

Town of Bon Accord
AGENDA
Regular Council Meeting
October 6, 2026 6:00 p.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. Small Business Week (enclosure)
 - 3.2. Fire Prevention Week (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. September 15, 2026; Regular Council Meeting (enclosure)
 - 4.2. September 30, 2026; Committee of the Whole Meeting (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1. ATCO Franchise Fees (enclosure)
 - 7.2. Fortis Franchise Fees (enclosure)
 - 7.3. Holiday Closure 2026 (enclosure)
 - 7.4. Truth and Reconciliation Day Holiday Designation (enclosure)
 - 7.5. Capital Region Assessment Services Commission New Member Request (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Health and Safety Policy (enclosure)
 - 8.2. 2026-06 Cemetery Bylaw (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
 - 10.1. Go East of Edmonton – Request for Letter of Support (enclosure)
 - 10.2. Town of Morinville – Lite Up the Nite Christmas Festival Parade Invitation (enclosure)
 - 10.3. Town of Bruderheim – Oktoberfest Parade Invitation (enclosure)
 - 10.4. Lilian Schick School – Remembrance Day Ceremony Invitation (enclosure)
- 11. CLOSED SESSION**
- 12. ADJOURNMENT**

PROCLAMATION

SMALL BUSINESS WEEK October 19 – 25, 2026

WHEREAS Small Business Week is a national event held to honour the contributions that small businesses make to the Canadian Economy; and

WHEREAS small businesses have navigated unprecedented challenges and are the drivers of change and positive impact toward sustainable economic growth; and

WHEREAS we honour entrepreneurs who take a risk on an idea, choose to invest in our community, and create jobs for others; and

WHEREAS with approximately 29 business licenses registered with the Town of Bon Accord this year, the Bon Accord business community is a vital contributor to the economic health and social wellbeing of the community.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim October 19-25, 2026, as "Small Business Week" in the Town of Bon Accord and encourage all citizens to recognize this week.



Mayor

Date

PROCLAMATION

NATIONAL FIRE PREVENTION WEEK October 4 – 10, 2026

WHEREAS the Town of Bon Accord is committed to ensuring the safety and security of all those living in and visiting our Town; and

WHEREAS fire is a serious public safety concern, both locally and nationally, and homes are where people are at the greatest risk to fire; and

WHEREAS most of the rechargeable electronics used in homes daily, including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys, are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries and devices; and

WHEREAS the way lithium-ion battery devices are charged can make a difference in helping prevent home fires; and

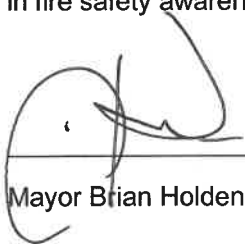
WHEREAS safe charging includes using the cord and charger that came with your device or one approved by the manufacturer, charging on a hard, flat surface, watching for warning signs like devices that are very hot or start to swell, unplugging when fully charged, and charging larger devices like e-bikes outside and away from exits; and

WHEREAS residents are encouraged to understand that safe charging means making smart choices every time they plug in; and

WHEREAS Bon Accord first responders remain dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS the 2026 Fire Prevention Week™ theme, "Charge into Fire Safety™: Safe Charging Is a Superpower," serves to remind all residents that safe charging can help reduce the risk of fires in homes and communities;

NOW THEREFORE on behalf of Council, I, Mayor Brian Holden of the Town of Bon Accord, do hereby proclaim the week of October 6-10, 2026, as "Fire Prevention Week", and urge all residents to participate in fire safety awareness and prevention.



Mayor Brian Holden

SEPTEMBER 17, 2026
Date

**Town of Bon Accord
Regular Meeting of Council Minutes
September 15, 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 Tanya May

REGRETS

Councillor Timothy J. Larson

ADMINISTRATION

Bill Rogers – Chief Administrative Officer
Falon Fayant – Corporate Services Manager
Kyle Miller – Planning & Development Officer
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services & Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

COUNCILLOR GALLANT MOVED THAT Council adopt the September 15, 2026, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-201

ADOPTION OF MINUTES

September 1, 2026; Regular Council Meeting

COUNCILLOR MAY MOVED THAT Council approves the September 1, 2026 Regular Council Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-202

DEPARTMENTS REPORT

September 2026

COUNCILLOR GALLANT MOVED THAT Council accepts the September departments report as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-203

Financial Report – Operating, August

COUNCILLOR GALLANT MOVED THAT Council accepts the August financial operating report as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-204

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

Financial Report – Capital, August

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

CARRIED UNANIMOUSLY RESOLUTION 26-205

August Bank Reconciliation

COUNCILLOR GALLANT MOVED THAT Council accepts the August 2026 Bank Reconciliation as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-206

NEW BUSINESS

2026-2035 Strategic Plan

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

CARRIED UNANIMOUSLY RESOLUTION 26-207

BYLAWS/POLICIES/AGREEMENTS

2026-05 Fire Services Bylaw – 2nd and 3rd Readings

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

CARRIED UNANIMOUSLY RESOLUTION 26-208

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

CARRIED UNANIMOUSLY RESOLUTION 26-209

COUNCIL REPORTS

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

CARRIED UNANIMOUSLY RESOLUTION 26-210

CORRESPONDENCE

FCSSAA – Proposed Amendment to Alberta Municipalities Convention Resolution E1: Investing in Prevention – Strengthening FCSS and Community Well-Being

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

CARRIED UNANIMOUSLY RESOLUTION 26-211

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the September 15, 2026, Regular Meeting of Council adjourn at 9:19 a.m.

