</b>	

Budget approved at the November 7, 2023, regular meeting of council Resolution #23-474

## Variance Report Notes

Reporting Period: up to December 10, 2024

### Municipal:

To date, 94% of taxes have been received compared to 95% at this time last year.

Franchise fees are \$18,466 lower than expected, while return on investments is \$74,925 higher than expected.

The last school requisition payments for 2024 will be withdrawn in December.

Natural gas costs are 26% lower than expected or \$8,729.

Power across all departments is still overbudget by 57% (\$66,700 higher than budgeted).

### *In review:*

*The Homeland Housing requisition has been paid; higher than expected.*

*Actual value: \$14,014; budgeted value was \$12,994.*

*Power across all departments will likely be over-budget for the year. This may be offset by surplus in other areas (such as the return on investment income).*

*The market price for power has been low compared to the previous two years, so the same quantity of power results in less value (i.e. less solar credits).*

*There was a slight rise in market price in July due to the extreme heat.*

### Protective Services:

The main reason for the fire department being over-budget is the power allocation.

Fines distribution revenue is currently over budget by \$1,860.

Animal license revenue is over budget by \$1,510.

Bylaw invoices are outstanding in receipt. We have contacted Sturgeon County.

### *In review:*

*The fire hall rental revenue from Sturgeon County came in \$560 higher than budgeted;*

*An increase of 8% versus the budgeted increase of 3%, higher CPI.*

*Fire contracted services is \$149 higher than budgeted (higher CPI).*

### Water & Sewer:

Bulk water sales are under budget by \$12,930.

The December water/sewer billing will not be posted until December reads in early January.

### Economic Development & Planning

As a reminder there is projected to be deficits in some areas of economic development that will be offset by a surplus in planning due to the staffing changes in these areas.

Planning revenue is from the LGFF operating grant allocated by Council.

### Cemetery:

Plot sales are over budget by \$15,600 and open/close revenue is over budget by \$7,250.

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 16 <sup>th</sup> , 2025
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>EV Charging Stations Vandalism</b>
<b>Agenda Item No.</b>	7.1

**BACKGROUND/PROPOSAL**

In late August, Town staff discovered that all the EV charging stations located at the Bon Accord Arena had been significantly vandalized. The primary cause of the damage was identified as copper wire theft, rendering the chargers inoperable.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

**MCCAC Program Requirements**

The chargers were funded under the Municipal Climate Change Action Centre's Electric Vehicle Charging Program. MCCAC has confirmed that:

If the Town proceeds with repair or replacement of the damaged Arena chargers at this time, and the chargers are vandalized a second time within the 5-year program period the Town may be permitted to decline further repair/replacement obligations.

**Service Provider Update**

The Town's service provider, EVlution Charge (George Ivanchikov, President), has confirmed that new technology is now available that:

- Helps prevent copper wire theft, and
- Makes future repair or replacement more cost-effective.

**Insurance Coverage**

The Town's insurance provider has confirmed that the costs of repair/replacement will be covered under the Town's policy.

- The Town will be responsible for only the \$1,000 deductible, which can be reallocated from investment revenue to the EV Charging Stations Operational budget.

## **Recommendation**

That Council approve:

1. Proceeding with repair/replacement of the vandalized Arena EV charging stations.
2. Utilizing updated technology recommended by the Town's service provider to help prevent theft and reduce future costs.
3. Reallocating \$1,000 from investment revenue to the EV Charger budget to cover the insurance deductible.

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Stewardship***

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

### ***Value Statement: Service Excellence***

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

## **COSTS/SOURCES OF FUNDING**

\$1000 funded by the Investment Revenue

## **RECOMMENDATION**

**Both of the following:**

THAT Council approve the repair and/or replacement of the vandalized EV charging stations at the Bon Accord Arena in accordance with the Municipal Climate Change Action Centre's program requirements.

## **AND**

THAT Council approve the reallocation of \$1,000 from investment revenue to the EV Charger budget to cover the insurance deductible associated with repair/replacement of the vandalized Arena charging stations.

OR

THAT Council directs administration to...

