

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
September 30, 2026 4:15 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. DELGATIONS**
 - 3.1.** 4:20 p.m. Amanda Houlihan – Harvest Days Committee – 2027 Budget Presentation
 - 3.2.** 4:40 p.m. James MacDonald – Northern Lights Library System (NLLS) – 2027 Budget Presentation (enclosure)
 - 3.3.** 5:00 p.m. Dan Atkins, Myrna Ross and Ted Kinjerski – Communities in Bloom (CiB) Presentation
 - 3.4.** 5:20 p.m. Brenda Gosbjorn – Bon Accord Community Church Presentation
- 4. BYLAWS | POLICIES | AGREEMENTS**
 - 4.1.** Health and Safety Policy (enclosure)
 - 4.2.** Cemetery Bylaw (enclosure)
- 5. ADJOURNMENT**

2025 VALUE STATEMENT

Town of Bon Accord

Population: 1,529 Library Cards: 210

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment.

For questions or concerns please contact:

James MacDonald, Executive Director

P: (780)-545-5072

E: jmacdonald@nlls.ab.ca



Total Library Savings

\$439,570

Name Of Library(s):

Bon Accord Public Library



OPERATIONS

Levy Cost

\$8,486

Rural Services Grant

\$8,845

Book Allotment

\$12,105

Return on Investment

\$68.64



ELECTRONIC AND NON-TRADITIONAL MATERIALS

eBooks in Circulation **2,913**

Total eBook Circulation Value

\$220,288



CIRCULATION

Net Borrower **8,090**

Total Print Circulation Value

\$202,250



SERVICE DELIVERY

MLS + TSI Tickets **28**

Total Professional Value

\$2,304

Acquisition & Cataloguing:

526

items purchased
with NLLS

\$3,151

saved via
acquisition

\$1,578

cataloguing &
processing value

How We Are Funded

LIBRARY

\$5.55

PER CITIZEN

+

MUNICIPAL LEVY

\$5.55

PER CITIZEN

+

PROVINCIAL GRANTS

\$4.75

PER CITIZEN

=

\$15.85

PER CITIZEN

-

\$2.15

LOCAL LIBRARY BOOK
ALLOTMENT

\$12,104.93



Operating Budget

KNOWLEDGE ADVENTURE & FUN!

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TOWN OF BON ACCORD
COMMITTEE REPORT

Meeting:	Committee of the Whole
Meeting Date:	September 30, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Health and Safety Policy
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

The Health and Safety Policy was approved on December 6, 2022, and was due for review three years after the approval date, which was December 6, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town's Health and Safety Advisor has worked with administration to make the following changes to the policy:

- Grammatical updates.
- Added a definition for Employee to include volunteers and contractors.
- Updated the definition of Council.
- Replaced all instances of Town Manager with Chief Administrative Officer and the definition of Town Manager has been removed. Chief Administrative Officer does not require a definition, as it is already defined in the MGA.

STRATEGIC ALIGNMENT

Priority #2: Great Governance – Policy, Standards, and Accountability

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT the Committee direct administration to bring the Health and Safety Policy to an upcoming Regular Council Meeting for approval.

HEALTH AND SAFETY POLICY

SECTION: Administration

DEPARTMENT:

COUNCIL APPROVAL DATE: December 6, 2022

LAST REVIEWED BY COUNCIL: December 6, 2022 [new date]

NEXT REVIEW DATE: (3 years after approval date)

POLICY STATEMENT

The Town of Bon Accord is committed to ~~ensuring the~~ providing and maintaining a safe and healthy workplace health and safety of its ~~for all employees~~ Employees, Council Members, volunteers, contractors ~~members and other persons who may be affected by the Town's operations, while~~ as well as the protection ~~protecting of~~ the environment.

The Town of Bon Accord will ~~make take~~ reasonable ~~provision steps to identify, assess, eliminate or control for the protection from~~ workplace hazards, the and prevent ~~the prevention of workplace injuries, illnesses, incidents and occupational exposures. accidents and injury and the promotion of workplace health and safety in compliance~~ The Town will comply with all applicable with requirements of the Occupational Health and Safety Act, Regulations and Code.