CARRIED UNANIMOUSLY RESOLUTION 26-212

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

Mayor Brian Holden

Bill Rogers, Chief Administrative Officer

DRAFT

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

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Lynn Bidney
Councillor Cindy Gallant – Chair
Councillor Timothy J. Larson

REGRETS

Councillor Tanya May

ADMINISTRATION

Bill Rogers, Chief Administrative Officer
Falon Fayant, Corporate Services Manager
Jessica Spaidal, Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

COUNCILLOR GALLANT called the meeting to order at 4:15 p.m.

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for September 30, 2026, as presented.

CARRIED UNANIMOUSLY RESOLUTION 26-213

BYLAWS | POLICIES | AGREEMENTS

Cemetery Bylaw

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

CARRIED UNANIMOUSLY RESOLUTION 26-214

COUNCILLOR LARSON MOVED THAT the Committee take a 5-minute break at 5:02 p.m.

COUNCILLOR GALLANT called the meeting back to order at 5:08 p.m.

DELEGATIONS

- ***Amanda Houlihan – Harvest Days Committee – 2027 Budget Presentation***
- ***James MacDonald – Northern Lights Library System (NLLS) – 2027 Budget Presentation***
- ***Dan Atkins, Myrna Ross and Ted Kinjerski – Communities in Bloom (CiB) Presentation***
- ***Brenda Gosbjorn & Lynette Mercer – Bon Accord Community Church Presentation***

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

DEPUTY MAYOR BIDNEY MOVED THAT Council accept the delegations and presentations, as noted above, as information.

CARRIED UNANIMOUSLY RESOLUTION 26-215

BYLAWS | POLICIES | AGREEMENTS

Health and Safety Policy

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

CARRIED UNANIMOUSLY RESOLUTION 26-216

ADJOURNMENT

COUNCILLOR LARSON MOVED THAT the September 30, 2026, Committee of the Whole Meeting adjourn at 5:22 p.m.

CARRIED UNANIMOUSLY RESOLUTION 26-217

Mayor Holden

Bill Rogers, Chief Administrative Officer

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 6, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	ATCO Franchise Fees
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The Town has received communication from ATCO regarding the franchise fees for 2027. The franchise fee is collected from customers in the community based on a percentage of the delivery tariff revenue in the Town. Currently, this percentage is 23%.

If the Town would like to change the franchise fee percentage for 2027, written notice must be provided to ATCO. The enclosed notice from ATCO states that the deadline for changes is October 23rd, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revenue from the franchise fees depends on the actual distribution and transmission revenue.

Year	Delivery Tariff Revenue	Franchise Revenue to the Town
2027	\$412,000 (estimate)	\$94,760 (estimate)
2026	\$276,548 (Jan-Sept)	\$63,606 (Jan-Sept)
2025	\$368,496 (actual)	\$84,754 (actual)
2024	\$388,769 (actual)	\$89,417 (actual)

The estimated franchise fee revenue for 2027 is \$95,000, assuming the rate remains at 23% and assuming the estimated delivery tariff revenue collected is \$412,000. This revenue can be impacted by changes in customer operations and the weather. Additionally, ATCO's delivery rates have not yet been approved by the Alberta Utilities Commission.

Maintaining the franchise fee at 23% allows the Town to plan for revenue continuity in the budget. Utilizing all revenue sources in the most effective way possible has a

positive impact on the Town's budget. Lowering the franchise fee would result in a loss of revenue, which would impact the budget.

Increasing the franchise fee would have a financial impact on residents and is not recommended at this time.

Administration is recommending that Council support no change to the ATCO franchise fees for 2027; however, should Council choose to increase or decrease the percentage, the impacts are as follows: *(based on \$412,000 of forecasted delivery tariff revenue)*.

Percentage Change to the Franchise Fee*	Forecasted Franchise Revenue to the Town	Residential Bill Impact: Resident's Annual Franchise Fee (on Utility Bill)**
21% (↓ 2%)	\$86,520	\$156
22% (↓ 1%)	\$90,640	\$163
23% (no change)	\$94,760	\$171
24% (↑ 1%)	\$98,880	\$178
25% (↑ 2%)	\$103,000	\$186

* 25% is the maximum

**The average distribution charges are difficult to determine for a Town customer because the amount varies significantly based on individual usage and seasonal demand.

Considerations:

- If Council chose to **lower** the franchise fee by **1%**, the average resident would save a total of \$8 for the year; however, the Town would need to find \$4,120 in replacement revenue or cut that amount of expenses.
- If Council chose to **lower** the franchise fee by **2%**, the average resident would save a total of \$15 for the year; however, the Town would need to find \$8,240 in replacement revenue or cut that amount of expenses.
- If Council chose to **increase** the franchise fee by **1%**, the average resident would have an increase by a total of \$7 per year, and the Town would have an increase in revenue of \$4,120.
- If Council chose to **increase** the franchise fee by **2%**, the average resident would have an increase by a total of \$15 per year, and the Town would have an increase in revenue of \$8,240.

These values are estimates and not absolutes and can either increase or decrease through impacts by customer operation and the weather.

STRATEGIC ALIGNMENT

Values Statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

Values Statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

The 2027 operating budget.

RECOMMENDED ACTION (by originator)

THAT...Council supports no change to the ATCO franchise fees for 2027.

Effective March 1, 2026 by AUC Disposition 30531-D01-2026

This Replaces Rider "A"

Previously Effective February 1, 2026

ATCO GAS AND PIPELINES LTD. – NORTH RIDER "A" MUNICIPAL FRANCHISE FEE TO ALL RATES AND ANY OTHER RIDERS THERETO

All charges under the Rates, including any charges under other Riders, to Customers situated within the communities listed on this Rider "A" Municipal Franchise Fee are subject to the addition of the percentage shown. The percentage shown is to be applied as an addition to the billings calculated under the Rates including charges as allowed under other Riders in effect.

