

**Town of Bon Accord
AGENDA
Regular Council Meeting
February 17, 2026 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. Pink Shirt Day (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. January 20, 2026; Regular Council Meeting (enclosure)
 - 4.2. February 2, 2026; Special Council Meeting (enclosure)
- 5. DELEGATION**
 - 5.1. 9:05 a.m. Chad Moore, Bon Accord Fire Chief and Matt Roblin, Bylaw Enforcement - Quarterly Fire Services and Bylaw Report (enclosure)
- 6. DEPARTMENTS REPORT**
 - 6.1. February 2026 (enclosure)
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
 - 8.1. Library Board Appointment (enclosure)
 - 8.2. Decommissioned Devices (enclosure)
- 9. BYLAWS/POLICIES/AGREEMENTS**
 - 9.1. 2026-02 Borrowing Bylaw – Operating (enclosure)
- 10. WORKSHOPS/MEETINGS/CONFERENCES**
- 11. COUNCIL REPORTS**
 - 11.1. Mayor Holden (enclosure)
 - 11.2. Deputy Mayor Bidney (enclosure)
 - 11.3. Councillor Gallant (enclosure)
 - 11.4. Councillor Larson (enclosure)
 - 11.5. Councillor May (enclosure)
- 12. CORRESPONDENCE**
 - 12.1. STARS Support Request Letter Discussion (enclosure)
 - 12.2. Bon Accord Community School Playground Redevelopment Committee Sponsorship Request (enclosure)
- 13. NOTICE OF MOTION**

Town of Bon Accord
AGENDA
Regular Council Meeting
February 17, 2026 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

14. CLOSED SESSION

14.1. Highway 28/51 Street Development Matter – ATIA Section 19 Disclosure harmful to business interests of a third party

14.2. Plan 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information

14.3. Personnel – ATIA Section 20 Disclosure harmful personal privacy

15. ADJOURNMENT

PROCLAMATION

PINK SHIRT DAY February 26, 2026

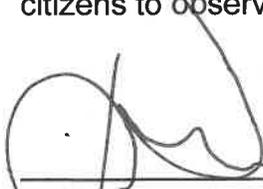
WHEREAS, Pink Shirt Day is observed on the last Wednesday of February each year across Canada and in countries around the world.

WHEREAS, the first Pink Shirt Day was established by Travis Price and David Shepherd of Berwick, Nova Scotia. In 2007, they bought and shared 50 pink shirts after Chuck McNeill, a male ninth grader, got bullied for wearing a pink shirt on the first day of school. The former Premier of Nova Scotia, Rodney MacDonald, then declared the second Thursday of September 'Stand Up Against Bullying Day' in commemoration of these events. The Premier of British Columbia in 2008, Gordon Campbell, finally announced February 27 to be the regional anti-bullying day, and that set the last Wednesday of every February as the national anti-bullying day in Canada. In 2009, Boys and Girls Clubs wore pink T-shirts that said 'Pink Shirt Day' and 'Bullying Stops Here' for Anti-Bullying Day.

WHEREAS, people wear pink shirts this day to signify the stand against bullying.

WHEREAS, Pink Shirt Day activities can take place at schools, workplaces, neighborhoods, or any peer group location. It usually involves abolishing bullying rallies, creating awareness, holding networking booths to help the community better understand the wrongs of bullying, and promoting anti-discrimination organizations. Other features include handouts, resources, and information promoting the message of the National Day of Action Against Bullying and Violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim February 26, 2026 as "Pink Shirt Day" in the Town of Bon Accord and encourage all citizens to observe this National Day of Anti-Bullying.



Mayor

FEBRUARY 11, 2026
Date

**Town of Bon Accord
Regular Meeting of Council Minutes
January 20, 2026 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Bill Rogers – Interim CAO
Falon Fayant – Corporate Services Manager
Kyle Miller – Planner and Development Officer
Jessica Spaidal – Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the January 20, 2026, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-001

ADOPTION OF MINUTES

December 16, 2025; Regular Council Meeting

COUNCILLOR MAY MOVED THAT Council approves the December 16, 2025 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-002

DEPARTMENTS REPORT

January 2026

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the report as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-003

UNFINISHED BUSINESS

Library Board Appointment Corrections

DEPUTY MAYOR BIDNEY MOVED THAT Council appoints Tanya May to the Bon Accord Public Library Board for a term expiring October 31, 2026.

CARRIED UNANIMOUSLY RESOLUTION 26-004

COUNCILLOR LARSON MOVED THAT Council appoints Cindy Gallant to the Bon Accord Public Library Board for a term expiring October 31, 2026.

CARRIED UNANIMOUSLY RESOLUTION 26-005

**Town of Bon Accord
Regular Meeting of Council Minutes
January 20, 2026 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

NEW BUSINESS

Councillor May Motion – Transport Trucks

COUNCILLOR MAY MOVED THAT Council directs administration to look into alternatives to parking for transport trucks along Highway 28 and bring back at the February 24, 2026 Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 26-006

BYLAWS/POLICIES/AGREEMENTS

2026-01 Procedural Bylaw

DEPUTY MAYOR BIDNEY MOVED THAT Council directs administration to bring back the 2026-01 Procedural Bylaw at a future Committee of the Whole meeting for review.

CARRIED UNANIMOUSLY RESOLUTION 26-007

Council Remuneration Policy

COUNCILLOR GALLANT MOVED THAT Council approves the Council Remuneration Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-008

WORKSHOPS/MEETINGS/CONFERENCES

Spring Municipal Leaders Caucus

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to register Mayor Holden, Deputy Mayor Bidney, Councillor Gallant, Councillor Larson and the CAO for the 2026 Spring Municipal Leaders Caucus on March 26 and 27, 2026 AND FURTHER THAT administration book hotel accommodations for all those attending at the Westin Hotel for March 26.

1 Opposed

CARRIED UNANIMOUSLY RESOLUTION 26-009

COUNCIL REPORTS

COUNCILLOR MAY MOVED THAT Council accepts the reports as information.

CARRIED UNANIMOUSLY RESOLUTION 26-010

CORRESPONDENCE

Sturgeon County – Recreation Agreement Payment

DEPUTY MAYOR BIDNEY MOVED THAT Council accepts the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 26-011

CLOSED SESSION

Plan 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information

**Town of Bon Accord
Regular Meeting of Council Minutes
January 20, 2026 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Plan 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information at 9:52 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-012

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 10:15 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-013

Plan 9022300 Lot 2 – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged Information

DEPUTY MAYOR BIDNEY MOVED THAT Council direct administration to buy back the land located at Plan 9022300 Lot 2 from the developer for the original purchase price of \$120,000.00.

CARRIED UNANIMOUSLY RESOLUTION 26-014

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the January 20, 2026 Regular Meeting of Council adjourn at 10:16 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-015

Mayor Brian Holden

CAO

**Town of Bon Accord
Special Meeting of Council Minutes
February 2, 2026 at 9 a.m. in Council Chambers**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Bill Rogers – Interim CAO
Terry Doerkson – Infrastructure Manager
Falon Fayant – Corporate Services Manager
Jessica Spaidal – Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:04 a.m.

MAYOR HOLDEN MOVED THAT the meeting continue without the livestream to YouTube.

CARRIED UNANIMOUSLY RESOLUTION 26-016

ADOPTION OF AGENDA

DEPUTY MAYOR BIDNEY MOVED THAT Council adopt the February 2, 2026, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-017

NEW BUSINESS

Purchase of New Floor Scrubber for the Arena

COUNCILLOR LARSON MOVED THAT Council approves the purchase of the Karcher floor scrubber at a cost of \$9,880.00 with \$6,000.00 of it from the LGFF grant in the 2026 capital interim budget and the remaining \$3,880.00 coming from Recreation Reserve funding.

CARRIED UNANIMOUSLY RESOLUTION 26-018

ADJOURNMENT

DEPUTY MAYOR BIDNEY MOVED THAT the February 2, 2026 Special Meeting of Council adjourn at 9:11 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-019

Mayor Brian Holden

CAO

Delegation Presentation - Matt Roblin

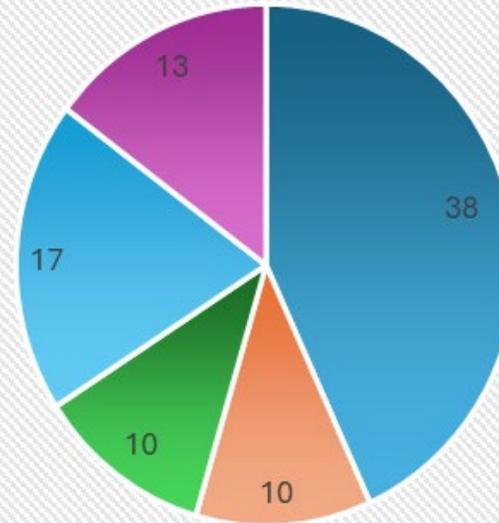
Enforcement Services – Bon Accord

Total incidents reported

88

Number of Incidents by Type

- Proactive Patrols: 38 (43%)
- Traffic Enforcement: 10 (11%)
- Other: 10 (11%)
- Bylaw: 17 (19%)
- Animal Control: 13 (15%)
-



Enforcement Citations – Bon Accord

Total citations issued

27

Total fine amount

\$1828.00



Citations by offence type



Speeding

5



Other traffic violations

21



Failing to obey traffic lights or signs

1



Other bylaw offences

0



Community standards-related offences

0



Animal-related offences

0

Sturgeon County

Statistics from: 10/1/2025 12:00:00AM to 12/31/2025 11:59:00PM

Citation Printout Report by Violation

Total Citations of (57 UHRR FAIL TO OBEY TRAFFIC CONTROL DEVICE): 1
Total Mandatory Appearances: 0

Total Citations of (BACS P8 S8.6 SIDEWALK OBSTRUCTIONS): 1
Total Mandatory Appearances: 0

Total Citations of (BAT S.16 OBSTRUCT/ IMPEDE TRAFFIC): 2
Total Mandatory Appearances: 0

Total Citations of (ROR S.37(A) FAIL TO OBEY STOP SIGN BEFORE ENTERING INTERSECTION): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(D) STOP/PARK ON SIDEWALK/BOULEVARD): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.44(N) PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE): 6
Total Mandatory Appearances: 0

Total Citations of (ROR S.53(5)(C) EXCEED/DRIVE >30 KM/H IN SCHOOL/PLAYGROUND ZONE): 1
Total Mandatory Appearances: 0

Total Citations of (ROR S.80(A) DR MV OBSURED VIEW THRU WINDSHEILD/WINDOWS): 1
Total Mandatory Appearances: 0

Total Citations of (TRAFFIC SAFETY ACT (RSA CT-6) TRAFFIC SAFTY ACT): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.115(2)(P) EXCEED MAX SPEED LIMIT): 4
Total Mandatory Appearances: 1

Total Citations of (TSA S.167(1)(C) FAILURE TO PROVIDE P.O. W/ FIN RESP CARD): 1
Total Mandatory Appearances: 0

Total Citations of (TSA S.52(1)(A) DRIVE MV W/O SUBSISTING CERT OF REGISTRATION): 3
Total Mandatory Appearances: 0

Total Citations of (TSA S.53(1)(A) DR/PRK VEH W/O LICENCE PLATE PROPERLY DISPLAYED): 2
Total Mandatory Appearances: 0

Total Citations of (VEH S.72(3) OPERATE MV W/ NON COMPLAINCE WINDSHIELD/ WINDOW G): 1
Total Mandatory Appearances: 0

Total Citations of (VEH S.82(2)(A) DRIVER NOT WEARING SEAT SEAT): 1
Total Mandatory Appearances: 0