An effective health and safety program requires combined efforts ~~by of~~ Council, the employer, ~~departments,~~ managers, supervisors, and Employees. Employees are ~~bound~~ required to comply with by applicable safety policies, procedures ~~and applicable regulations legislation. and the failure to adhere to~~ Non-compliance with the this policy or the intentional disregard ~~for of~~ for established safety procedures ~~will may~~ result in ~~disciplined~~ disciplinary action in accordance with, as per the Town of Bon Accord's Employment Policy and related procedures.

PURPOSE

To clearly outline the Town of Bon Accord's health and safety requirements and

standards.

SCOPE

This policy applies to all ~~employees~~Employees, Council ~~M~~members, vendors, customers, ~~and volunteers and visitors associating directly who participate in, conduct business or are affected by who interact~~ with the Town of Bon Accord.

DEFINITIONS

1. "Council" means the elected officials of the Town of Bon Accord.

~~1. "Council" means elected Council members of the Town of Bon Accord.~~

2. "Employee" means Town employees, and any person who performs a service for the Town as an appointee, volunteer, student, or under a contract or agency relationship with the Town.

~~2-3.~~ "Town" means the Town of Bon Accord.

~~"Town Manager" means the Chief Administrative Officer (CAO) as appointed by Council or the CAO's delegate.~~

~~3.~~

RESPONSIBILITIES

1. The ~~Town Manager~~Chief Administrative Officer is responsible to ensure that this policy and program is implemented, supported, and improved by all ~~employees~~Employees.
2. Managers and supervisors are responsible to ensure that all ~~employees~~Employees are aware of and adhere to this policy and program, report safety concerns and provide input on safe work practices.
3. Employees are responsible to adhere to this policy and program, report any safety concerns to the appropriate supervisor or manager and provide input on safe work practices.

GENERAL REQUIREMENTS

1. As part of the broader safety management system, the Town of Bon Accord will:
 - a. Identify, assess, and responsibly manage health and safety in all ~~of~~ its activities, equipment and facilities;
 - b. Comply with legal requirements and, where justified, develop more stringent Town standards;
 - c. Design, construct, operate and maintain facilities in a responsible manner;
 - d. Provide Town ~~E~~employees with information concerning the safe use of Town facilities and equipment;
 - e. Conduct audits, reviews and evaluations to ensure compliance with this policy and continuously improve Town performance;
 - e.f. Implement, maintain and regularly review an effective Emergency Preparedness and Response Program to ensure appropriate plans, procedures, resources, training and emergency response measures are in place.
 - f.g. Provide orientation and training opportunities.
2. To meet the Town's commitment to health and safety, the Town's management is accountable to provide the necessary systems, human and financial resources to ensure compliance with this policy. All ~~employees—including managers, supervisors, employees, and contractors~~Employees are responsible ~~to participate~~for participating in the implementation of this policy and perform their work in a manner that adheres to the policy requirements, legislative responsibilities and follows all standard operating procedures provided for the performance of their job.
3. When any new safety requirement or procedure is ~~to be implemented~~implemented, ~~employees~~Employees will be provided with ~~this~~ information, instruction and training. All such procedures will be produced in writing and provided to relevant ~~employees~~Employees.
4. All ~~e~~Employees are expected to know and understand their role and responsibilities, including following all established policies and procedures and

reporting all workplace injuries, illnesses or incidents, including near misses to management immediately regardless of severity.

4.5. The Town encourages and invites input from ~~employees~~ Employees regarding health and safety issues as well as suggestions for addressing such issues. No ~~employee~~ Employee will ~~suffer~~ be subjected to any retaliation or repercussion relative to any term or condition of employment as a result of having raised a health and safety concern.

TOWN OF BON ACCORD
COMMITTEE REPORT

Meeting:	Committee of the Whole
Meeting Date:	September 30, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	DRAFT Bylaw 2026-06 Cemetery Bylaw
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

At the July 22, 2026, Special Meeting of Council, Council considered a delegation requesting permission to install an upright marker in the original (initial phase) section of the Town Cemetery.