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 16 <sup>th</sup> , 2025
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Drainage Study: 47<sup>th</sup> Avenue, 51<sup>st</sup> Street, and Highway 28</b>
<b>Agenda Item No.</b>	7.2

**BACKGROUND/PROPOSAL**

The Town is currently experiencing drainage concerns at the intersection of 47th Avenue, 51st Street, and Highway 28. Historically, stormwater from both the Town and the highway has drained into this area. With new development underway, this issue requires a long-term solution.

At the August 19, 2025, Regular Council Meeting, Council resolved to rescind Resolution 25-303 and approved the transfer of \$12,000 from the Stormwater Reserve to the Stormwater Operating Budget for an engineering study to address drainage at the intersection of Highway 28, 47th Avenue, and 51st Street.

The engineers working on the project have since advised that land surveys are required in order to proceed, at an additional cost of \$10,000.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The following rationale for proceeding with this project in a timely manner is as follows:

**Addressing Current Drainage Concerns**

The intersection is already experiencing drainage issues during heavy rain events. Delaying corrective measures could increase risks of localized flooding, property damage, and safety hazards for motorists and pedestrians. Postponing the study and required surveys could result in infrastructure that does not meet long-term needs, leading to higher costs and retrofits later. Completing the land surveys now allows the engineering study to proceed without interruption.

**Coordination with Alberta Transportation**

As Highway 28 is under provincial jurisdiction, moving forward promptly helps the Town be better positioned to coordinate solutions with Alberta Transportation and advocate for potential cost-sharing or support.

## **STRATEGIC ALIGNMENT**

### ***Value Statement: Collaboration***

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

### ***Value Statement: Stewardship***

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

### ***Value Statement: Service Excellence***

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

## **COSTS/SOURCES OF FUNDING**

\$10,000 from investment revenue may be reallocated to cover the costs of the land surveys.

## **RECOMMENDATION**

THAT Council approves the reallocation of \$10,000 from investment revenue to the 47th Avenue, 51st Street, and Highway 28 Drainage Study project.

OR

THAT Council directs administration to...

**TOWN OF BON ACCORD**  
**REQUEST FOR DECISION**

<b>Meeting:</b>	Regular Meeting of Council
<b>Meeting Date:</b>	September 16, 2025
<b>Presented by:</b>	Falon Fayant, Corporate Services Manager
<b>Title:</b>	<b>Cemetery Bylaw 2025-07 – 2<sup>nd</sup> and 3<sup>rd</sup> Readings</b>
<b>Agenda Item No.</b>	8.1

**BACKGROUND/PROPOSAL**

Council gave first reading to Bylaw 2025-07 Cemetery Bylaw at the September 2<sup>nd</sup> regular meeting of Council.

The draft bylaw was first presented at the August 19<sup>th</sup> regular meeting of Council where Council directed administration to postpone the first reading of Bylaw 2025-07 Cemetery to the September 2<sup>nd</sup> meeting and the bylaw be brought back to the August 28<sup>th</sup>, 2025, Committee of the Whole meeting for discussion and review. (Resolution #25-320).

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

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Following the discussion at the Committee of the Whole meeting on August 28<sup>th</sup>, the following amendments have been made to Bylaw 2025-07 Cemetery Bylaw, and the bylaw was presented for first reading at the September 2<sup>nd</sup> regular meeting of Council:

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



### 3. Schedule "A" Cemetery Fees

#### a. The draft bylaw has the following:

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

## STRATEGIC ALIGNMENT

### ***Value Statement: Stewardship***

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

### ***Value Statement: Service Excellence***

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

## COSTS/SOURCES OF FUNDING

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

### **Bon Accord Cemetery**

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

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

## **RECOMMENDATION**

### **Resolution #1:**

THAT... Council gives second reading to Bylaw 2025-07, Cemetery Bylaw, as presented.

### **Resolution #2:**

THAT... Council gives third and final reading to Bylaw 2025-07, Cemetery Bylaw, as presented.