Method A. - Applied to gross revenues*.

<u>Municipalities</u>	<u>%</u>	<u>Effective Date</u>	<u>Municipalities</u>	<u>%</u>	<u>Effective Date</u>	<u>Municipalities</u>	<u>%</u>	<u>Effective Date</u>
Alberta Beach	8.00	20/03/01	Fort Saskatchewan	0.00	04/09/28	Oyen	30.00	08/01/17
Alix	12.00	19/01/01	Fox Creek	15.00	20/01/01	Peace River	32.00	22/01/01
Amisk	9.10	00/04/18	Gibbons	30.00	05/10/01	Point Alison	15.00	07/10/12
Andrew	12.00	24/05/01	Girouxville	26.00	19/01/01	Ponoka	31.00	24/02/01
Argentia Beach	0.00	10/07/09	Golden Days	25.00	04/06/15	Provost	22.00	13/01/01
Bashaw	13.00	23/01/01	Grande Prairie	31.63	26/03/01	Red Deer	35.00	17/01/01
Beaverlodge	11.50	20/01/01	Grimshaw	30.00	12/02/14	Rimbey	26.00	18/01/01
Bentley	12.00	20/01/01	Hardisty	22.00	18/01/01	Rocky Mtn. House	30.00	15/01/01
Berwyn	30.00	24/12/01	Hines Creek	30.00	05/08/02	Rycroft	30.00	16/02/10
Bittern Lake	9.00	26/02/01	Hinton ***	12.00	23/01/01	Ryley	10.00	10/06/03
Blackfalds	35.00	10/01/01	Holden	3.50	14/01/01	Seba Beach	20.00	07/04/24
Bon Accord	23.00	22/01/01	Hughenden	10.98	00/07/18	Sexsmith	25.00	07/04/24
Breton	15.00	17/01/01	Hythe	12.00	18/02/01	Sherwood Park	22.00	10/07/01
Bruderheim	20.00	21/01/01	Innisfree	25.00	08/09/08	Silver Beach	20.00	05/03/24
Camrose	32.00	25/04/01	Irma	20.00	04/10/15	Slave Lake	29.50	24/01/01
Caroline	35.00	21/01/01	Itaska	12.00	04/09/21	Spirit River	24.00	01/06/18
Chipman	0.00	06/05/12	Jasper Muni	19.10	22/01/01	Spruce Grove	35.00	23/01/01
Clive	17.17	23/01/01	Jasper Ntl Pk	17.10	06/09/01	St. Albert	25.00	25/01/01
Clyde	11.00	24/01/01	Kitscoty	15.00	24/01/01	Stony Plain	35.00	21/02/01
Cold Lake	15.50	24/01/01	Lacombe	31.00	25/12/01	Swan Hills	10.00	21/01/01
Consort	22.00	04/05/07	Lamont	35.00	04/05/10	Sylvan Lake	32.00	23/01/01
Coronation	16.50	26/01/01	Lavoy	16.61	09/10/23	Thorsby	35.00	23/03/01
Czar	11.84	00/04/27	Legal	25.00	22/01/01	Tofield	10.00	04/05/04
Donnelly	30.00	05/09/06	Lloydminster	28.50	25/01/01	Vegreville	33.00	04/10/12
Drayton Valley***	22.00	04/10/22	Lougheed	15.00	12/09/17	Vermilion	22.00	21/01/01
Eaglesham	10.00	25/01/01	Mannville	25.00	20/01/01	Veteran	6.00	17/01/01
Eckville	20.00	16/03/01	Mayerthorpe	20.20	24/01/01	Viking	21.51	04/09/29
Edgerton	15.00	22/01/01	McLennan	24.00	05/05/19	Wabamun	15.00	18/06/01
Edmonton	35.00	19/01/01	Millet	26.00	26/01/01	Warburg	10.00	09/01/01
Edson***	22.54	23/01/01	Minburn	16.61	16/01/01	Wembly	25.00	08/07/01
Entwistle	17.32	10/02/22	Mirror	12.60	06/07/13	Wetaskiwin	33.00	21/01/01
Fairview	19.31	23/01/01	Mundare	23.00	20/04/01	Whitecourt ***	33.55	24/01/01
Falher	18.00	23/01/01	Nampa	16.84	04/04/22			
Fort McMurray	10.00	21/03/01	Onoway	10.50	24/01/01			

* Gross Revenues are ATCO Gas total charges, less GST.

*** Includes a \$10,000 maximum annual allowable assessment (Max) on any individual metered account.

The Company's Terms and Conditions apply to all retailers and customers provided with System and/or Distribution Access Service by the Company. The Terms and Conditions are available at ATCO Gas offices during normal working hours or on the website www.atcogas.com.

August 21, 2026

Town of Bon Accord
PO Box 779
Bon Accord, AB
TOA OK0

Attention: Bill Rogers, Chief Administrative Officer/Town Manager

Re: Natural Gas Franchise Fee Estimate for 2027 - Bon Accord

As per the Natural Gas Distribution System Franchise Agreement between ATCO Gas and Pipelines Ltd. (ATCO Gas) and the Town of Bon Accord, ATCO Gas pays the Town of Bon Accord a franchise fee. The franchise fee is calculated as a percentage of ATCO Gas' revenue derived from the delivery tariff and is collected from gas customers within Bon Accord.

The franchise agreement requires that we provide ATCO Gas' total revenues derived from the delivery tariff within Bon Accord for 2025 and an estimate of total revenues to be derived from the delivery tariff within Bon Accord for 2027. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2027 calendar year.