Council approved the specific request and further directed Administration to bring the Cemetery Bylaw back for discussion regarding upright markers.

The current Cemetery Bylaw 2025-07 was adopted on September 16, 2025, and repealed Bylaw 2020-04. Section 8.d. of the current Bylaw states:

“All Markers must be flat (not exceeding the ground surface) or pillow Markers.”

The current bylaw therefore does not provide Administration with discretion to approve an upright marker.

At the August 25, 2026, Committee of the Whole meeting, the Committee reviewed options regarding the Cemetery Bylaw which included maintaining the current bylaw, allowing upright markers in the old section only, allowing upright markers with written permission only in the old section, or allowing upright markers throughout the cemetery. The Committee determined that it would be appropriate to allow upright markers throughout the cemetery.

Administration has reviewed the current Cemetery Bylaw and identified an opportunity to establish clearer and more comprehensive standards for Marker installation, including permitted Marker types, maximum dimensions, placement, foundations, repair and removal, and maintenance responsibility.

The updated Draft Cemetery Bylaw 2026-06 permits flat, pillow, and upright markers throughout the cemetery, while establishing consistent standards intended to balance individual memorial preferences with the Town’s operational, maintenance, safety, and long-term Cemetery management requirements.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed amendments to the Marker and Memorial provisions would make the following changes:

1. Permit flat, pillow, and upright Markers throughout the Cemetery.
2. Establish maximum Marker dimensions based on the type of Grave Plot:
 - Single Full Burial Grave Plot – maximum 42 inches high by 36 inches wide;
 - Double Full Burial Grave Plot – maximum 42 inches high by 72 inches wide; and
 - Cremation Plot – maximum 18 inches high by 18 inches wide.
 - i. The proposed maximum dimensions are intended to provide a reasonable balance between allowing families greater choice in memorialization and maintaining a Cemetery environment that can be consistently managed by the Town.
 - ii. The proposed dimensions are not intended to prescribe a particular style, appearance, material, or religious or cultural form of memorial, rather they establish a limit on the physical size of an installation.
 - iii. Given that the Grave Plots are all adjacent to each other, the size recommendations within the bylaw allow for spacing between markers and also provides a boundary so that a marker will not encroach upon its neighbouring plots.
 - iv. The 42-inch maximum height requirement for full burials provides sufficient space for a traditional upright marker while preventing a marker from becoming disproportionately large in relation to the 4-foot wide Grave Plot.
 - v. The 18-inch maximum height requirement for cremation markers provides sufficient space and access for Town staff to be able to dig cremation burials on adjacent plots.
3. Establish clear placement requirements for different types of Markers:
 - Full burial Markers are to be located at the head of the Grave Plot and centered within the width of the Grave Plot, unless otherwise approved by the Town.

- A Double Marker identifying two adjacent Full Burial Grave Plots is to be located at the head of the two Grave Plots and centered across the combined width.
 - Markers associated with designated Cremation Plots are to be located within the applicable Cremation Plot and centered within the plot.
 - Where cremated remains are placed within a Full Burial Grave Plot, individual Markers may be installed for each interment, provided they remain within the boundaries of the Grave Plot and do not interfere with adjacent plots or Cemetery operations.
4. Clarify that the maximum dimensions include the entire installed Marker assembly, including the Marker, base, foundation, and permanently attached ornamentation or other components.
 5. Establish foundation requirements for upright and pillow Markers, requiring them to be securely installed on a suitable foundation designed to support the Marker and approved by the Town.
 6. Clarify requirements for installation, repair, replacement and removal, including the requirement for Town approval and proof of legal authority where applicable.
 7. Clarify the timing of Marker installation, including the Town's recommendation that installation be delayed for six months to one year following Interment to allow for natural ground settlement.
 8. Clarify the responsibilities of Marker and Memorial owners, including responsibility for the condition of the installation and the requirement to repair or remove installations that are in disrepair or constitute a safety hazard.
 9. Clarify that allowing upright Markers does not create an obligation for specialized Cemetery maintenance. Cemetery maintenance will continue to be undertaken subject to available staffing, equipment, weather conditions, seasonal requirements, operational priorities, and available municipal resources.
 10. Separate Memorial provisions from Marker provisions to make the Bylaw easier to administer and understand.
 11. Establish a separate provision for Columbarium inscriptions, retaining the existing requirement that inscriptions be placed only on the granite front provided for the Niche.