# **Current Bylaw**

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

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

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**WHEREAS** the Town of Bon Accord is the owner and operator of the Town of Bon Accord Municipal Cemetery; and

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

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

**1. DEFINITIONS**

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

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

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

**2. GENERAL**

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

**3. PLOTS**

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

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

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

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

#### **4. BURIALS**

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

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

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- c) (i) Orders for all burials must reach the office of the Town Manager three (3) business days before the burial is to take place, unless the Town, for emergent reasons, otherwise allows.
- (ii) Additional charges in respect of burials carried out on a weekend, Statutory holiday, a declared holiday or after 3:00 p.m. weekdays shall be in accordance with the rates as established in Schedule "A" attached hereto.
- d) The owner of a plot, or the person instructing the Town to open a grave, shall give complete and precise instructions regarding the location of the grave, and the Town shall not be responsible for any errors resulting from the lack of proper instruction.
- e) Graves shall be opened and closed, and interments made only by persons authorized to do so by the Town.
- f) No grave for the burial of a deceased shall be less than five (5) feet in depth from the surface of the ground surrounding the grave.
- g) No grave for the burial of cremated remains shall be less than twenty-four (24) inches in depth from the surface of the ground surrounding the grave.
- h) Cremated remains may be interred in a plot or in the same plot with a full burial or in a plot with other cremated remains. A maximum of two (2) cremated remains may be interred in the same plot as a body. A maximum of eight (8) cremated remains may be interred in one regular plot.
- i) The full burial of a person shall not be interred in the same grave in which another full body has previously been interred.
- j) No second inurnment shall be permitted in any plot in the cemetery on which there are unpaid charges due and payable to the Town.
- k) All burials within the limits of the cemetery shall be under the supervision and control of the Town.
- l) Concrete liners or vaults are required for the burials of a body.

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

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**5. MARKERS**

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

**6. VISITORS**

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



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

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**7. VEHICLES IN CEMETERY**

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

**8. PROVISIONS FOR RULES AND REGULATIONS**

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

**9. PENALTY**

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

**10. Other**

This bylaw repeals:

2011 – 08 Cemetery bylaw

2014-08 Cemetery bylaw

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

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

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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

\_\_\_\_\_  
Mayor David Hutton

\_\_\_\_\_  
Chief Administrative Officer Joyce Pierce

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

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**SCHEDULE "A"**

**CEMETERY FEES**

**Plots**

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

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

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

**Cremation Plots – Individual (Single Burial)**

Summer	\$250	\$350	\$450
Winter	\$250	\$450	\$450

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

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

**Columbarium**

**Single Niche**

Summer	\$950	\$150	\$450
Winter	\$950	\$150	\$450

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

**TOWN OF BON ACCORD**  
**BY-LAW 2020-04**  
**CEMETERY BYLAW**

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**Other Charges**

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

**SCHEDULE "B"****PART I - PURCHASE OF BURIAL DEED**

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

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

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

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Signature of Purchaser

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Printed Name of Purchaser

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Address of Purchaser

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Telephone No. of Purchaser

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Date of Purchase

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

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Town of Bon Accord Representative

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**PART II - BURIAL APPLICATION AND PERMIT**

Date: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: M / F

Date of Death: \_\_\_\_\_

Date of Birth of Deceased: \_\_\_\_\_

Residence at time of death: \_\_\_\_\_

Date of Burial: \_\_\_\_\_

Time of Burial: \_\_\_\_\_

Service from: \_\_\_\_\_ Church/Chapel

Funeral Home in Charge: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone No. of Applicant: \_\_\_\_\_

**Lot Description** Section: \_\_\_\_\_ Plot No: \_\_\_\_\_

Regular Grave (\_\_\_\_\_) with Concrete Liner (\_\_\_\_) Vault (\_\_\_\_)

Cremation Grave (\_\_\_\_\_) Columbarium (\_\_\_\_\_) Other (\_\_\_\_\_)

Opening &amp; Closing Fee: Weekdays Regular Hours \$ \_\_\_\_\_

Weekday Overtime &amp; Weekend &amp; Holiday Additional Charges \$ \_\_\_\_\_

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Subtotal	\$ _____
GST	\$ _____
TOTAL	\$ _____

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

\_\_\_\_\_  
Signature of Applicant

**PERMIT FOR BURIAL**

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

\_\_\_\_\_  
Town of Bon Accord



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**SCHEDULE "C"****GRAVE MARKER PERMIT**