Grand Total

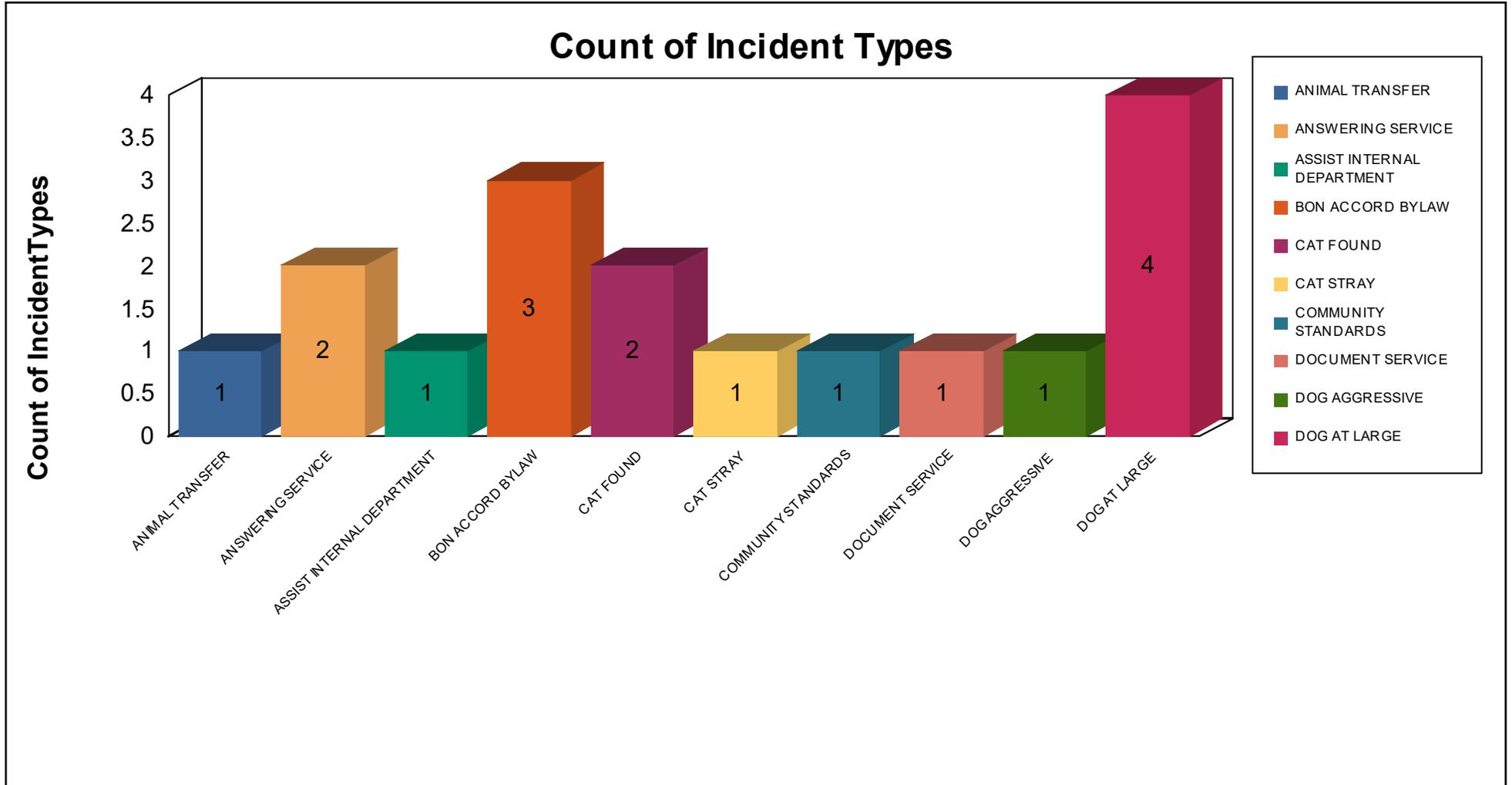
Total Number of Citations Reported: **27**
Total Fine Amounts Reported: **\$1,928.00**
Total Money Collected: **\$0.00**
Total Money Still Due: **\$1928.00**
Total Mandatory Appearances: **1**