ATCO's Delivery Tariff Revenue in 2025	ATCO's Estimated Delivery Tariff Revenue for 2027	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2027
\$ 386,920.52	\$ 412,000	23.00%	\$ 95,000

Please note that the estimated delivery tariff revenue for 2027 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2027 delivery rates; however, they have not yet been approved by the Alberta Utilities Commission (AUC). ATCO commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to any update of these forecast assumptions.

Under the franchise agreement, the Town of Bon Accord has the option of changing the franchise fee percentage for 2027. If you are considering changing the franchise fee in 2027, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by [AUC Rule 029](#), which prescribes the required process, timelines, and public notice requirements. We will guide you through the process and will file the application with the AUC for approval. A request to change the franchise fee must be made in writing to ATCO Gas by October 23rd, 2026.

Finally, to support cash flow planning and financial management we have attached a franchise fee payment schedule showing the anticipated payment dates for 2027.

We trust you will find this information useful. Should you have any questions or require anything further, please do not hesitate to contact me at Chance.Herring@atco.com.

Yours truly,

Chance Herring

Chance Herring
Senior Manager, Edmonton Region Field Operations
ATCO Gas & Pipelines Ltd.

ATCO Gas and Pipelines Ltd.
2027 Anticipated Franchise Fee Payment Schedule

Franchise Fee Month	Anticipated Payment Date
January 2027	March 1, 2027
February 2027	March 31, 2027
March	April 29, 2027
April	May 28, 2027
May	June 29, 2027
June	July 30, 2027
July	August 27, 2027
August	September 29, 2027
September	October 29, 2027
October	November 29, 2027
November	December 30, 2027
December	January 28, 2028

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 6, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Fortis Franchise Fees
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

The Town has received communication from Fortis regarding the franchise fees for 2026. The franchise fee is collected from customers in the community based on a percentage of the transmission and distribution revenue in the Town. Currently, this percentage is 19%.

If the Town would like to change the franchise fee percentage for 2026, written notice must be provided to Fortis by November 7, 2026. The Town will also need to publish notification of the changes in the local newspaper and/or on our website for at least two consecutive weeks.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revenue from the franchise fees depends on the actual distribution and transmission revenue.

Year	Transmission & Distribution Revenue	Franchise Revenue to the Town
2027	\$822,995 (estimate)	\$156,369 (estimate)
2026	\$406,221 (Jan - June)	\$77,182 (Jan - June)
2025	\$784,842 (actual)	\$149,120 (actual)
2024	\$794,373 (actual)	\$150,931 (actual)
2023	\$732,642 (actual)	\$139,202 (actual)

The estimated franchise fee revenue for 2027 is \$156,369, assuming the rate remains at 19% and assuming the estimated transmission and distribution revenue collected is \$822,995.

Maintaining the franchise fee at 19% allows the Town to plan for revenue continuity in the budget. Utilizing all revenue sources in the most effective way possible has a positive impact on the Town's budget. Lowering the franchise fee would result in a loss of revenue, which would impact the budget.

Increasing the franchise fee would have a financial impact on residents and is not recommended at this time.

Administration is recommending that Council support no change to the Fortis franchise fees for 2027; however, should Council choose to increase or decrease the percentage, the impacts are as follows: *(based on \$822,995 of forecasted transmission and distribution revenue)*.

Percentage Change	Forecasted Franchise Revenue to the Town	Residential Bill Impact: Resident's Annual Franchise Fee (on Utility Bill)
17% (↓ 2%)	\$139,909	\$163
18% (↓ 1%)	\$148,139	\$173
19% (no change)	\$156,369	\$182
20% (↑ 1%)	\$164,599	\$192

* 20% is the maximum

Considerations:

- If Council chose to **lower** the franchise fee by **1%**, the average resident would save a total of \$9 for the year; however, the Town would need to find \$8,230 in replacement revenue or cut that amount of expenses.
- If Council chose to **lower** the franchise fee by **2%**, the average resident would save a total of \$19 for the year; however, the Town would need to find \$16,460 in replacement revenue or cut that amount of expenses.
- If Council chose to **increase** the franchise fee by **1%**, the average resident would have an increase by a total of \$10 per year, and the Town would have an increase in revenue of \$8,230.

STRATEGIC ALIGNMENT

Values Statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

Values Statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

The 2027 operating budget.

RECOMMENDED ACTION (by originator)

THAT...Council supports no change to the Fortis franchise fees for 2027.



Interim Rates, Options, and Riders Schedules

Approved in AUC Disposition 28624-D01-2023
Approved in AUC Disposition 28626-D01-2023
Approved in AUC Disposition 28758-D01-2024
Approved in AUC Disposition 28877-D01-2024
Effective Date April 1, 2024

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non- municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Claresholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01



Interim Rates, Options, and Riders Schedules

Approved in AUC Disposition 28624-D01-2023
Approved in AUC Disposition 28626-D01-2023
Approved in AUC Disposition 28758-D01-2024
Approved in AUC Disposition 28877-D01-2024

Effective Date April 1, 2024

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	17%	2024/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	17%	2024/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.5%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01



Interim Rates, Options, and Riders Schedules

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Effective Date April 1, 2024

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	4.47%	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 6, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Holiday Closure 2026
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

Employment Policy #22-476, Section 16, recognizes Christmas Day, Boxing Day and New Year's Day as statutory holidays. For 2026, Christmas Day falls on Friday, December 25; Boxing Day falls on Saturday, December 26, with the day off in lieu on Monday, December 28; and New Year's Day falls on Friday, January 1.