Permit No: \_\_\_\_\_

Name of Monument Company: \_\_\_\_\_

Address of Monument Company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. of Monument Company: \_\_\_\_\_

Name of Purchaser: \_\_\_\_\_

Address of Purchaser: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Location:      Section: \_\_\_\_\_ Plot: \_\_\_\_\_

Type of Marker: Not to exceed ground surface

Material Used:    Granite \_\_\_\_\_      Other \_\_\_\_\_

Size of Monument: Width \_\_\_\_\_ Height \_\_\_\_\_ Foundation Proposed: Yes \_\_\_\_ No \_\_\_\_

Inscription on Monument: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_ Est. Date of Placement: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Cash \_\_\_\_\_ Cheque \_\_\_\_\_

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

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**TRANSFER OF DEED FROM OWNER TO ANOTHER PERSON**

Name of Current Owner: \_\_\_\_\_

Name of Person Receiving the Transfer: \_\_\_\_\_

Address of Person Receiving the Transfer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. of Person Receiving the Transfer: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

Section: \_\_\_\_\_ Plot No: \_\_\_\_\_ Niche No: \_\_\_\_\_

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

# **Proposed New Bylaw 2025-07**

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

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

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

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

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

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

**1. TITLE**

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

**2. DEFINITIONS**

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

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

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

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

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

### **3. RESPONSIBILITIES AND DELEGATION**

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

### **4. ADMINISTRATION**

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

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

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

## **5. PLOTS**

- a. The plans for subdivision of lands made available by the Town for use as a Cemetery shall be kept on record at the Town office, together with all subsequent plans for subdivision of such other lands approved by the Town for use as a Cemetery, which shall be the plans of the Cemetery herein referred to and all Interments shall be made, and records kept by the Town in accordance with such plans of subdivision. Copies of all such plans of subdivision shall be available for inspection free of charge at the Town office during normal office hours.
- b. The Town shall issue a Burial Deed to each purchaser of a Grave Plot, Plots, or Columbarium Niche and will be responsible for collecting all fees per Schedule A.
  - i. The Burial Deed shall include the following information:
    - 1. The full legal name of the purchaser(s).
    - 2. Purchasers' contact information.
    - 3. Physical and mailing address.
    - 4. Date of purchase.
    - 5. Amount of the sale and terms of payment.
    - 6. Location of Plots/Niche.
- c. Plots and Niches in the cemetery shall be sold by the Town upon the Purchaser paying in advance the amounts shown in Schedule "A" of the resolution in support of this Bylaw and subsequent Bylaws pertaining to the Cemetery and on completion of an application to purchase a Burial Deed.
  - i. One individual may purchase a maximum of eight (8) Grave Plots at any time.
- d. Burial rights in the Cemetery shall not be sold, transferred or disposed of in any way by any person without the written consent of the Town. The Plot/Niche Owner may transfer

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

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the Burial Deed only upon payment of the necessary fees as shown in Schedule "A" and make the necessary application to the Town.

- e. No person shall further subdivide or alter any Niche or Plot in any manner at variance with the subdivision plans on record in the Town Office for lands approved for use as a Cemetery.
- f. The Owner may sell their Plot or Niche to the Town, and the Town will buy back the Plot or Niche at an amount representing at least 85% of the market value of the Plot or Niche at the date of resale.
- g. The Purchaser(s), or the legal representative(s), of a single Plot will have direct control over the burial access rights of said Plot unless a transfer of Ownership is obtained.
- h. Plot configurations are as follows:
  - i. Full burial Grave Plots are 4' x 8'.
  - ii. Cremation Plots are 2' x 2'.
  - iii. An individual Columbarium Niche is 1' x 1' x 1' deep.
- i. Fences, railings, walls, copings and other enclosures around the Grave Plots are prohibited.