Sturgeon County

Statistics from Occurred Date: 10/1/2025 12:00:00AM to 12/31/2025 11:59:00PM

Incident Report

STURGEON COUNTY ENFORCEMENT -



ANIMAL TRANSFER: 1 1%

Incident Report

STURGEON COUNTY ENFORCEMENT -

ANSWERING SERVICE: 2 2%

ASSIST INTERNAL DEPARTMENT: 1 1%

BON ACCORD BYLAW: 3 3%

CAT FOUND: 2 2%

CAT STRAY: 1 1%

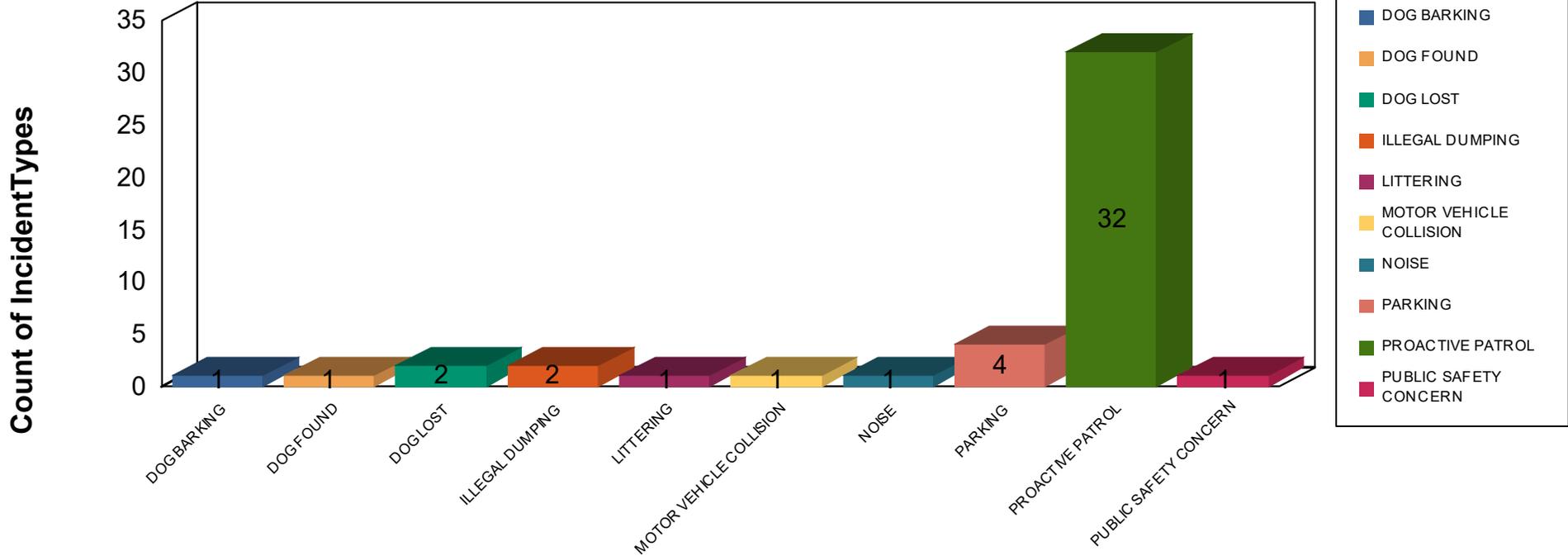
COMMUNITY STANDARDS: 1 1%

DOCUMENT SERVICE: 1 1%

DOG AGGRESSIVE: 1 1%

DOG AT LARGE: 4 5%

Count of Incident Types



DOG BARKING: 1 1%

DOG FOUND: 1 1%

DOG LOST: 2 2%

ILLEGAL DUMPING: 2 2%

Incident Report

STURGEON COUNTY ENFORCEMENT -

LITTERING: 1 1%

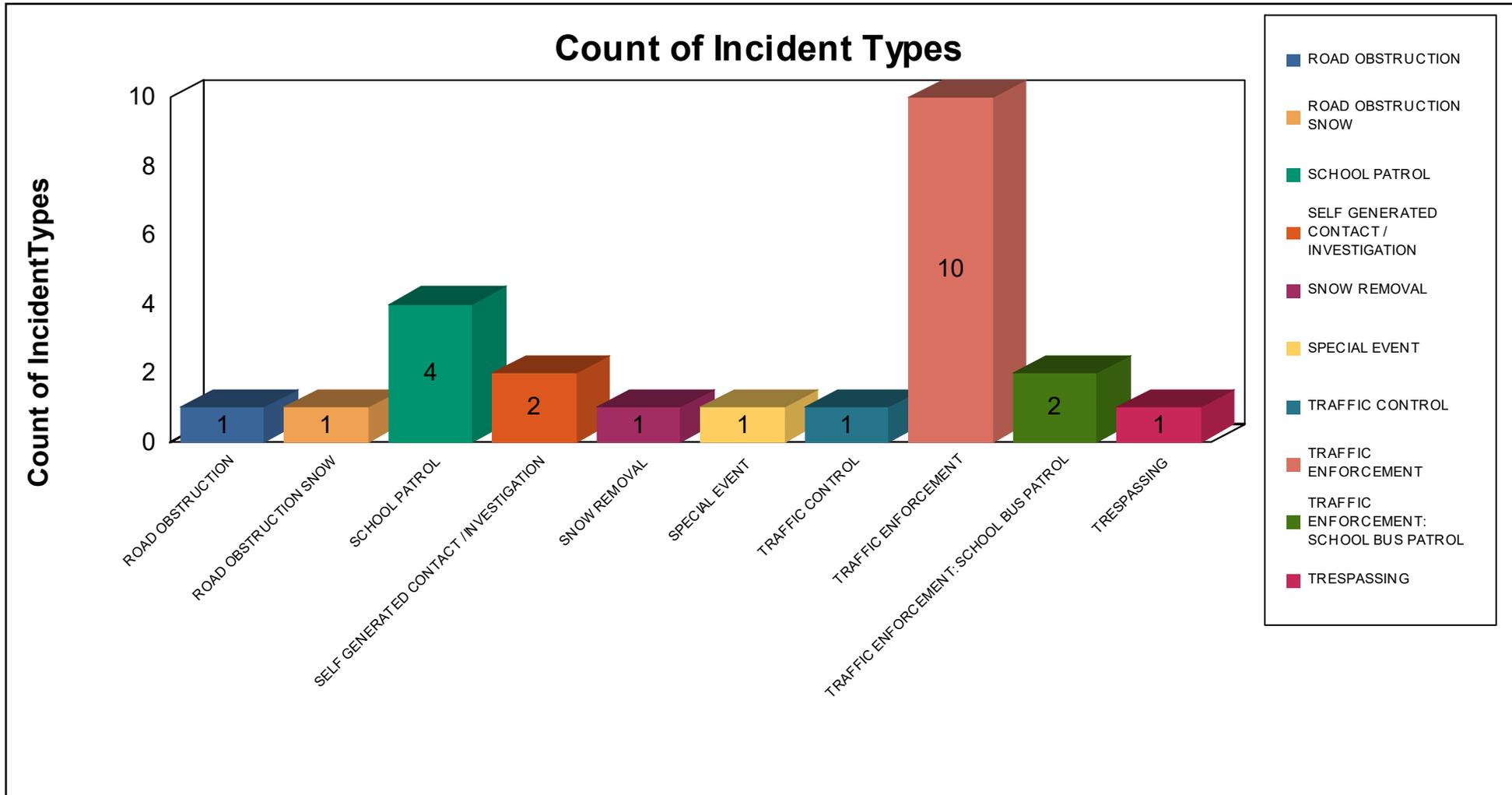
MOTOR VEHICLE COLLISION: 1 1%

NOISE: 1 1%

PARKING: 4 5%

PROACTIVE PATROL: 32 36%

PUBLIC SAFETY CONCERN: 1 1%



ROAD OBSTRUCTION: 1 1%

ROAD OBSTRUCTION SNOW: 1 1%

SCHOOL PATROL: 4 5%

SELF GENERATED CONTACT / INVESTIGATION: 2 2%

Incident Report

STURGEON COUNTY ENFORCEMENT -

SNOW REMOVAL: 1 1%

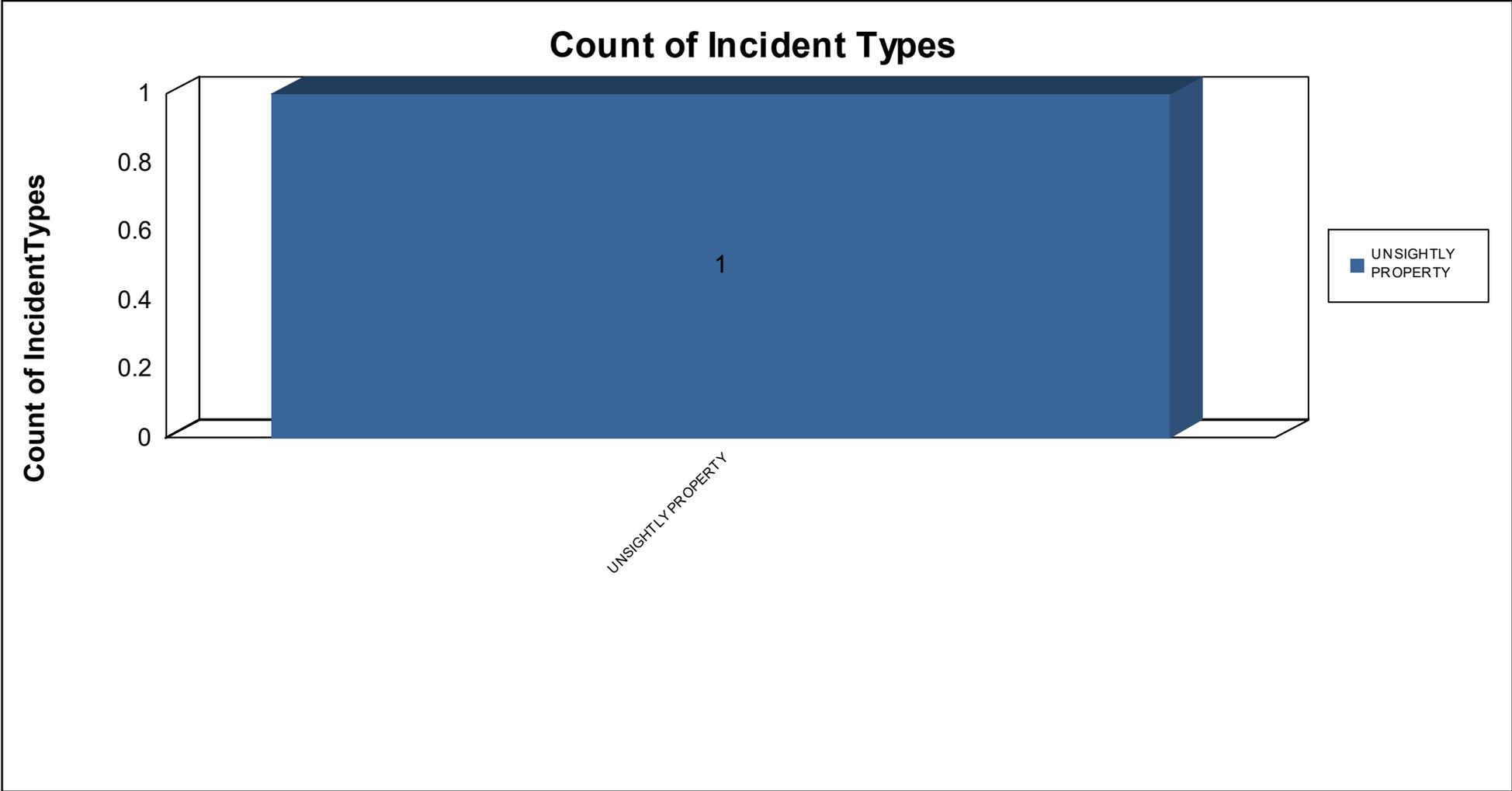
SPECIAL EVENT: 1 1%

TRAFFIC CONTROL: 1 1%

TRAFFIC ENFORCEMENT: 10 11%

TRAFFIC ENFORCEMENT: SCHOOL BUS PATROL: 2 2%

TRESPASSING: 1 1%



UNSIGHTLY PROPERTY: 1 1%

Grand Total: 100.00% Total # of Incident Types Reported: 88

Delegation Presentation - Chad Moore



Protective Services

2025 Year in Review



Sturgeon
C O U N T Y



Purpose

Provide an overview of the Protective Services Department activities in 2025.

Protective Service Staffing Levels

- Manager of Protective Services / Fire Chief
 - Protective Services Assistant
- Emergency Services Team
 - 2 - Deputy Fire Chiefs
 - 1 – Training Officer (New in 2026)
 - 14 - Full-time fire fighters
 - ~90 - Paid-On-Call (POC) firefighters across the 5 County Fire Stations.
- Enforcement Services Team
 - 1 – Deputy Chief, Community Safety (new in 2026, shared oversight with Disaster Services)
 - 1 - Enforcement Supervisor (Peace Officer)
 - 1 - Enforcement Team Lead (Peace Officer)
 - 8 - Peace Officers (1 new in 2026)
 - 1 - Animal Control Officers
 - Safe Communities Facilitator
 - 1 – Enforcement Assistant (new in 2026)
- Disaster Services
 - 1 – Deputy Chief, Community Safety (new in 2026, shared oversight with Enforcement)
 - 1 - SREMP Coordinator

Collaborations

- **Provide Fire Services:**

- Bon Accord
- Redwater
- Legal
- Summer Villages of Sunrise and Sandy Beach

- **Sturgeon County fire service partnerships:**

- Morinville
- Gibbons

- **Provide Enforcement Services:**

- Bon Accord
- Legal
- Summer Village of Sandy Beach
- Summer Village of Sunrise Beach

- **Animal Control Contracts:**

- Edmonton Humane Society
- Second Chance Animal Rescue Society
- Parkland County

2025 Successes

- 20 Year Fire Master Plan completed
- Completion of Enforcement Review project
- Response to the Redwater Rec Area Fire and AAR
- Several joint exercises with industry
- Fire Service Awards
- Fire Prevention Week
- Expansion of Disaster Response Training
- Critical Incident Stress Peer Group and expansion of staff supports

Enforcement Citations –Bon Accord

Total citations issued

107

Total fine amount

\$8404.00

Citations by offence type



Speeding

20



Other traffic violations

36



Failing to obey traffic lights or signs

7



Other bylaw offences

28



Community standards-related offences

9



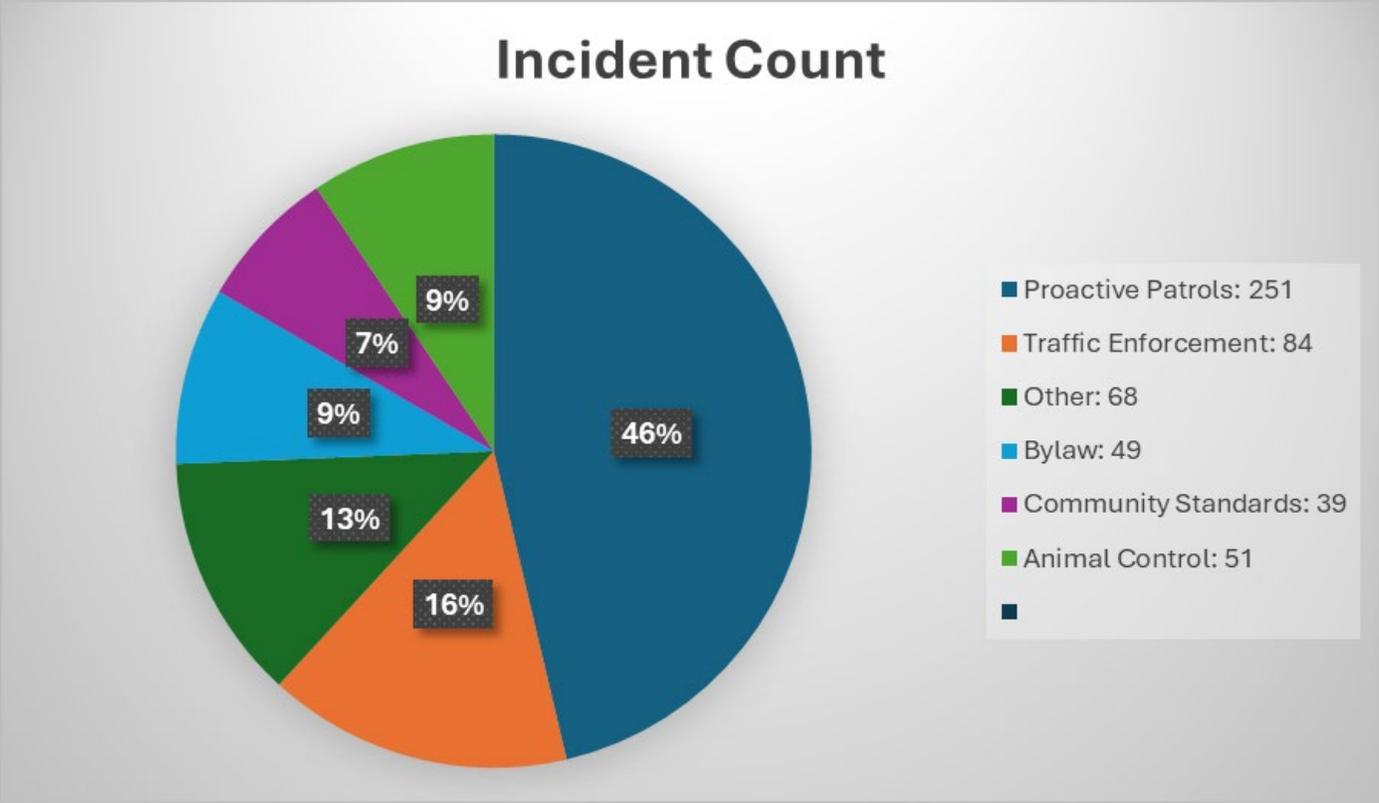
Animal-related offences

7



Enforcement Services – Bon Accord

Total incidents reported
542



Rural Crime

- **Work with RCMP**

- Morinville Detachment – Services 80% of Sturgeon County
- Redwater Detachment – Services 15% of Sturgeon County
- Fort Saskatchewan Detachment – Services 5% of Sturgeon County

- **Proactive Patrols**

- Over 2287 proactive patrols conducted in 2025
- Covers rural areas, industrial parks and natural areas

- **Safe Communities Facilitator**

- Conducted numerous public engagements, education sessions, workshops, and built partnerships with external organizations.