Council has historically approved additional office closure days over the holiday period as a staff recognition and goodwill measure. The number of additional closure days approved in recent years was three in 2022, three in 2023, four in 2024 and three in 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The period between Christmas and New Year's typically has lower demand for in-person, telephone, and email administrative services. Residents can access many Town services online including making payments, and tax payments can be placed in the exterior drop box and will be considered received on December 31.

Operational coverage would continue during the closure. On-call staff remain available for emergencies and complete required operational checks every fourth day. Public Works staff can be called in if significant snowfall requires snow removal. The arena is scheduled to be closed December 24–26, December 31 and January 1.

As a practical indicator of demand, the Town tracked office traffic on December 29 and 30, 2025, when the office was open between holiday closure periods. There were 20 contacts in total: 8 walk-ins, 12 telephone calls, 0 emails. Twelve contacts related to the significant snowfall event occurring at the time; the remaining eight were routine administrative matters such as payments, information requests, account inquiries, arena ice payments, and a pet licence purchase.

The following options are presented to Council for office closure days:

Option #1: Closed Thursday, December 24th through to Sunday, January 3rd, reopening Monday, January 4th. This option recognizes the statutory holidays per the Employment Policy and an **additional four (4) days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 21	TUES Dec. 22	WED Dec. 23	THURS Dec. 24	FRI Dec. 25	SAT Dec. 26	SUN Dec. 27
Open	Open	Open	Closed FLOATER	Closed STAT	Closed	Closed
MON Dec. 28	TUES Dec. 29	WED Dec. 30	THURS Dec. 31	FRI Jan. 1	SAT Jan. 2	SUN Jan. 3
Closed STAT <i>(IN LIEU)</i>	Closed FLOATER	Closed FLOATER	Closed FLOATER	Closed STAT	Closed	Closed

Option #2: Closed at noon on Thursday, December 24th through the Monday, December 28th, open on Tuesday, December 29th and Wednesday, December 30th, and closed December 31st through to Sunday, January 3rd, reopening Monday, January 4th. This option recognizes the statutory holidays per the Employment Policy and an **additional thee (3.5) days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 21	TUES Dec. 22	WED Dec. 23	THURS Dec. 24	FRI Dec. 25	SAT Dec. 26	SUN Dec. 27
Open	Open	Open	Open until Noon	Closed STAT	Closed	Closed
MON Dec. 28	TUES Dec. 29	WED Dec. 30	THURS Dec. 31	FRI Jan. 1	SAT Jan. 2	SUN Jan. 3
Closed STAT <i>(IN LIEU)</i>	Closed FLOATER	Closed FLOATER	Closed FLOATER	Closed STAT	Closed	Closed

Option #3: Closed Thursday, December 24th through the Monday, December 28th, open on Tuesday, December 29th and Wednesday, December 30th, and closed December 31st through to Sunday, January 3rd, reopening Monday, January 4th. This option recognizes the statutory holidays per the Employment Policy and an **additional thee (3) days of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 21	TUES Dec. 22	WED Dec. 23	THURS Dec. 24	FRI Dec. 25	SAT Dec. 26	SUN Dec. 27
Open	Open	Open	Closed FLOATER	Closed STAT	Closed	Closed
MON Dec. 28	TUES Dec. 29	WED Dec. 30	THURS Dec. 31	FRI Jan. 1	SAT Jan. 2	SUN Jan. 3
Closed STAT <i>(IN LIEU)</i>	Open	Open	Closed FLOATER	Closed FLOATER	Closed	Closed

Option #4: Office closed on Statutory Holidays and open only until noon on Thursday, December 24th and Thursday, December 31st. This option recognizes the statutory holidays per the Employment Policy and an **additional one (1) day of holiday staff recognition**. Additional advertising of the on-call information and closure would be provided.

MON Dec. 21	TUES Dec. 22	WED Dec. 23	THURS Dec. 24	FRI Dec. 25	SAT Dec. 26	SUN Dec. 27
Open	Open	Open	Open until Noon	Closed STAT	Closed	Closed
MON Dec. 28	TUES Dec. 29	WED Dec. 30	THURS Dec. 31	FRI Jan. 1	SAT Jan. 2	SUN Jan. 3
Closed STAT <i>(IN LIEU)</i>	Open	Open	Open until Noon	Closed STAT	Closed	Closed

Option #5: Office closed on Statutory Holidays; Council discusses if any other days are to be closed and amends per discussion.

MON Dec. 21	TUES Dec. 22	WED Dec. 23	THURS Dec. 24	FRI Dec. 25	SAT Dec. 26	SUN Dec. 27
Open	Open	Open	Open	Closed STAT	Closed	Closed
MON Dec. 28	TUES Dec. 29	WED Dec. 30	THURS Dec. 31	FRI Jan. 1	SAT Jan. 2	SUN Jan. 3
Closed STAT <i>(IN LIEU)</i>	Open	Open	Open	Closed STAT	Closed	Closed

STRATEGIC ALIGNMENT

Priority Focus Area 2: Great Governance

COSTS/SOURCES OF FUNDING

No additional funding is requested through this RFD. The proposed closure relates to scheduled staff time and does not identify a new operating expenditure. While the floater days would be paid, it is already budgeted within wages and salaries.

RECOMMENDED ACTION (by originator):

THAT Council approves Option 2, closed at noon on Thursday, December 24th through to Sunday, January 3rd, reopening for regular hours on Monday, January 4th.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 6, 2026
Presented by:	Bill Rogers, Chief Administrative Officer
Title:	Truth and Reconciliation Day Holiday Designation
Agenda Item No.	7.4

BACKGROUND

Administration has been asked to bring forward the request that National Day for Truth and Reconciliation (September 30th) be designated by Council as a municipal holiday for the Town of Bon Accord.

September 30 was chosen as a day of remembrance because it is in the fall, around the time when Indigenous children were forced to attend residential schools.