## **6. INTERMENT**

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



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

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

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

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

## **7. DISINTERMENT**

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

## **8. INSTALLATION OF MARKERS AND MEMORIALS**

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

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

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- e. Vases, within reason, may be attached to the Markers.
- f. All Markers, including applicable Foundation, shall be confined within the boundaries of a Grave Plot and placed in such a manner as to maintain proper alignment.
- g. Pillow Markers require a concrete Foundation.
- h. No person shall solicit business or distribute business cards or place an advertising trademark on any Marker or Memorial or any other fixture or structure within the Cemetery.
- i. Ownership of Markers and Memorials belongs to the estate of the deceased person(s).
- j. All persons employed in the construction, erection, and maintenance of Markers, whether employed by the Town or not, shall be subject to the direction and control of the Town.
- k. All persons erecting, repairing, or replacing Markers shall ensure that the surrounding areas are left in the same conditions as found.
- l. The Town shall not be liable for damages resulting from theft, vandalism or damage, howsoever caused to Markers erected upon a Plot.
- m. No Grave cover is allowed in any portion of the cemetery.
- n. When cremated remains are placed in a plot where a body has been interred, flat Markers shall be placed over the top of the plot marking the cremated remains.
- o. When up to eight (8) cremated remains are placed in a plot, flat Markers shall be placed at the top of each burial site.
- p. No permanent Marker shall be placed on any Grave Plot before the Interment of human remains in such Grave Plot unless it is a Double Grave Marker and one of the persons is interred in the plot or is placed so as not to interfere with future burials (e.g., cremations). If a double Marker is erected before both Interments, the Town of Bon Accord will not be responsible for removing the Marker. Families must have the Marker removed before Town staff begin the excavation. Extra notice may be required for the burial. A form must be signed indicating that the family understands they must have the marker removed before future excavation.
- q. No work shall be done upon any Marker, nor shall any Marker be removed from any Grave Plot without permission from the Town.
- r. Inscription of the Columbarium will be permitted only on the granite front provided for the Niche and only upon receipt of deposit payment as stated in Schedule "A".

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

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- s. Persons wishing to place or install a Memorial in the cemetery must obtain prior permission from the Town in accordance with this Bylaw.
  - i. Applications for a Memorial in the Cemetery can be submitted to the CAO for approval.
  - ii. The Town reserves the right to deny applications for any reason.
  - iii. The Town must approve the location of the Memorial.
  - iv. Applicants are responsible for the cost and installation of the Memorial and any associated plaques.
  - v. The Town must approve all wording for commemorative plaques.
  - vi. The CAO may approve Memorials in the Cemetery.
- t. The Town shall report to a family member or responsible party of an installation that is in disrepair *if* the disrepair is noted during general maintenance. It shall be the duty of the family member or responsible party to repair or remove the installation within 30 days after receiving written notice from the Town.
- u. The Owner is responsible for the proper condition of a Marker or Memorial. The Town may remove an out-of-repair Marker or Memorial that is deemed to cause a safety hazard without notice.

## **9. GRAVE DECORATIONS**

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

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

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**10. MAINTENANCE AND CONTROL**

- a. No person other than an Employee of the Town or its designate, or the Owner of a Plot or Niche or his agent, shall be permitted to care for any Plot or Niche in the cemetery.
- b. The Town shall have the authority to remove from any Plot or Niche any weeds, grass, funeral designs and/or floral pieces that have become wilted, or any other articles or things deemed unsightly.
- c. All grading, seeding of grass, and sod work shall be done under the direction of the Town by Employees of the Town.
  - i. No person shall change the grade of any Plot other than the Town or an authorized representative of the Town. Where the grade of a Plot has been changed, the Town may, without notice, proceed to restore the grade at the Owner's sole expense.
- d. No person shall place anything on or adjacent to a Plot or Niche, which in the opinion of the Town restricts or hampers regular maintenance activities. The Town shall have the authority to remove, without notice, any such object or thing.
- e. The Town shall not be held liable for the loss of any item removed from any Plot or Niche in the Cemetery.
- f. If, in the opinion of the Town, where any greenery, vegetation, plants, or other landscaping situated on or about the Cemetery has become unsightly, dangerous, or inconvenient to the public or the Town, the Town shall have the right to remove such greenery, plants, or landscaping without notice to any affected Owner or other person.
- g. No person shall pick flowers, break, injure any tree, shrub, or plant, or write upon, destroy, deface, or damage any Memorial, Marker, Monument, fence, fixture, or structure within the Cemetery.
- h. No person shall throw, abandon, or dispose of rubbish or waste anywhere within the Cemetery except in the receptacles specifically provided for such a purpose by the Town, or otherwise create an unsightly condition within the Cemetery.