Enforcement Services Challenges

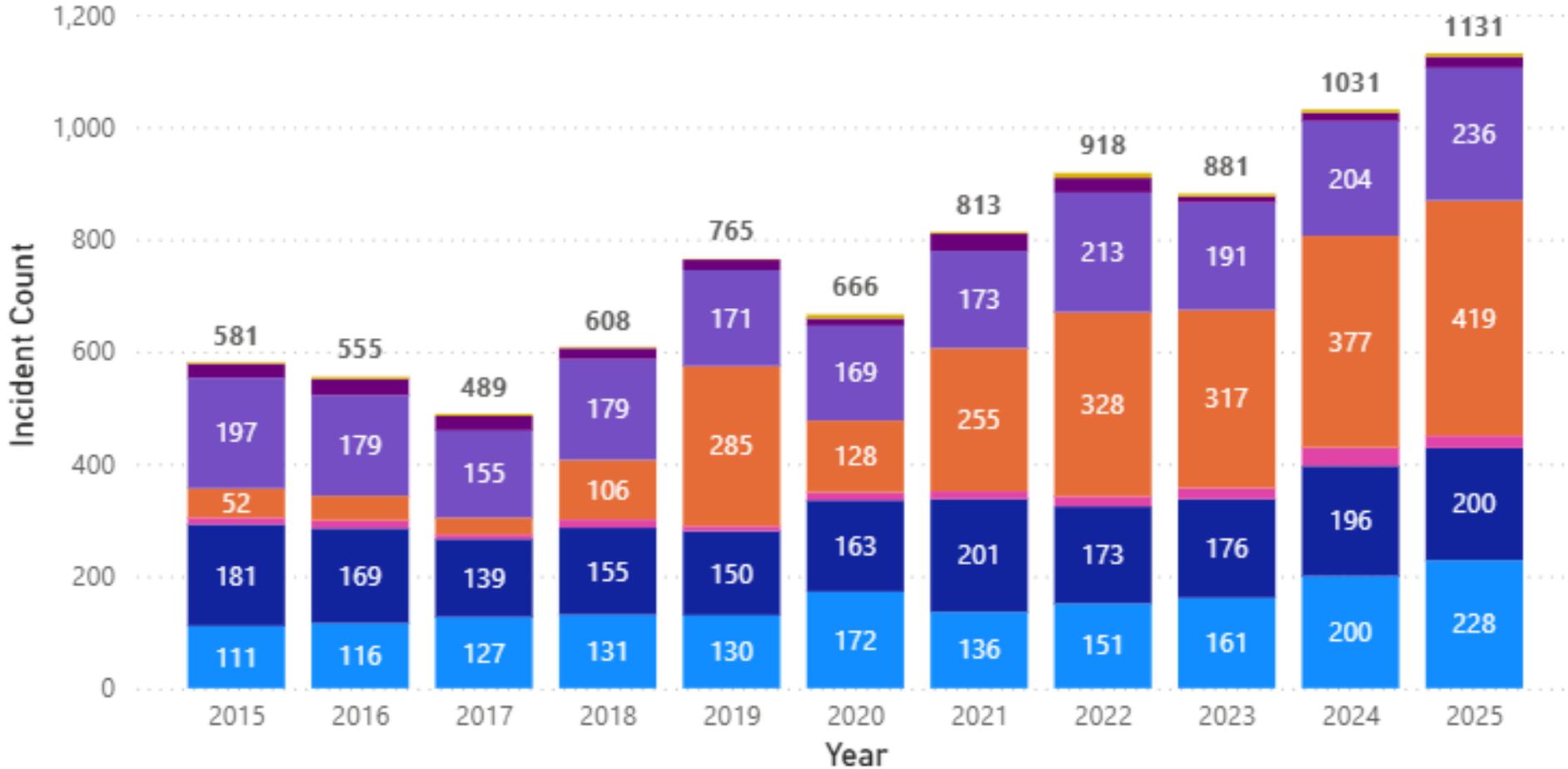
- Resource Allocation & Prioritization
- Public Perception and Access to Enforcement
- Managing Public and Stakeholder Expectations
- Vehicle & Technology Integration and Management

Emergency Services 2025

1131
Emergency
Incidents in
2025

Incident Count By Year

Alarms Fire Hazardous Materials Medical MVC Public Hazard / Other Rescue

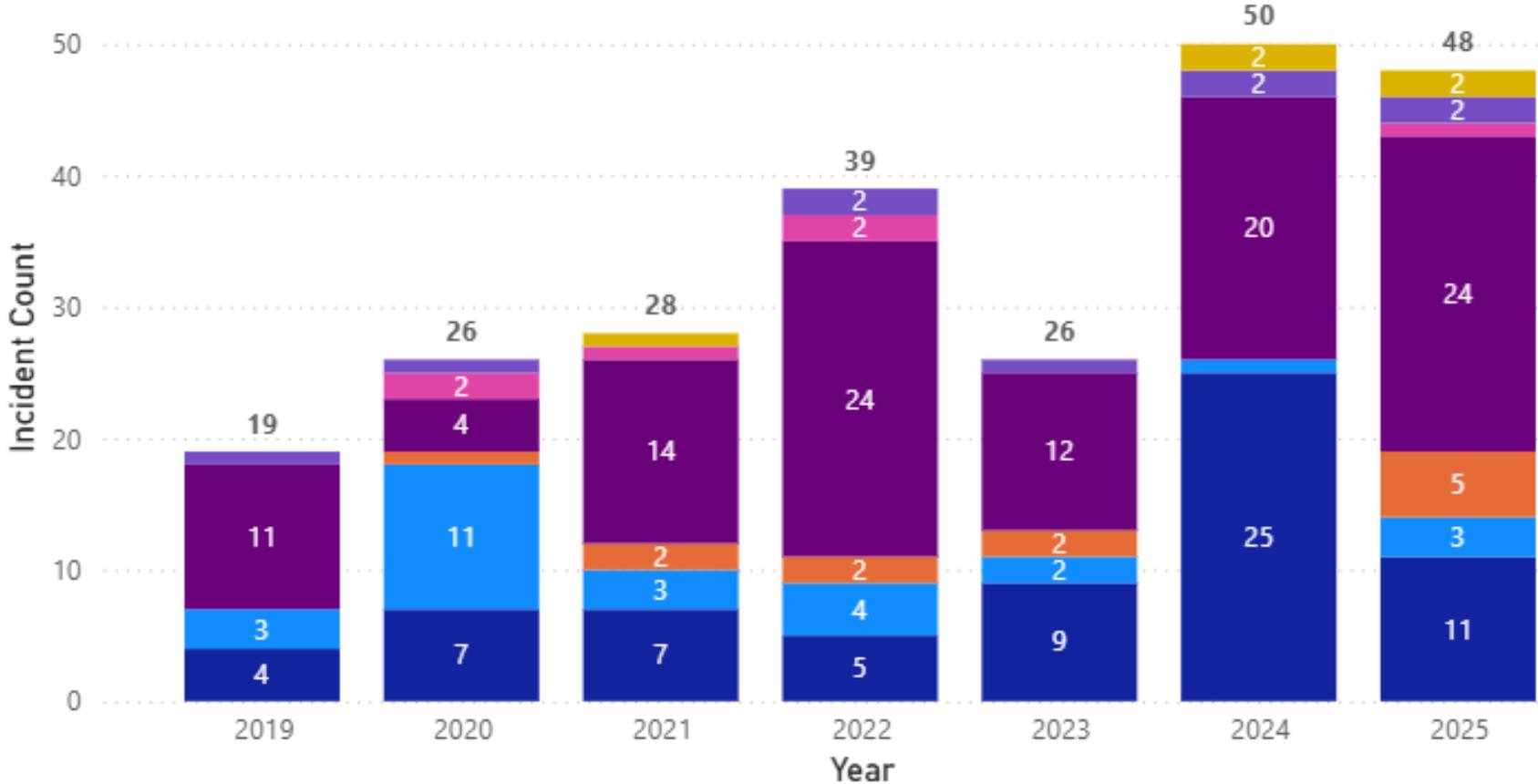


Emergency Services – Bon Accord

48 Emergency Incidents in 2025

Incident Count By Year

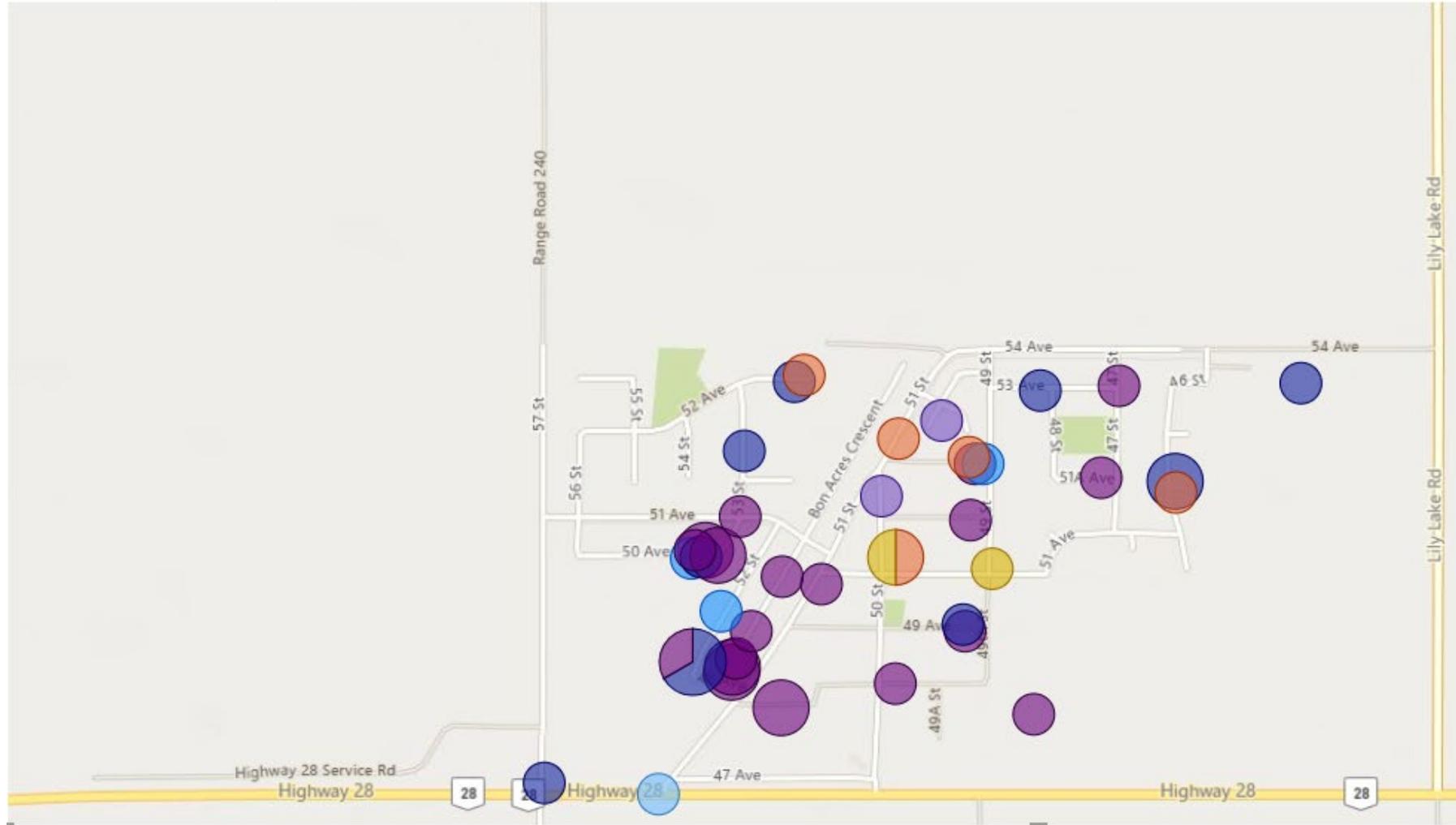
Alarms Fire Hazardous Materials Medical MVC Public Hazard / Other Rescue