In 2015, the Truth and Reconciliation Commission of Canada (TRC) recommended that a statutory holiday be established to commemorate the history and legacy of the residential school system. National Day for Truth and Reconciliation on September 30 has been established as part of the reconciliation process.

DISCUSSION

- In 2021, the Federal Government officially designated September 30 of each year as National Day for Truth and Reconciliation and declared it as Federal statutory holiday.
- When the National Day for Truth and Reconciliation was declared in 2021, the Provincial government of Alberta declined to recognize the date as a provincial statutory holiday and left the choice up to individual municipalities and employers.
- Some, including the Town of Bon Accord, declined to declare a municipal holiday at that time.
- Since that time, the National Day for Truth and Reconciliation has become a widely recognized and participated-in day of reflection for many Canadians.

STRATEGIC ALIGNMENT

Priority 5: Communication and Community Connection

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

COSTS/SOURCES OF FUNDING

All statutory holidays are subject to the Alberta Employment Standards Code, RSA 2000, c E-9, specifically holiday pay and time and a half pay for on-call employees.

RECOMMENDED ACTION

THAT Council approve September 30 of each year – National Day for Truth and Reconciliation – as a municipal holiday in the Town of Bon Accord and direct administration to update the Town Facilities Policy and other applicable policies as necessary.

TOWN FACILITIES: HOURS OF OPERATION AND LOCATION

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: July 2, 1996

LAST REVIEWED BY COUNCIL: November 15, 2022 [new date]

POLICY STATEMENT

The Town of Bon Accord strives for the highest standard of service delivery, openness, accountability, and governance. The operational hours, facility closure regulations, and locations set in this policy support these organizational values and align with the Town's strategic plan.

PURPOSE

This policy establishes the location, operational hours, and facility closure regulations for Town facilities.

SCOPE

This policy applies to the Town Office, arena, and public works office.

DEFINITIONS

"Council" means the Mayor, Deputy Mayor, or members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Office" means the municipal office.

"Town Manager" means the Chief Administrative Officer or designate.

HOURS OF OPERATION, LOCATION AND CLOSURE REGULATIONS:

1. Town Office

- a. Location: 5025 50th Avenue Bon Accord, Alberta
- b. Hours of Operation: 8:00 a.m. – 4:00 p.m. Monday through Friday
- c. Closed daily for lunch between 12:00 – 12:30 p.m.
- d. Closed on statutory holidays and annually on the following days:
 - i. Easter Monday
 - ii. Heritage Day
 - iii. **National Day for Truth and Reconciliation**
 - iv. Boxing Day
- e. Closed on any other day approved by Council.
- f. The Town Office may be closed at any time for the following reasons as approved by the Town Manager:
 - i. Emergencies
 - ii. Staff meetings
 - iii. Staff training
 - iv. Town events
- g. The Town will provide advance notice to the public, where possible, prior to closure.

2. Arena

- a. Location: 4812 52 Street Bon Accord, Alberta
- b. Hours of Operation: Operational hours shall be determined based on ice bookings; program needs and maintenance requirements or emergencies.

3. Public Works Office

- a. Location: 4724 57 Street Bon Accord, Alberta
- b. Hours of Operation: Due to the nature of public works operations, visits are by appointment only.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	October 6, 2026
Presented by:	Bill Rogers, Chief Administrative Officer
Title:	Capital Region Assessment Services Commission New Member Request
Agenda Item No.	7.5

BACKGROUND

Administration has received a request asking Council to approve a new member request from the Summer Village of Sunrise Beach to join the Capital Region Assessment Services Commission, effective 2027.

DISCUSSION

- The Capital Region Assessment Services Commission (CRASC) has received a request from the Summer Village of Sunrise Beach to become a member of the Commission.
- According to CRASC Bylaw “Process for Adding members”, 6.2: “Upon the Board’s review and determination that a Membership Application should be forwarded for consideration, the Board shall send the same to each Member for their respective approval.” A majority of the members’ approval is required for successful consideration.
- The CRASC Board of Directors has provided approval of their membership.
- The CRASC Assessor, KCL Consulting has also confirmed agreement to provide assessment services.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

Administration does not anticipate additional costs to members as a result of this decision.

TOWN OF BON ACCORD
REQUEST FOR DECISION

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.	8.1

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.

At the September 30, 2026, Committee of the Whole Meeting the Health and Safety Policy updates were brought forward to for the committee's consideration. The committee directed administration to bring the policy to an upcoming Regular Council Meeting for approval.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council approves the Health and Safety Policy, as presented.

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 providing and maintaining a safe and healthy workplace for all Employees, Council members and other persons who may be affected by the Town's operations, while protecting the environment.

The Town of Bon Accord will take reasonable steps to identify, assess, eliminate or control workplace hazards and prevent workplace injuries, illnesses, incidents and occupational exposures. The Town will comply with all applicable requirements of the Occupational Health and Safety Act, Regulations and Code.

An effective health and safety program requires combined efforts of Council, the employer, managers, supervisors, and Employees. Employees are required to comply with applicable safety policies, procedures and legislation. Non-compliance with this policy or the intentional disregard for established safety procedures may result in disciplinary action in accordance with 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, Council members, vendors, customers, and

visitors who interact with the Town of Bon Accord.