**11. VISITORS**

- a. Gatherings permitted in the Cemetery are limited to funerals, graveside or remembrance ceremonies, and with the written consent of the Town Manager, gatherings for historical, educational, and/or spiritual purposes.
- b. Under no circumstances may a party or other unscheduled gathering occur in the Cemetery.

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

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- c. No person other than an Employee or contractor under the direction of the Town shall enter or remain in the Cemetery between 11:00 PM and 6:00 AM.
- d. No person shall disturb the quiet or good order of the Cemetery by noise or any other improper conduct including, but not limited to:
  - i. Willfully and unlawfully disturbing persons assembled for an Interment;
  - ii. Committing any willful damage to the Cemetery's landscape, sod, trees, shrubs, flowers, plants, Markers, Memorials, Monuments, Niches, buildings, structures, fences, or any other ornaments, structures, or fixtures in the Cemetery.
- e. No person shall drive any vehicle through the Cemetery at a speed exceeding 10 KMPH or drive upon any part of the Cemetery except for the roadways provided specifically for vehicular access.
- f. The Town may prohibit the driving of vehicles in any part of the Cemetery.
- g. The Owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
- h. No person shall ride a horse in the Cemetery except as part of a funeral procession.
- i. No dogs or other animals shall be allowed in the Cemetery.
- j. The use of snowmobiles and other all-terrain recreation vehicles within the Cemetery shall not be permitted.
- k. No person shall enter the Cemetery carrying a firearm unless such a person is participating in a military funeral and has lawful authority to bear such a firearm.
- l. Persons within the Cemetery shall take care to use walkways and not walk upon or across plots, except Cemetery staff or contractors directed by the Town in performing their work. The Town expressly disclaims liability for any injuries sustained by anyone violating this rule.
- m. A Peace Officer may evict any person(s) contravening this Section or any part of this Bylaw from the Cemetery and applying any other remedy provided for in this Bylaw.

## **12. PENALTY**

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

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- a. Any person who destroys, damages, defaces, or writes upon any Marker, Memorial, Monument or other structure or object in the Cemetery in contravention of this Bylaw shall be guilty of an offence and liable upon summary conviction to a fine not less than five hundred dollars (\$500.00) and to a total fine of not more than two thousand, five hundred dollars (\$2,500.00) plus all costs of restoration and in default of payment to imprisonment for a period not exceeding six (6) months.
- b. Any person who commits a breach of any other provisions of this Bylaw shall, on conviction for such breach, be liable to a penalty of not less than two hundred dollars (\$200) and not exceeding ten thousand dollars (\$10,000.00) exclusive of costs, or in the case of non-payment of the fine and costs imposed, to imprisonment for any period not exceeding sixty (60) days.
- c. If a person is found guilty of an offence under this Bylaw, the Court may, in addition to any other penalty imposed, order the person to comply with this Bylaw.
- d. The levying and payment of any fine or imprisonment for any period provided in the Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which they are liable under the provisions of this Bylaw.
- e. Bylaw 2020-04 is hereby repealed.
- f. This Bylaw shall come into force and effect on the date of 3<sup>rd</sup> reading, regardless of the date that it is signed in accordance with section 213 of the *Municipal Government Act*.

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

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**SCHEDULE "A"**

**CEMETERY FEES**

**GRAVE PLOTS**

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

**OPEN & CLOSE**

**Summer (May 1<sup>st</sup> through to October 31<sup>st</sup>) Weekdays before 3:00 PM**

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

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

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



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

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**Winter (November 1<sup>st</sup> through to April 30<sup>th</sup>) Weekdays before 3:00 PM**