Emergency Services – Bon Accord

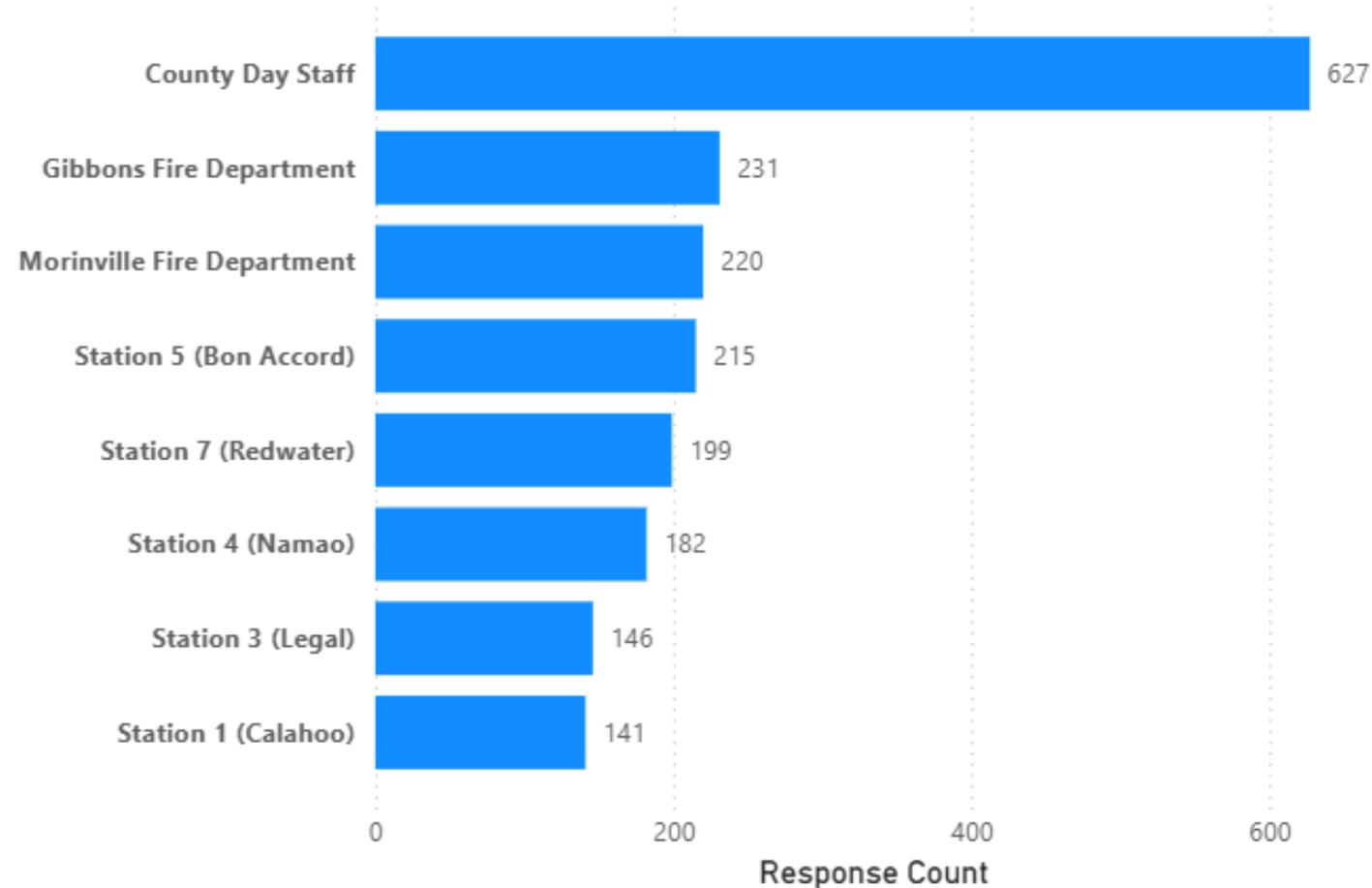
Incident Map

Response Type Description (groups) ● Alarms ● Fire ● Hazardous Materials ● Medical ● MVC ● Public Hazard / Other ● Rescue



Fire Station Activity 2025

Incident Responses By Station



Emergency Services Challenges

- Firefighter recruitment and retention
- Daytime response capacity
- Increase development and evolving hazards
- Increasing Incident volume
- Infrastructure challenges with aging fire stations
- Organizational capacity to support growth

Protective Services 2026 Initiatives

- Fire Master Plan and Enforcement Review Implementation Planning
- New enforcement technology in vehicles and introduction of body-worn cameras
- Review and update of mutual-aid agreements with neighbouring municipalities.



Thank You

News | Projects | Events

Events & Programs

- January 22nd Community Art Night at the arena mezzanine; 9 attended.
- January 25th Rooted in Wellness Community Dinner at the community hall; 68 attended. This was our largest attendance to date.
- January 30th Youth Drop-In and Lunch program at the Arena Mezzanine. No youth attended this program.
- February 5th Youth Drop-In and Lunch program at the library. There was minimal attendance from the youth already visiting the library.
 - The Youth Drop-in and Lunch program was revised as a partnership with the library due to no attendance at the first session held at the Arena Mezzanine.
- February 11th Service Canada Presentation – CPP, Old Age Security Benefit, and Dental Care Plan at the Jewel Box.
- Upcoming programs and events include:
 - Pickleball is back for February! Every Monday evening, stop by Lilian Schick School gymnasium to join in the fun. Drop in fee is \$5. Check out our event calendar <https://bonaccord.ca/calendar>
 - Pink Shirt Day Colouring Contest (Ages 17 and under), colouring page available online to print or at the Town office for pick up.
 - February 19th Community Art night at the Arena Mezzanine. This event has been cancelled due to low registration.
 - February 21st Community Field Trip – St. Albert bowling – currently there are no registrations and therefore this event may have to be cancelled.
 - February 25th Scam Prevention presentation at the Jewel Box.
 - February 28th Modern Family Forum at the Community Hall; registration is open for this free conference.

Key Meetings

- N/A

Conferences and Training

- February 12, 2026: Brownlee's Emerging Trends in Municipal Law Seminar – 3 administrative staff attended

Department Highlights

Administration | Town Manager

- Tim Duhamel of Bloom Centre for Municipal Education held a Strategic Planning session for Council on January 27 & 28, 2026.

Legislative Services | Communications

- Attended the Brownlee Emerging Trends in Municipal Law Seminar on February 12.
- Coordinating and preparing for the first Sturgeon Regional Partnership (SRP) meeting of 2026 on February 19 – the Town of Bon Accord is the “managing partner” for 2026.

Planning | Development

- Attended Brownlee's Emerging Trends in Municipal Law Seminar in my capacity as Scheffer Andrew Ltd.'s project planner.
- Planning has reviewed the Phase 2 development permit application for the lands located at 4706 51 Street. This review included review by the Town's Development Officer, engineering consultant, and legal counsel. It is the Town's practice to have more substantial development permits reviewed by legal counsel to identify matters that should be included in the Development Agreement.
- Planning and Development is presenting information related to a Development Agreement for Council's review and approval.
- The review of drainage solutions related to the 51 Street/Highway 28 intersection is ongoing with Magna Engineering Services Inc. Survey crews were on site to obtain additional information required to continue this work.

Corporate Services

- The audit has been scheduled for the week of February 17-20th.
 - Staff have been busy preparing all the required information.
- Attended the Brownlee Emerging Trends in Municipal Law Seminar on February 12th.
- The January 2026 utility billing did not reflect the updated rates for water, wastewater service, and waste collection per the approved bylaws. Therefore, there will be a slight adjustment on February utility bills to collect the unbilled amounts. An explanation for residents will be provided within the utility bills.

Community Services

- Community Services has booked the fireworks for the Harvest Day event. Fireworks will be hosted by the service provider that provided the Canada Day fireworks in 2025 in order to meet budget limitations.
- Staff have booked a series of presentations geared towards seniors to occur at the Jewel Box. Topics booked to date include scam prevention and financial assistance. Potential topics include digital support, downsizing and decluttering, and fire and life safety.
- The Babysitting and Home Alone Courses are available for registration. Babysitting is March 9th at the Bon Accord Arena (deadline for registration is March 2nd) and Home Alone is March 20th at the Bon Accord Arena (deadline for registration is March 11th).
- Notification has been placed on our website and social media regarding the Community Services Appreciation Award. Nominations for someone who goes above and beyond to support our community can be made until the closing date of February 28th. Details are available on our website.
- Administration is seeking volunteers for our income tax program. Experience is not required as free training is provided through the Canada Revenue Agency. The income tax clinic is a free volunteer-run program facilitated through the Canada Revenue Agency. Training can be completed online. Applications are available on our website or in the town office.
- Sturgeon Adult Learning, one of our organization partners, is providing a Parent-Child Mother Goose program at the Bon Accord Community Hall on Wednesdays from 9:30 to 10:30 am followed by a Silly Sprouts program from 10:30 to 11:30 am from January 28th through to April 1st.

Operations | Public Works

- Public Works Department has been kept busy hauling the remaining snow piles from around town (from the last clearing cycle). This also consisted of removing specific piles in certain locations that would help lessen the overall drainage in the area during the initial spring melt. One of the main areas being the intersection of 51st Street and 47 Avenue. This area is of particular concern this year as the Town is in the process of changing the storm drainage on 51st Street in lieu of the new developments going in.
- Due to the spring-like weather and above zero temperatures, time has been spent opening catch basins and clearing snow in ditches as to allow the unrestricted flow of the spring run-off.
- Equipment repairs are ongoing.
- Initiated surveying and sub-grade borehole testing with Town engineers to gather necessary information for a tender package concerning the full depth reclamation of 50 Avenue between 53 and 56 Streets.
- Building maintenance, as well, has been on-going. The Town office building water heater had to be replaced. Along with it there was a new recirculation pump (as had previously worn out and taken out of service) and an expansion tank (that should have been part of the system originally).

- Dealt with a couple of cremation burials.
- Facilitated with monthly residential water issues. From account issues to hardware problems. Recently, we have noticed issues with older water meters and MXU units stopping and/or working unreliably usually resulting in a complete replacement of the equipment. These meters are identified by a low monthly consumption or zero consumption when read.
- On February 9, the Regional Water Commission commenced a planned pipe repair project on their line that feeds the Town's reservoir. On February 10, they confirmed that the line issues were not the issue they anticipated and closed the pipe excavation site with nothing done to the system. All water operations are now returned to ordinary flows.
- Arena season is progressing with minimal issues. An arena staff member has given notice of resignation for the end of the arena season (end of March) and the position opened has been filled by another employee. A new floor scrubber for the arena was purchased as the old one could no longer be repaired. Staff appreciate the hassle-free efficiency of the new machine.