The Bylaw already contains a general delegation provision under Section 3, which delegates to the Chief Administrative Officer the powers stipulated by the Bylaw to be exercised by the Town. Accordingly, where the Marker provisions retain the wording “unless otherwise approved by the Town” where flexibility may be appropriate, the

existing delegation provides the CAO with the authority to make those approvals so long as they do not conflict with any other provision in the Bylaw.

STRATEGIC ALIGNMENT

Values Statement of **Service Excellence**

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT ... the Committee direct administration to bring Bylaw 2026-06 Cemetery Bylaw as presented to a future regular meeting of Council for first reading.

TOWN OF BON ACCORD
BYLAW ~~2026-06~~2025-07
CEMETERY BYLAW

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

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

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

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

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

1. TITLE

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

2. DEFINITIONS

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

TOWN OF BON ACCORD
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CEMETERY BYLAW

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

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~~t-u.~~ **“Monument”** means a headstone or Marker.

~~u-v.~~ **“Niche”** means a recessed space in a Columbarium used or intended to be used for the Inurnment of cremated remains.

~~v-w.~~ **“Owner”** shall mean a person or persons who purchase a Grave Plot, Plot, Cremation Plot, or compartment or compartments of a Columbarium in the Cemetery.

~~w-x.~~ **“Peace Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Town, or a Bylaw Enforcement Officer appointed to enforce the Town’s Bylaws.

~~x-y.~~ **“Public Works”** means the Department of Public Works, including Parks and Recreation, of the Town of Bon Accord.

~~y-z.~~ **“Plots” or “Plot”** means either a single, or multiple, Grave Plots, Cremation Plots or a Family Plot.

~~z-aa.~~ **“Town”** means the Town of Bon Accord, or where context permits, the geographic boundaries of the Town.

~~aa-bb.~~ **“Vegetation”** shall mean trees, shrubs, creepers, climbers, perennials, biennials, or other growing or flowering matter.

3. RESPONSIBILITIES AND DELEGATION

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

4. ADMINISTRATION

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

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CEMETERY BYLAW

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

5. PLOTS

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

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CEMETERY BYLAW

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

6. INTERMENT

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

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

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

7. DISINTERMENT

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

~~8. INSTALLATION OF MARKERS AND MEMORIALS~~

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

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CEMETERY BYLAW

- ~~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, 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, Markers shall be placed at the top of each burial site.~~
- ~~p. No permanent Marker shall be placed on any Grave Plot before the Interment of human remains in such Grave Plot unless it is a Double Grave Marker and one of the persons is interred in the plot or is placed so as not to interfere with future burials (e.g., cremations). If a double Marker is erected before both Interments, the Town of Bon Accord will not be responsible for removing the Marker. Families must have the Marker removed before Town staff begin the excavation. Extra notice may be required for the burial. A form must be signed indicating that the family understands they must have the marker removed before future excavation.~~
- ~~q. No work shall be done upon any Marker, nor shall any Marker be removed from any Grave Plot without permission from the Town.~~
- ~~r. Inscription of the Columbarium will be permitted only on the granite front provided for the Niche and only upon receipt of deposit payment as stated in Schedule "A".~~

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

8. INSTALLATION OF MARKERS

Approval and Authorization

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

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Marker Types, Dimensions, and Placement

e. Flat, pillow, and upright Markers are permitted throughout the Cemetery, subject to the requirements of this Bylaw.

f. The maximum dimensions of a Marker shall be as follows:

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

g. For the purposes of determining compliance with the maximum dimensions established in this section, the dimensions shall include the Marker, base, foundation, and any permanently attached ornamentation or other components.