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

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

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

**OTHER CHARGES**

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

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

**TOWN OF BON ACCORD**

*Mayor Report – for period August 14 – September 10, 2025*

August 14, 2025	Chaired Roseridge Monthly Meeting. Discussed planning for upcoming regional meeting
August 15, 2025	Attended Agenda Committee Meeting
August 18, 2025	Virtual meeting with Minister of Transportation Deven Dreeshen and Minister Dale Nally regarding drainage issue.
August 19, 2025	Chaired Regular Meeting of Council
August 25, 2025	Attended Regional Roseridge meeting in Gibbons. This was a discussion regarding the new upcoming Curbside Pick-up program.
August 26, 2025	Attended Bloom Course on Ethics. Great one day course.
August 28, 2025	Attended Committee of the Whole Meeting. We discussed Acceptable Use and Information Security Policy, Ice Allocation Policy and the Cemetery Bylaw
September 2, 2025	Chaired Regular Meeting of Council
September 3, 2025	Attended virtual Roberts Rules Made Simple Seminar. This was a short but very informative seminar.
September 4-5, 2025	Attended 2 day Bloom Leadership course. This was an awesome course on all levels of leadership for municipalities that included Administration Management and Council.
September 4, 2025	Attended Emergency Services Long Term Service Awards. Always good to support.
September 7, 2025	Attended Bon Accord Connects/Meet Your Council event
September 9, 2025	Attended Coffee with a Cop. Low attendance but good conversations with Sergeant Mike Fabrero

Note: Only one report left for this term.

*Brian Holden*  
Mayor  
Town of Bon Accord

**TOWN OF BON ACCORD***Deputy Mayor Report August 13-Sept 09, 2025*

August 15, 2025	Attended Council Agenda Review
August 16, 2025	Attended Redwater Discovery Days Parade
August 18, 2025	Attended CRNWSC (Capital Regional Northeast Water Service Commission) Monthly Board Meeting Making great progress reviewing and reading several of our policies and bylaws.
August 1, 2025	Attended CRNWSC Governance/Voting Workshop Conclusion. Great workshop worked on a voting structure that should benefit all.
August 20, 2025	Attended SREMP (Sturgeon Regional Emergency Management Partnership) Meeting Prep
August 25, 2025	Attended SREMP Committee Meeting. This organization show the benefits of the region working together for a common goal. The Redwater fire was discussed and how the organization managed the fire. Excellent job to everyone involved, I was extremely impressed.
August 25, 2025	Rosieridge Joint Elected Officials Meeting. This was an especially important and informative seminar. This has brought more clarity on some of the waste Mmanagement issues. I believe Rosieridge Waste Management is moving in the right direction.
August 26, 2025	Attended Municipal Ethics – Building Trust & Integrity in Local Government. This was a particularly good workshop in discussion of ethics and values.
August 28, 2025	Attended Committee of the Whole Meeting

September 02, 2025	Attended Regular council meeting.
September 04, 2025	Bloom Municipal Leader Course Day 1: This <u>two-day</u> leadership workshop was an excellent opportunity to learn critical skills needed to lead effectively in local government. The course Gave me insights into public value leadership and strategies for improving relationships.
September 04, 2025	Emergency Service Long Term Service Awards. This I believe is one of the best programs to thank the emergency folks on doing a great service to their communities.
September 05, 2025	Bloom Municipal Leader Course Day 2
September 07, 2025	Bon Accord Connects – Fall. This was a terrific opportunity to show our support for our community and meet our citizens.
September 08, 2025	Coffee with a Cop: Always looking forward for a informative conversation with officer Fabrero.
September 08, 2025	Attended Council Agenda Review
September 08, 2025	Veteran's Memorial Park Committee Meeting Discussions around recruiting more members and Ways to find funding for future maintenance and projects.