Attachments

- Town Manager:
 - Action Item List
- Corporate Services Manager:
 - Variance Report

Town Manager Action List

Date: February 17, 2026
Reporting Period: January 15, 2026 – February 12, 2026
Submitted by: Bill Rogers, Interim CAO

ACTON ITEM LIST:

Action Item	Status
<p>Rosieridge Waste Management Services Commission Council resolved to direct administration to enter into conversations with Rosieridge Waste Management Services Commission to explore coordinating waste collection across the region.</p>	<p>In progress</p>
<p>Arena Advertising Agreement – FOIP Act Section 24 Advice from officials Administration to draft a new agreement with CNN Spurs for arena board advertising for Council review and approval.</p> <p>Arena Advertising Agreement – ATIA Section 29 Advice from officials COUNCILLOR MAY MOVED THAT Council direct administration to bring back after the new election.</p>	<p>In progress</p>
<p>Proposed Park Renaming Survey Results Council accepts this report as information and directs administration to investigate the cost of signage for said parks.</p>	<p>In progress Recommendation—staff brings forward costs of purchasing and installing signs with existing park names during the 2026 budget deliberation process.</p>
<p>Joint Use and Planning Agreement Council directs that the Town Manager and the Mayor sign the Joint Use and Planning Agreement.</p>	<p>The Town has advised the School Board of this decision and school officials have advised that the School Board is reviewing the proposed agreement.</p>
<p>School Bus Stop Sign Extender Proposal Council directs administration to draft a letter to local contractors in the area encouraging them to give feedback on the town bus stops.</p>	<p>A report is forthcoming at the February 24, 2026 Committee of the Whole Meeting.</p>

<p>Nature-Based Stormwater Project Council approved engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.</p>	<p>Ongoing</p>
<p>Resident Concern re: Neighbour Video Surveillance Council directs administration to consult legal and begin to plan for possible bylaw regarding video surveillance and drones.</p>	<p>In progress</p>
<p>Council Direction to Administration on Public Engagement and Communication • Post Election Council Message to Public • Strategic Plan Communications – Accomplishments/Achievements • First 60 Days COUNCILLOR LARSON MOVED THAT Council directs administration to proceed with public engagement and communication to the public as follows: • Post Election Council Message to Public • Strategic Plan Communications – Accomplishments/Achievements • First 60 Days</p>	<p>Strategic planning updates to be brought forward quarterly.</p>
<p>2026-01 Procedural Bylaw Council directs administration to bring back the 2026-01 Procedural Bylaw at a future Committee of the Whole meeting for review.</p>	<p>In progress</p>

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2026
Reporting period: up to February 10, 2026

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance Actual-Budget	
General Municipal	58,232	42,220	16,012	14,468	15,000	532	43,764	27,220	16,544	38%
TOTAL MUNICIPAL	\$ 58,231.71	\$ 42,219.67	\$ 16,012.04	\$ 14,467.97	\$ 15,000.00	-\$ 532.03	\$ 43,764	\$ 27,220	\$ 16,544	61%
Election	-	-	-	-	-	-	-	-	-	#DIV/0!
Council	-	-	-	12,142	22,513	10,371	(12,142)	(22,513)	10,371	-85%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 12,142	\$ 22,513	-\$ 10,371	-\$ 12,142	-\$ 22,513	\$ 10,371	46%
Administration	8,970	2,898	6,072	61,178	106,853	45,675	(52,207)	(103,955)	51,747	-99%
EV Chargers	-	125	125	-	300	300	-	(175)	175	#DIV/0!
TOTAL ADMINISTRATION	\$ 8,970	\$ 2,898	\$ 6,072	\$ 61,178	\$ 106,853	-\$ 45,675	-\$ 52,207	-\$ 103,955	\$ 51,747	50%
Fire Services	-	-	-	-	2,927	(2,927)	-	(2,927)	2,927	#DIV/0!
Emergency Services	-	-	-	2,478	4,031	(1,553)	(2,478)	(4,031)	1,553	-63%
Bylaw	415	508	(93)	-	3,667	(3,667)	415	(3,158)	3,573	861%
TOTAL PROTECTIVE SERVICES	\$ 415	\$ 508	-\$ 93	\$ 2,478	\$ 10,624	-\$ 8,147	-\$ 2,063	-\$ 10,116	\$ 8,053	80%
Municipal Planning	2,679	2,417	262	1,108	20,789	19,681	1,571	(18,373)	19,943	1270%
Economic Development	-	-	-	8,561	24,034	15,473	(8,561)	(24,034)	15,473	-181%
Safe Communities	-	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL PLANNING & DEVELOPMEN	\$ 2,679	\$ 2,417	\$ 262	\$ 9,669	\$ 44,823	-\$ 35,154	-\$ 6,990	-\$ 42,406	\$ 35,416	84%
Public Works - Roads	-	-	-	33,576	82,746	49,170	(33,576)	(82,746)	49,170	-146%
Storm Sewer & Drain	-	-	-	17,588	4,854	12,734	(17,588)	(4,854)	(12,734)	72%
Water	47,381	49,189	1,808	33,945	78,714	(44,769)	13,436	(29,525)	42,961	320%
Sewer	31,128	38,316	7,189	14,489	84,504	(70,015)	16,639	(46,187)	62,826	378%
Garbage	9,437	10,653	1,217	3,531	21,901	(18,371)	5,906	(11,248)	17,154	290%
Cemetery	4,530	-	4,530	1,283	2,504	(1,222)	3,247	(2,504)	5,752	177%
TOTAL PUBLIC WORKS	\$ 92,475	\$ 98,158	-\$ 5,683	\$ 104,411	\$ 275,223	-\$ 170,812	-\$ 11,936	-\$ 177,064	\$ 165,128	93%
FCSS	11,351	12,374	1,023	6,585	22,142	15,556	4,766	(9,768)	14,533	305%
TOTAL FCSS	\$ 11,351	\$ 12,374	-\$ 1,023	\$ 6,585	\$ 22,142	-\$ 15,556	\$ 4,766	-\$ 9,768	\$ 14,533	149%
Parks	63,217	63,364	147	8,924	24,794	15,870	54,293	38,570	15,723	29%
Arena	126,147	147,102	20,956	29,026	64,010	34,984	97,120	83,092	14,028	14%
Recreation	197,358	199,516	2,158	7,724	21,145	13,422	189,634	125,957	63,677	34%
TOTAL REC & COMMUNITY SERVICE	\$ 386,722	\$ 210,466	-\$ 23,261	\$ 45,674	\$ 109,949	-\$ 64,275	\$ 341,048	\$ 247,619	\$ 93,428	38%
Library	-	-	-	34,986	35,815	829	(34,986)	(35,815)	829	-2%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 34,986	\$ 35,815	-\$ 829	-\$ 34,986	-\$ 35,815	\$ 829	2%
Total Excl. General Municipal	\$ 502,612	\$ 326,822	-\$ 23,727	\$ 277,122	\$ 627,941	-\$ 350,819	\$ 225,490	-\$ 301,119	\$ 526,609	234%
Total Incl. General Municipal	\$ 560,843	\$ 369,042	-\$ 7,715	\$ 291,590	\$ 642,941	-\$ 351,351	\$ 269,253	-\$ 273,899	\$ 543,153	

Variance Report Notes

Reporting Period: up to February 10, 2026

Municipal:

Penalties collected on taxes for the year are \$4,221 over budget.
Franchise fee revenues are currently over budget by \$7,440, with some outstanding.
Investment revenue is \$4,350 over budget.
The seniors Homeland Housing requisition has been paid, actual: \$14,468; budget of \$15,000.

Administration

Sales of goods and services are over budget by \$572.
Consultants is over budget by \$22,500 for temporary CAO services, but this should be offset by wages and salaries. Consultants was not budgeted for.
The invoice for the emergency lighting maintenance approved in 2025 was received in 2026, as the project was completed in early 2026. This expense is offset by the funding approved and transferred from the 2025 budget. Funding came from sales of millings in roads, and tax surplus.

Roads, Water & Sewer:

Water sales are under budget by \$3,581.
Bulk water sales are over budget by \$1,455.
Penalties are over budget by \$321.
Sewer sales were under budget by \$7,199.
Revenues in water and sewer fluctuate throughout the year;
Bulk water sales can fluctuate based on seasons.
Garbage sales are under budget by \$1,216. This can fluctuate throughout the seasons as well.
Expenses overall are currently under budget for water, wastewater, and garbage services.

Storm Water

Expenses for contracted services for the 51st street drainage project. Revenues for this project are approved from reserves. Reserve transfers are completed at year-end.

Economic Development & Planning:

Municipal planning sales are over budget by \$1,315 and business licenses are under budget by \$970.

FCSS & Community Services:

The first quarterly payment of the FCSS grant has been received, \$11,099.
Rentals and program fees are under budget by \$1,023, mainly due to timing.

Cemetery:

Plot sales are over budget by \$2,550 and open and close fees are over budget by \$1,980.

Recreation, Parks & Arena

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

Library

The Northern Lights library membership has been paid, actual \$8,486, budget \$8,364.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 17, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Library Board Appointment
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Town recently received a letter from the Bon Accord Public Library Board requesting a membership renewal for Carol MacKay (attached).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Bon Accord Public Library Board recommends appointing Carol MacKay to the board for a 3-year term.

STRATEGIC ALIGNMENT

Priority #5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator):

THAT Council appoints Carol MacKay to the Bon Accord Public Library Board for a 3-year term ending February 21, 2029.



Box 749
Bon Accord, AB T0A 0K0
Phone: 780-921-2540
Fax: 780-921-2580
Web: www.bonaccordlibrary.ab.ca

January 28, 2026

Town of Bon Accord
Mayor and Council
Box 779
Bon Accord, AB
T0A 0K0

Dear Mayor Holden and Councilors,

We are writing to request your approval of a second term for Carol MacKay as a Library Board Trustee. Her current term is due to expire February 20, 2026.

Carol has always been a strong supporter of the library and is an active participant in many of the programs we offer.

Thank you for your consideration on this matter. If you require further information, please contact our Board Chairperson, Brenda Gosbjorn at 780-218-1037.

Kindest Regards,

Brenda Gosbjorn,
Chairperson
On behalf of the entire Town of Bon Accord Library Board

TOWN OF BON ACCORD
REQUEST FOR DIRECTION

Meeting:	Regular Council Meeting
Meeting Date:	February 17, 2026
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Decommissioned Devices
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The Town has replaced staff and Council devices and there has been interest from Council in purchasing their old devices.

The Town Issued Electronic Device Policy is silent on whether or not staff or Council can purchase decommissioned devices. Therefore, Council may wish to determine a fair process for allowing these types of purchases.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Some considerations in selling the decommissioned devices:

- Town staff and Trinus will be unable to provide support for the device.
- The Town accepts no warranties or liabilities; the device is purchased as is, where is.
- Costs should be set the same for each type of decommissioned device. For example, all laptops are sold at one cost, and all tablets are sold at one cost.

Costs:

Review of other municipalities' buy-back options vary from \$0 to the depreciated value at the time of sale. A benefit of charging \$0 is that it may be considered as recognition for service for Council members. Consideration must be given to whether Council members who are **not** re-elected or staff also have the option of receiving a \$0 device.

If Council wishes to proceed, administration recommends amending the Town Issued Electronic Device Policy to include provisions that allow everyone in the organization to be allowed to purchase their decommissioned device within 5 years of its original purchase by the Town, using a depreciated value as opposed to \$0. The revenue would assist in offsetting any initial device costs and would have a small positive impact on the budget.

If Council wishes to proceed, administration recommends a deadline to purchase within 30 days after device replacement. Then, on a first come, first served basis to current Council and staff.

For the devices that were decommissioned in December 2025, Council can make a separate resolution to extend the 30-day period once the policy is approved.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Please see below depreciated value for the decommissioned devices:

Tablets (each, purchased in 2021):

Original Purchase Value: \$3,181.71

Trade-in value today: \$328.00

RECOMMENDED ACTION (by originator)

THAT Council directs administration to update the Town Issued Electronic Device Policy to include provisions that allow for:

- The sale of decommissioned devices that are up to 5 years old, at their depreciated values at the time of replacement, sold as is, where is, with no Town liability, warranties, or support; and
- First right of refusal for a period of 30 days following device replacement to be offered to all current and former Council members and current staff who originally used their respective devices.

TOWN ISSUED ELECTRONIC DEVICE POLICY

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: October 1, 2024

LAST REVIEWED BY COUNCIL: October 1, 2024

POLICY STATEMENT

Town-issued Electronic Devices are loaned to Employees, Council members and/or the Town Manager in the course of their duties to allow for ease of internal and external communications for Town business purposes.

PURPOSE

To establish guidelines for the issuance and usage of Town-owned Electronic Devices to Designated Users to enhance safety, limit Town liability, and help manage telecommunications and data costs.

SCOPE

This policy applies to Council members, the Town Manager, and Employees who have or are responsible for any Electronic Device issued by the Town to conduct business on behalf of the Town.

DEFINITIONS

“Electronic Device” means a piece of equipment that can make or receive phone calls, can send and receive text messages, accesses the internet, or allows for the reading of and responding to email. This includes but is not limited to all cellular phones, tablets, and notebooks.

“Designated User” means an individual who is loaned a Town-owned Electronic Device.