h. All Markers, including any applicable base and foundation, shall be confined within the boundaries of the applicable Grave Plot(s). No portion of a Marker, base, foundation, or permanently attached component shall encroach upon an adjacent Grave Plot.

i. A Marker associated with a full burial Grave Plot shall be located at the head of the Grave Plot, and centered within the width of the Grave Plot, unless otherwise approved by the Town.

j. A double Marker may only be installed to identify two (2) adjacent full burial Grave Plots. The Marker, including its base and foundation, shall remain entirely within the boundaries of the two (2) Grave Plots and shall be located at the head of the two (2) Grave Plots and centered across the combined width of the Grave Plots, unless otherwise approved by the Town.

k. A Marker associated with a designated Cremation Plot shall be located within the boundaries of the applicable Cremation Plot and shall be centered within the Cremation Plot, unless otherwise approved by the Town.

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

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Installation Requirements

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

Ownership, Condition, Maintenance, and Liability

- u. Ownership of Markers belongs to the estate of the deceased person(s).
- v. The Owner is responsible for the proper condition of a Marker. The Town shall report to a family member or responsible party an installation that is in disrepair if the disrepair is noted during general maintenance. It shall be the duty of the family member or responsible party to repair or remove the installation within thirty (30) days after receiving written notice from the Town.
- w. The Town may remove an out-of-repair Marker that is deemed to cause a safety hazard without notice.

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

9. INSTALLATION OF MEMORIALS

- a. Persons wishing to place or install a Memorial in the Cemetery must obtain prior permission from the Town in accordance with this Bylaw.
- b. Applications for a Memorial in the Cemetery can be submitted to the CAO for approval, and the CAO shall have the authority to approve Memorials.
- c. The Town reserves the right to deny applications for any reason.
- d. The Town must approve the location of the Memorial.
- e. Applicants are responsible for the cost and installation of the Memorial and any associated plaques.
- f. The Town must approve all wording for commemorative plaques.
- g. Ownership of Memorials belongs to the estate of the deceased person(s).
- h. The Owner is responsible for the proper condition of a Memorial. The Town shall report to a family member or responsible party an installation that is in disrepair if the disrepair is noted during general maintenance. It shall be the duty of the family member or responsible party to repair or remove the installation within 30 days after receiving written notice from the Town.
- i. The Town may remove an out-of-repair Memorial that is deemed to cause a safety hazard without notice.
- j. The installation of a Memorial shall not create an obligation on the Town to provide additional or specialized Cemetery maintenance. Cemetery maintenance shall be undertaken subject to available staffing, equipment, weather conditions, seasonal requirements, operational priorities, and available municipal resources. The frequency and timing of mowing, trimming, landscaping, grounds maintenance, and other routine Cemetery maintenance may vary accordingly.

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k. The Town shall not be liable for damages resulting from theft, vandalism, or damage, howsoever caused, to Memorials erected upon a Plot.

9.10. GRAVE DECORATIONS

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

10.11. MAINTENANCE AND CONTROL

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

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- 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.

44.12. VISITORS

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

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- 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.

42.13. PENALTY

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

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- 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~~2025-07 is hereby repealed.
- f. This Bylaw shall come into force and effect on the date of 3rd reading, regardless of the date that it is signed in accordance with section 213 of the Municipal Government Act.

READ A FIRST TIME THIS ~~2ND~~ ~~DAY OF SEPTEMBER 2025.~~

READ A SECOND TIME THIS ~~16TH~~ ~~DAY OF SEPTEMBER 2025.~~

READ A THIRD TIME THIS ~~16TH~~ ~~DAY OF SEPTEMBER 2025.~~

SIGNED AND PASSED THIS ~~16TH~~ ~~DAY OF SEPTEMBER 2025.~~

~~ORIGINAL SIGNED~~

Brian Holden
Mayor

~~ORIGINAL SIGNED~~

~~Bill Rogers~~Jodi Brown
Chief Administrative Officer

TOWN OF BON ACCORD
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SCHEDULE "A"

CEMETERY FEES

GRAVE PLOTS

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

OPEN & CLOSE

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

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

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

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

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

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

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

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

OTHER CHARGES

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

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