DEFINITIONS

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

RESPONSIBILITIES

1. The Chief Administrative Officer is responsible to ensure that this policy and program is implemented, supported, and improved by all Employees.
2. Managers and supervisors are responsible to ensure that all 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 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 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;

- 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.
 - 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 are responsible 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 implemented, Employees will be provided with information, instruction and training. All such procedures will be produced in writing and provided to relevant Employees.
- 4. All 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.
- 5. The Town encourages and invites input from Employees regarding health and safety issues as well as suggestions for addressing such issues. No Employee will be subjected to 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
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	October 6, 2026
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Cemetery Bylaw 2026-06
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

The draft Cemetery Bylaw 2026-06 was reviewed at the September 30th Committee of the Whole meeting and the committee directed administration to bring the bylaw as presented back to Council for first reading.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

A review of the amendments and changes within the updated bylaw include the following:

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

Priority Focus Area 2: Great Governance, Policy, Standards, and Accountability

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT ... Council gives 1st reading to Cemetery Bylaw 2026-06 as presented.

**TOWN OF BON ACCORD
BYLAW 2026-06
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.

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

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).

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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.

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:

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

- 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.

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- I. 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.

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

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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.
- 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.

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

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.

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.

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- i. No person shall change the grade of any Plot other than the Town or an authorized representative of the Town. Where the grade of a Plot has been changed, the Town may, without notice, proceed to restore the grade at the Owner's sole expense.
- d. No person shall place anything on or adjacent to a Plot or Niche, which in the opinion of the Town restricts or hampers regular maintenance activities. The Town shall have the authority to remove, without notice, any such object or thing.
- e. The Town shall not be held liable for the loss of any item removed from any Plot or Niche in the Cemetery.
- f. If, in the opinion of the Town, where any greenery, vegetation, plants, or other landscaping situated on or about the Cemetery has become unsightly, dangerous, or inconvenient to the public or the Town, the Town shall have the right to remove such greenery, plants, or landscaping without notice to any affected Owner or other person.
- g. No person shall pick flowers, break, injure any tree, shrub, or plant, or write upon, destroy, deface, or damage any Memorial, Marker, Monument, fence, fixture, or structure within the Cemetery.
- h. No person shall throw, abandon, or dispose of rubbish or waste anywhere within the Cemetery except in the receptacles specifically provided for such a purpose by the Town, or otherwise create an unsightly condition within the Cemetery.

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.

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- e. No person shall drive any vehicle through the Cemetery at a speed exceeding 10 KMPH or drive upon any part of the Cemetery except for the roadways provided specifically for vehicular access.
- f. The Town may prohibit the driving of vehicles in any part of the Cemetery.
- g. The Owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
- h. No person shall ride a horse in the Cemetery except as part of a funeral procession.
- i. No dogs or other animals shall be allowed in the Cemetery.
- j. The use of snowmobiles and other all-terrain recreation vehicles within the Cemetery shall not be permitted.
- k. No person shall enter the Cemetery carrying a firearm unless such a person is participating in a military funeral and has lawful authority to bear such a firearm.
- l. Persons within the Cemetery shall take care to use walkways and not walk upon or across plots, except Cemetery staff or contractors directed by the Town in performing their work. The Town expressly disclaims liability for any injuries sustained by anyone violating this rule.
- m. A Peace Officer may evict any person(s) contravening this Section or any part of this Bylaw from the Cemetery and applying any other remedy provided for in this Bylaw.

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.

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- c. If a person is found guilty of an offence under this Bylaw, the Court may, in addition to any other penalty imposed, order the person to comply with this Bylaw.
- d. The levying and payment of any fine or imprisonment for any period provided in the Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which they are liable under the provisions of this Bylaw.
- e. Bylaw 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 6th day of October, 2026.

READ A SECOND TIME THIS

READ A THIRD TIME THIS

SIGNED AND PASSED THIS

Brian Holden
Mayor

Bill Rogers
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.

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Urgent Letter of Support Request for Go East Travel Alberta Grant Application (by Oct 5)
Date: Friday, September 18, 2026 8:10:07 AM
Attachments: [Sample Letter of Support for Go East RTO Travel AB Investment Fund 2027.docx](#)

From: Kevin Kisilevich <kevin.goeast@gmail.com>
Sent: Monday, September 14, 2026 4:16 PM
To: Go East of Edmonton <info@goeastofedmonton.com>
Cc: Jennifer Filip <jenniferfilip.goeast@gmail.com>
Subject: Urgent Letter of Support Request for Go East Travel Alberta Grant Application (by Oct 5)

Hello All Tourism Partners,

We would like to thank everyone for your support over the past years as we continue to develop and promote tourism in the region. A newsletter will be coming to you soon with some very positive and significant results in travellers and roadtrippers during the summer of 2026.

We are asking once again for a letter of support for what is an extremely important grant application for the 2027 Travel Alberta Rural Development and Promotion Fund. We are asking for letters to be emailed to us by the Morning of Monday October 5, at the latest.

Travel AB has made the deadline early this year.

We are the DMO that Travel Alberta has trusted to promote the region for many years now, and we need to apply every year for funding to ensure we can continue to grow tourism for all your communities.

We are applying for a total amount of \$100,000. Year after year we have been successful and grown traffic and visitation with this campaign. This funding enables us to promote the whole region through 2027 through an effective, integrated and coordinated digital and major media marketing campaign through summer, fall and winter. Our campaign will promote roadtrips, outdoor experiences, events, attractions, culture, ag & culinary, organizations and businesses.

We will promote all areas from bordering Edmonton to Northeast (Lakeland region), East and Southeast of Edmonton (Central Prairies, Battle River region), and we previously won the Travel AB Award for marketing for this successful campaign.

We ask if you are able to use the attached sample of a letter of support and please email us the letter in a pdf format asap on or before October 5 at the latest. You can email directly to me at kevin.goeast@gmail.com and/or to info@goeastofedmonton.com. (This funding was just recently announced with a short time to apply so we appreciate your support) If unable to provide a letter by October 5, please contact us to discuss.