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

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

I. Electronic Device Set Up

1. The Town Manager will be responsible for determining the best plan and equipment for Electronic Devices.
2. Phone numbers are pre-assigned to each Electronic Device based on role. Transfers of existing personal phone numbers to Town-issued Electronic Devices are not available.
3. All monthly costs associated with Town-issued Electronic Devices will be allocated to the appropriate department.
4. Monthly itemized bills will be received by the Town and circulated by Corporate Services for approval, as appropriate.
5. Designated Users who take their Town-issued Electronic Device outside of areas that are in regular plan limits for any reason are required to ensure that arrangements are made to amend their plan temporarily to avoid excessive roaming, long distance, or other charges. Designated Users may be asked to reimburse the Town for excessive charges.
6. Changes to the Electronic Device’s security configuration and content may be changed at any time as required by the Town’s third-party IT service provider.

II. Device Operation

1. Town-issued Electronic Devices must be used appropriately, responsibly and ethically. Designated Users must ensure the following are observed:
 - a. All Town-issued Electronic Devices must be locked by requiring a password, fingerprint ID, facial recognition or another similar security mechanism.
 - b. Town-issued Electronic Devices are the property of the Town and must be treated, used, and safeguarded as such. If a Designated User damages or loses a Town-issued Electronic Device, the Town Manager must be informed immediately to minimize losses or expenses that could occur.
 - c. All Town-issued Electronic Devices are to remain solely in the Designated User’s

possession and control. All other individuals, including but not limited to family members and friends, are prohibited access.

- d. All Town-related content, including but not limited to email, calendars, notes, and messages, are to be considered and treated as confidential.
- e. Designated Users are prohibited from using a Town-issued Electronic Device for the purpose of illegal transactions, criminal conduct, harassment, or obscene behavior.
- f. Designated Users are prohibited from using a Town-issued Electronic Device's camera or microphone to record confidential information without the consent of the person(s) being recorded.
- g. Designated Users will ensure that the technology related to finding a lost Electronic Device is activated and accessible, if available.
- h. A case and screen protector must be installed on Town-issued cellular phones and tablets.
- i. Any issues with the Electronic Device's hardware or software must be brought to the attention of the Town Manager as soon as possible. Any required service will be performed or arranged by the Town.
- j. If Designated Users have any reason to suspect that a Town-issued Electronic Device, account, or password has been compromised, or if any malware or virus is suspected, please immediately notify the Incident Manager as per the **Cyber Security Incident Response and Disaster Recovery Plan Policy**.

III. Use of Electronic Devices While Operating a Motor Vehicle

1. Use of a Town-issued Electronic Device while driving is prohibited, except for when used with a hands-free device. See the Town **Employment Policy** for details.
2. Designated Users are solely responsible for any fines and/or charges laid by traffic authorities for illegal use of Town-issued Electronic Devices while operating a vehicle. Individuals who violate the policy will face disciplinary measures up to termination, or face personal legal responsibility if, in the course and scope of their duties, they are involved in a car accident and there is evidence that they were using their Town-issued Electronic Device while driving and the Town is sued.

IV. Travelling Outside Canada

1. When travelling outside of Canada, it is recommended to leave Town-issued Electronic Devices at the Town office or in a secure location at home prior to leaving the country to ensure all measures are taken to avoid unnecessary charges and the risk of a security breach.
2. All Town-issued Electronic Devices should be placed in 'Airplane Mode' if no cellular access is necessary.

V. Use of Town-Issued Electronic Devices

1. In accordance with the Town's **Employment Policy**, Town-issued Electronic Devices may be subject to monitoring and searches. To protect individual privacy, the Town does not permit Town-issued Electronic Devices to be used for personal communications. This includes, but is not limited to messages, contacts, calendars, photographs, videos, and music.
2. Town-issued Electronic Devices have a limited amount of data available each month. To help mitigate data-related overcharges, Designated Users should:
 - a. Ensure their Town-issued Electronic Device is properly connected to their home-based and/or other frequented venues' internet Wi-Fi connection.
 - b. Refrain from using their Town-issued Electronic Device as an access point or 'Personal Hotspot', where possible.
3. Employees must have permission from the Town Manager to bring Town-issued laptops to conferences, training, or similar events to ensure the confidentiality of information, security of the Device, and allow for full participation in the event.

VI. Device Decommissioning

1. Each Employee will promptly return the Town-issued Electronic Device and all Town-issued accessories to their manager. Council members will return these items to the Town Manager.
2. The Town Manager will initiate a full reset which erases all data and returns the device to its original factory condition and to be repurposed as required.

REFERENCES

- Cyber Security Incident Response and Disaster Recovery Plan Policy
- Employment Policy

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 17, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Municipal Borrowing - Operating Bylaw 2026-02
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

The Municipal Borrowing – Operating Bylaw 2026-02 gives the Town authorization to borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$230,000 for emergency operating expenditures if necessary, repayable upon demand at the rate of interest of 5.45% per annum from time to time as established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.

The interest rate is the rate set by ATB. Last years rate was 6.45%.

Currently the Town has a Municipal Revolving Loan with a zero (0) balance owing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Municipal Borrowing – Operating Bylaw 2025-01 is a standard document that is updated yearly and submitted to the bank as part of their documentation requirements.

Per Section 256 in the Municipal Government Act:

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

Given that this operating municipal borrowing bylaw is a standard document and updated yearly, administration is recommending that Council give the bylaw all three readings in one meeting.

STRATEGIC ALIGNMENT

Values statement of Stewardship: Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

2026 Interim Operating Budget

RECOMMENDED ACTION (by originator)

Resolution #1

THAT ...Council gives 1st reading to Municipal Borrowing – Operating Bylaw 2026-02 as presented.

Resolution #2

THAT ...Council gives 2nd reading to Municipal Borrowing – Operating Bylaw 2026-02 as presented.

Resolution #3

THAT ...Council gives unanimous consent to hear all three readings of Municipal Borrowing – Operating Bylaw 2026-02 in one meeting.

Resolution #4

THAT ...Council gives 3rd and final reading to Municipal Borrowing – Operating Bylaw 2026-02 as presented.

**TOWN OF BON ACCORD
BYLAW 2026-02
MUNICIPAL BORROWING - OPERATING**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE SPECIFIED IN SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT

WHEREAS the Council of Town of Bon Accord (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of: Operating Loan for the period ending December 31, 2026.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation may borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$230,000.00 repayable upon demand at a rate of interest per annum of 5.45% established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB
 - b. As security for any money borrowed from ATB
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promise and ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfer to and in favor of ATB of all or any property, real or personal; moveable or immoveable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are: taxes, reserves, or grants.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extensions, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document, or security.
6. Bylaw 2025-01 is hereby repealed.

**TOWN OF BON ACCORD
BYLAW 2026-02
MUNICIPAL BORROWING - OPERATING**

7. 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 17th day of February 2026.

READ A SECOND TIME THIS 17th day of February 2026.

READ A THIRD TIME THIS 17th day of February 2026.

SIGNED AND PASSED THIS 17th day of February 2026.

Mayor Brian Holden

Interim Chief Administrative Officer

DRAFT

TOWN OF BON ACCORD

Mayor's Report January 14, 2026 – February 10, 2026

January 20, 2026	Chaired Regular Meeting of Council
January 23, 2026	Met with MP Michael Cooper regarding advocacy for funding for Bon Accord's 54 Avenue as well as other possible projects. Mr. Cooper indicated that it is difficult for the Opposition Party to get Federal funding for Municipal projects, however, he will definitely advocate for us.
January 25, 2026	Attended Community Service's Rooted in Wellness. As a member of that Advisory Board, it is a good idea for me to support the event by attending.
January 27-28, 2026	Attended 2-day Strategic Planning sessions. This was 2 busy days with lots of great information.
January 29, 2026	Met with Bill Rogers and Jessica Spaidal with regards to planning for our upcoming Sturgeon Regional Partnership meeting.
February 2, 2026	Chaired Special Meeting of Council to approve spending for new Arena Floor Scrubber.
February 3, 2026	Interim CAO Bill Rogers and I met with Staff/Sgt Darcy McGunigal and Staff/Sgt Carolyn Lloy from RCMP's Central District regarding the RCMP District Review.

*Brian Holden
Mayor
Town of Bon Accord*

TOWN OF BON ACCORD*Deputy Mayor Report – Jan 13 – Feb 10, 2026*

Jan 20, 2026	Attended the Regular Meeting of Council.
Jan 21, 2026	Attended the Orientation Day for Homeland Housing.
Jan 22, 2026	Attended the Homeland Housing board meeting.
Jan 27 – 28, 2026	Attended the Strategic Planning session facilitated by BLOOM.
Jan 28, 2026	Attended ARROW Utilities for the Board Workshop Committee, Orientation Day and Special Board Meeting.
Feb 2, 2026	Attended the Special Meeting of Council.
Feb 4, 2026	Listened to webinar on Economic Development vs Municipal Capacity.

Note: Any additional information for report

Lynn Bidney
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCO

Councillor Report – for January 16 - February 9th

January 16,2026	Attended Northern Lights Library Board Orientation (Zoom Meeting)
January 20,2026	Attended Regular Council Meeting
January 23,2026	Attended Edmonton Salutes Committee (Zoom meeting)
January 27,2025	Attended Strategic Planning Review Day 1
January 28,2026	Attended Strategic Planning Review Day 2
February 2,2026	Attended Special Meeting of Council
February 4, 2026	Attended When Economic Development Outruns Municipal Capacity via Zoom
February 4, 2026	Completed Council Meeting Basic Bloom Course
February 6, 2026	Completed Land Development Essentials Bloom Course
February 6, 2026	Attended Members Advocacy Priority Webinar
February 9.2026	Attended the Bon Accord Library meeting, AGM meeting was included with no changes to any members

Note: Learned a lot from all my courses and the Economic zoom meeting. Have made a contact with the RCMP to learn more about how that works for our town.

Cindy Gallant
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report Jan-14 -Feb 11, 2026

January 19-2026	Attended the CRNWSC (Capital Regional Northeast Water Service Commission) meeting.
January 26-2026	Attended the CRNWSC (Capital Regional Northeast Water Service Commission) meeting.
January 19-2026	Attended the Regular Meeting of Council
January 27-2026	Strategic Planning Day 1
January 28-2026	Strategic Planning Day 2
	We had a productive two-day session with many valuable discussions, and I believe we are heading in a positive direction.
February 2-2026	Attended a Special council meeting.
February 2-2026	Partook in an EPR online seminar. Getting up to speed and updates.
February 4-2026	Attended AB Counsel's session on When Economic Development Ambition Outruns Municipal Capacity. It was highly informative to learn how other communities are addressing challenges with builders and developers.
February 6-2026	Attended online ABmunis session on: <ul style="list-style-type: none">• Funding Infrastructure for Housing: Federal and Provincial Advocacy.• FCSS funding: How preventative programs are effective in your community.• Police Funding Model (Villages, Summer Villages & Towns): Share how the new model is affecting everyone.

Timothy J Larson
Councillor

TOWN OF BON ACCORD
January 13 – February 11, 2026

January 16	Attended NLLS Board Orientation.
January 20	Attended Regular Meeting of Council.
January 27	Attended Strategic Planning Session.
January 28	Attended Strategic Planning Session.
February 2	Attended Special Meeting of Council.
February 4	Attended Virtually When Economic Development Outruns Municipal Capacity.
February 9	Attended Library Board Meeting.

Note:

Tanya May
Councillor
Town of Bon Accord



December 3, 2025

Mayor Brian Holden and Council
Town of Bon Accord
Attn: Jodi Brown
Sent via email: CAO@bonaccord.ca

Dear Mayor Brian Holden and Council,

Every second counts. The first moments in a time-critical situation can be the difference between life and death, permanent damage or full recovery.