*Timothy LARSON*  
*Deputy Mayor*  
Town of Bon Accord

## **TOWN OF BON ACCORD**

### *Councillor Report – Aug 13 – Sept 10, 2025*

- Aug 16                      Attended the Pancake Breakfast and participated in the Redwater Discovery Days Parade.
- Aug 18                      Participated in the ARROW Utilities virtual meeting. The RFP was reviewed for a third-party financial viability and governance structure review. Kate made some good recommendations, and the RFP was finalized and has gone out. The public budget web page was to go live on Sept 3.
- Participated in a virtual meeting with Minister Dreeshen and Minister Nally regarding addressing a drainage issue adjacent to Highway 28.
- Aug 25                      Attended a regional meeting with Roseridge about future waste services in the area.
- Aug 28                      Attended Homeland Housing Board meeting. Restructuring of the Health Care system and changes to funding and social benefits continue to create challenges in revenue. The 22 St. Thomas Street project has encountered some financial challenges as well. Although Homeland was awarded a grant for this project, the CMHC funds are no longer available due to delay in other funding.
- Attended the Committee of the Whole meeting. These meetings are very helpful in reducing the length of the Regular Meetings of Council.
- Sep 2                        Attended the Regular Meeting of Council.
- Sep 4                        Attended the Sturgeon County Firefighters Award Ceremony. Congratulations to all for their recognition awards and dedicated service.
- Sep 7                        Attended the Bon Accord Connects event. Perhaps not as well attended as I hoped. I wonder if the name is not specific enough. Prior to the event several people asked me what it is.

*Lynn Bidney*  
Councillor  
Town of Bon Accord

**TOWN OF BON ACCORD**  
*Councillor Report for period August 14- September 10, 2025*

August 16	Attended Redwater Parade
August 18	Meeting with Minister Nally & Minister Dreeshen
August 19	Attended Regular Meeting of Council
August 26	Attended Bloom session for Municipal Ethics seminar
September 4	Attended Bloom session for Leadership Excellence
September 5	Attended Bloom session for Leadership Excellence
September 7	Attended Bon Accord Connects event at the Bon Accord Community Hall

Note:

Councillor  
Lacey Laing  
Town of Bon Accord

**TOWN OF BON ACCORD**

*August 13 – September 10, 2025*

August 16	Attended Redwater Discovery Days Parade.
August 18	Meeting with Minister Nally and Minister Dreeshen.
August 19	Attended Regular Meeting of Council.
August 28	Attended Committee of the Whole Meeting.
September 2	Attended Regular Meeting of Council virtually.
September 4	Attended CRASC Board Meeting.
September 4	Attended Emergency Service Long Term Service Awards.

Note:

*Tanya May*  
Councillor  
Town of Bon Accord

**From:** [Jessica Spaidal](#)  
**To:** [Jessica Spaidal](#)  
**Subject:** FW: Municipalities Conventions - RCMP Meetings  
**Date:** September 8, 2025 12:34:30 PM

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**From:** McGunigal, Darcy (RCMP/GRC) <[darcy.mcgunigal@rcmp-grc.gc.ca](mailto:darcy.mcgunigal@rcmp-grc.gc.ca)>

**Sent:** September 8, 2025 12:10 PM

**To:** Christine Wells <[cwells@sturgeoncounty.ca](mailto:cwells@sturgeoncounty.ca)>; Chad Moore <[cmoore@sturgeoncounty.ca](mailto:cmoore@sturgeoncounty.ca)>; Brad Boddez <[brad.boddez@morinville.ca](mailto:brad.boddez@morinville.ca)>; [jennifer.potocnik@morinville.ca](mailto:jennifer.potocnik@morinville.ca); cao <[cao@bonaccord.ca](mailto:cao@bonaccord.ca)>; Chris Pinault <[CPinault@gibbons.ca](mailto:CPinault@gibbons.ca)>; Eric Lowe <[ELowe@gibbons.ca](mailto:ELowe@gibbons.ca)>; Robert Proulx <[rproulx@legal.ca](mailto:rproulx@legal.ca)>

**Subject:** Municipalities Conventions - RCMP Meetings

Good afternoon everyone! As I am sure you are all aware, the Alberta Municipalities Convention will be taking place this year from November 12<sup>th</sup>-14<sup>th</sup> at the Calgary TELUS Convention Center and the Rural Municipalities of Alberta Convention will be taking place from November 17<sup>th</sup>-20<sup>th</sup> at the Edmonton Convention Centre. We are now in the process of gathering requests from any municipalities that would like to meet with the Commanding Officer of RCMP "K" Division during these conferences.

If possible, please let me know by September 19 if any elected officials from your respective municipalities would like to meet with the Commanding Officer and what topics they would like to discuss. I will then forward the requests for scheduling. I do understand if election season could make this a bit tricky to forecast, but any responses are appreciated.

Thanks, hope everyone is doing well!

Darcy

S/Sgt. Darcy McGunigal  
Detachment Commander  
RCMP Morinville Detachment