STARS is a registered not-for-profit organization dedicated to saving lives. We celebrate 40 years of serving Albertans, more than 65,000 missions flown and maintain a charitable model with no cost to the patient. Your residents have access to STARS wherever they may travel, work and play across Western Canada. Today, STARS operates six bases located in Calgary, Edmonton, Grande Prairie, Saskatoon, Regina and Winnipeg, and averages 10 missions per day. Last fiscal year, STARS flew a total of 3,694 missions.

In Alberta, it costs \$12.2 million per base, with three bases, totalling \$36.6 million in direct operating costs annually. We are grateful to the Alberta provincial government that provides \$15M of these operational costs annually, while we rely on donations and our Alberta Lottery to cover the remaining 59% of costs through fundraising.

STARS is a respected innovative leader as the first civilian organization in Canada (2003) to fly at night, with 50% of call volumes occurring at night. STARS was the first in North America (2013) to carry life-saving universal blood onboard. Our new Massive Hemorrhage Protocol is another Canadian first, to enhance critical care for patients that are at high-risk of bleeding out. STARS continues to strive for leading-edge advancement in our delivery of providing critical care, anywhere.

We are here today because of the unwavering generosity of longstanding partners. Municipalities are a significant part of STARS history with 95% of Alberta's rural sector providing annual support for STARS through a fixed rate or per capita amount included in annual budgets. These municipalities view STARS as an essential service for rural residents. Over 75% of rural and urban municipalities are **Regional Leaders**, contributing a minimum \$2 per capita per year. Many municipalities, round up to a fixed rate of support annually, to provide ease of process for administration and ensure sustainability for STARS.

OUR REQUEST

- Voluntary annual contribution (based on \$1-\$2 per capita) OR
- Fixed rate of support (based on minimum \$2 per capita annually) and recognized as a Regional Leader
- 4-Year Pledge of support – 2026, 2027, 2028, 2029 (in conjunction with present council term)

Thank you for your kind consideration to join Alberta's leaders. Together, we safeguard rural healthcare for all.

Sincerely,

A handwritten signature in black ink that reads "Mackenzie Wood".

Mackenzie Wood
Development Coordinator
(403) 516 4823
STARS Foundation

A handwritten signature in blue ink that reads "Glenda Farnden".

Glenda Farnden
Sr. Municipal Relations Liaison,
Alberta and British Columbia



403-295-1811



1441 Aviation Park NE, Box 570
Calgary, AB T2E 8M7



info@stars.ca | stars.ca

From:
To:
Subject: FW: Bon Accord Community School Playground Redevelopment Project
Date: Friday, February 6, 2026 12:57:34 PM
Attachments: [Copy of Bon Accord Community School Playground Proposal.docx.pdf](#)

From: Kayla <kaylawagil2@gmail.com>
Sent: Thursday, February 5, 2026 8:39 PM
To: Brea Tallman <reception@bonaccord.ca>
Subject: Bon Accord Community School Playground Redevelopment Project

You don't often get email from kaylawagil2@gmail.com. [Learn why this is important](#)

Good Evening,

On behalf of Bon Accord Community School, I am reaching out to discuss with the town representative an opportunity to partner with us on a meaningful community initiative, the redevelopment of our school playground.

Our existing playground, now over 20 years old, has more than 200 identified safety infractions and is no longer safe or accessible for many of our students. Beyond the urgent safety concerns, the current equipment does not provide inclusive play opportunities for children of all abilities.

Our goal is to build a new, inclusive, and accessible playground that serves as a safe and welcoming space for every child, within our school and throughout the surrounding community. This project will not only promote physical activity and healthy development but also foster inclusion, empathy, and belonging for all.

We are actively seeking sponsorship partners who share our vision of supporting healthy, inclusive communities. By becoming a sponsor, the town would play a vital role in creating a space where children can play, learn, and connect regardless of ability or background.

The town's sponsorship would directly fund the design and construction of this new playground, ensuring it meets today's highest standards for safety, accessibility, and environmental sustainability. In recognition of your generosity, we would be honored to feature the town logo on permanent sponsorship signage at the playground.

Together, we can create a safe, inclusive, and inspiring play space that will benefit generations of children and families. Thank you for considering this opportunity to make a meaningful, lasting difference in our community.

Sincerely,

Kayla Wagil

Playground Redevelopment Committee

Bon Accord Community School Playground Redevelopment Project Proposal



Bon Accord Community School: Current Playground



1. Project Overview

The Bon Accord Community School Playground Redevelopment Project aims to replace the existing playground, which currently has over 200 safety infractions, with an inclusive and sustainable play environment. Bon Accord Community School serves students from Pre-Kindergarten through Grade 4 with approximately 208 children enrolled for the 2025/2026 school year. The new playground will be designed to accommodate children of all abilities and serve both the school and the surrounding communities of Bon Accord and Sturgeon County.

2. Project Need

- **Safety:** The existing playground equipment is decades old and non-compliant with current safety standards. The latest playground inspection cited over 200 safety infractions.
- **Inclusivity:** The current space does not provide accessible play opportunities for children with physical, sensory, or cognitive challenges.
- **Community Impact:** The playground serves as a central community gathering point beyond school hours; its poor condition limits use and reduces the opportunity for an active community.
- **Educational Value:** A new design will encourage imaginative, social, and physical development aligned with school learning outcomes, allowing education to take place outside the classroom walls.

3. Project Goals and Expected Outcomes

Goal	Expected Outcome
Improve safety and compliance	100% compliance with CSA playground safety standards
Enhance inclusivity	Accessible play equipment for all abilities and skill levels, focusing on our students age range of 3-10 years old
Support active and social play	Increased physical activity and peer interaction
Strengthen community connection	Increased community engagement through social gatherings and physical activities taking place at and around the playground
Promote sustainability	Use of durable, low-maintenance, and environmentally friendly materials

4. Playground Design Selection

Based on several vendors' playground designs, the school proposes the modern and vibrant play circuit encouraging collaboration and exploration, while utilizing specific items to tie in our School's identifier of 'Bon Accord Bears' and the Town of Bon Accord's Dark Sky designation.

Design Highlights:

- Rope towers and multi-level climbing structures
- Inclusive interactive sensory panels
- Slides for various age groups (3–10 years)
- Combination of physical, cognitive, and social play elements

5. Proposed Budget (Estimated)

Category	Description	Estimated Cost (CAD)
Playground Equipment	Equipment, Shipping, GST	\$145,000
Site Preparation	Demolition, excavation, drainage, grading	\$20,000
Safety Surfacing	Poured rubber or engineered wood fibre	\$25,000
Installation	Labour, equipment assembly, concrete footings	\$35,000
Accessibility Features	Ramps, surfacing transitions, accessible pathways	\$10,000
Landscaping & Benches	Shade trees, seating, perimeter landscaping	\$8,000
Project Management & Permits	Engineering review, CSA certification	\$7,000
Contingency (10%)	To cover unforeseen costs	\$25,000
TOTAL ESTIMATED BUDGET		\$275,000

6. Funding Strategy

- Corporate sponsorships
- Community fundraising events
- Local grants and donations

7. Project Timeline

Phase	Activities	Timeline
Phase 1 – Planning & Fundraising	Form committee, select design, launch sponsorship campaign	Oct 2025
Phase 2 – Design Finalization	Confirm design layout, finalize vendor agreement, secure permits	Feb - Mar 2026
Phase 3 – Fundraising Completion & Procurement	Finalize sponsorships, order equipment	Apr 2026
Phase 4 – Site Preparation	Remove existing playground, grading, drainage	June 2026
Phase 5 – Installation	Equipment installation, surfacing, inspection	June - Aug 2026
Phase 6 – Grand Opening	Community celebration event	Sept 2026

8. Evaluation and Reporting

Impact Measurement will include pre- and post-installation surveys, observation of playground use, and reduction of safety incidents. Sponsors will be recognized through permanent signage and school communications.

9. Sustainability Considerations

- Equipment made from durable materials to withstand our climate
- Inclusive surfacing with long-term durability
- Low-maintenance landscaping
- Encourages outdoor activity and well-being

DONATION REQUEST

SECTION: Administration

DEPARTMENT: Administration / Finance / Community Services

COUNCIL APPROVAL DATE: September 19, 2023

LAST REVIEWED BY COUNCIL: September 19, 2023

POLICY STATEMENT

The Town of Bon Accord strives to promote activities that will enhance the cultural, social, and economic well-being of the community and, from time to time, wishes to demonstrate its support with monetary or in-kind Donations to various non-profit groups, Informal Groups, associations, and organizations that bolster our community.

PURPOSE

To establish guidelines for eligibility and approval of municipal Donations for non-profit groups, Informal Groups, associations, and organizations that treat all Donation requests in a fair and consistent manner.

SCOPE

This policy will be enacted on a case-by-case basis.

DEFINITIONS

“Council” means the elected officials of the Town of Bon Accord.

“Eligible Area” means Sturgeon County, the Towns of Redwater, Gibbons, Bon Accord, Legal, Morinville, and the Canadian Forces Base in Edmonton.

“Donation” means a contribution of monetary value including, but not limited to, cash or promotional items, or in-kind assistance including, but not limited to, labour, time or facility use.

“Informal Group” means a group of individuals that is not associated with an organization, business, or non-profit that fulfills the eligibility criteria.

“Town” means the Town of Bon Accord.

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

ELIGIBILITY

1. Donations will be limited to non-profits within the Eligible Area that serve Bon Accord.
2. Requests are limited to once per non-profit per calendar year.
3. The non-profit group, Informal Group, association, or organization must demonstrably enhance the cultural, social, and economic well-being for residents of Bon Accord.
4. Requests for a door prize, silent auction item, or other promotional item are not to exceed \$100.
5. Donation requests will be considered on a first-come first-serve basis.

INELIGIBILITY

1. Donation requests will not be approved for:
 - a. Individuals;
 - b. For-profit businesses or organizations;
 - c. Medical research;
 - d. Organizations or activities of a political nature;
 - e. Organizations or activities of a religious nature;
 - f. Any activity deemed discriminatory, contrary to Town policies and values, or unlawful; or
 - g. School bursaries.

RESPONSIBILITIES

1. The Town Manager is the deciding authority for Donation requests up to \$500, not to exceed the annual budget allocation.
2. Council will be the deciding authority for Donation requests exceeding \$500, as

well as any requests received after the annual budget allocation has been reached.

3. The Town is committed to transparent reporting regarding Donation requests.

GENERAL PROVISIONS

4. Donation requests will be notified in writing once a final decision has been made. All decisions of Council are final; no appeals will take place.

NO PRIVILEGES

5. Donation recipients will have no special influence on Town decisions.
6. A Donation will not be regarded as a commitment for ongoing support.

TOWN FACILITY USE

7. Donation requests for in-kind Donations in the form of a free or discounted rental of Town facilities will also be considered. Requests of this nature, if approved, are subject to availability and will be accommodated on a first-come first-serve basis with paid rentals taking priority to in-kind Donation requests.

ONGOING COMMUNITY ORGANIZATION SUPPORT

8. The following organizations will receive in-kind Donations for Town facilities:
 - a. Bon Accord and District Agricultural Society for Harvest Days – Arena and Sportsgrounds
 - b. Organizations that provide social development or support programs for children, youth, or adults.
9. Organizations must complete all appropriate rental agreements and provide adequate insurance as per Facility Rental Procedures.
10. The Town Manager *may* approve an insurance waiver for an Informal Group.
11. In-kind Donations may not exceed 80 facility rental hours per calendar year and are subject to staff availability during normal business hours and shall not include statutory holidays or arena ice time.
12. Facilities available for in-kind Donations include:

- a. Aurora amphitheater
- b. Arena mezzanine
- c. Arena cement slab (off-season)