We look forward to supporting and promoting the region to grow tourism and the visitor economy in the region. You are welcome to contact me also to discuss this further.

With Sincere Thanks,

Kevin D. Kisilevich



GO EAST of Edmonton Regional Tourism

Kevin.goeast@gmail.com

780-632-6191

- Delivering Results for Regional Tourism Marketing and Development.

Follow us on Facebook, Instagram, @GoEastofEdmonton

See our Amazing Travel Guide online: www.GoEastofEdmonton.com

We respectfully acknowledge the traditional and ancestral lands of the First Nations Peoples of Treaty 6, Treaty 8 and Treaty 10 Territories and the Homeland of the Métis Nation. The Go East of Edmonton Region continues to be home to Indigenous Peoples, past and present, and we recognize the vital contribution of Indigenous culture, history and perspectives in our shared past, present and future.

Your Letterhead

September 14, 2026

Jennifer Filip, Chairperson
Go East Regional Tourism Organization (RTO)
Box 211, Vegreville, Alberta
T9C 1R2

Ms. Filip,

The ***name of organization or municipality*** is pleased to offer our support for Go East Regional Tourism (Destination Marketing) Organization for its application to the Travel Alberta – Rural Development and Promotion Fund for the Go East of Edmonton Enhanced 2027 Strategic Development and Marketing Campaign.

It is our understanding that Go East of Edmonton is applying for \$100,000 of funding to support this valuable regional development and promotion which has been proven to be a great success year after year. We see this application as supportive of Go East Regional Tourism's long term vision to continue to develop, promote, support, and grow tourism which is beneficial to overall economic diversification to grow the visitor economy in north-east and east-central Alberta. (Lakeland and Central Prairies regions)

We look forward to being a part of the upcoming Regional Tourism initiative, which is an innovative, and very timely marketing effort with an overall goal to increase visitation and revenues at events, attractions, local businesses, and organizations for the 2027 summer, fall and shoulder seasons.

We wish you every success in the application process, and with many years of dedicated and passionate destination marketing experience, we trust Go East of Edmonton team members will again deliver results and growth for our regional tourism industry.

Sincerely,

Your Officials Name and Signature
Title

From: [Kathleen Ducharme](#)
Subject: RE: Lite Up the Nite Christmas Festival Parade - Morinville
Date: Thursday, September 24, 2026 11:59:17 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

You don't often get email from kathleen.ducharme@morinville.ca. [Learn why this is important](#)

Hello,

Thank you to those who let me know there was an issue with the parade registration link in my previous email. Please use the updated link below to register **for the 2026 Lite Up the Nite Parade**.

[2026 Lite Up the Nite Parade Participation Form](#)

Thank you, and we hope to see you in the parade!

From: Kathleen Ducharme
Sent: September 23, 2026 4:35 PM
Subject: Lite Up the Nite Christmas Festival Parade - Morinville

Hello,

We're getting ready for Morinville's 2026 Lite Up the Nite Christmas Festival Parade, and we would love to welcome you back!

As a past parade participant, you've helped make this annual tradition a fun and festive experience for our community. We hope you'll join us again this year with a float, decorated vehicle, walking group, or another creative entry.

Lite Up the Nite Parade
Saturday, November 28, 2026
5:30 p.m.
100 Avenue, Morinville

Participation is free and open to businesses, non-profit groups, organizations, and community groups.

Ready to join the parade? Please complete the participation form by November 24:

[2026 Lite Up the Nite Parade Participation Form](#)

We hope to see you back in the parade this year and help us light up Morinville for the holiday season!

Thanks,



Kathleen Ducharme
Community Development Coordinator
Community Services
T. 780-939-7832 C. 780-293-2694 | kathleen.ducharme@morinville.ca
www.morinville.ca



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3RD ANNUAL Oktoberfest

BRUDERHEIM

SATURDAY, OCTOBER 17



— 10:00 AM
PARADE



— 11:00 AM
BEER GARDENS



— 2:00 PM
BARREL/KEG RACES



— 2:30 PM
WIFE CARRYING RACE



— 1:00 PM
MEN'S CHOIR LIEDERKRANZ
PERFORMING



— 11:00 AM – 5:00 PM
HEART COOKIE DECORATING, CORN HOLE,
LADDER BALL, OKTOBERFEST PLACEMAT
COLOURING CONTEST, PIN THE BEER,
MUSICAL CHAIRS & PASS THE DACHSHUND GAME



FOOD TRUCKS ON SITE

FOOD
FUN
MUSIC
COMMUNITY



Prost!

5:00 PM
DINNER
INSIDE THE
COMMUNITY HALL

ONLY 130 TICKETS
SO GET YOURS NOW!

DINNER TICKETS

CAN BE PURCHASED AT THE TOWN OFFICE
OR AT

<https://www.zeffy.com/en-CA/ticketing/oktoberfest-40>

\$15 PER ADULT

\$12 PER CHILD

CHILDREN 6 AND UNDER FREE



GOOD TIMES • GREAT PEOPLE • STRONG COMMUNITY



Oktoberfest Parade - Entry Form

The Town of Bruderheim invites all clubs, organizations, businesses, surrounding municipalities and individuals to participate in the **Town of Bruderheim Oktoberfest!** The parade will be held on **Saturday, October 17th, 2026 at 10a.m.**

Marshalling starts at 9:00am in the parking area of Bruderheim Starlight Campground. Judging will take place from 9:00am to 10:00am. Categories listed below.

Business/Organization/Persons Name: _____
Contact Person: _____
Email: _____
Phone Number: _____
Address: _____ City/Town: _____
Postal Code: _____

Type of Entry: (Please check one) ☐ Judged ☐ Not Judged

- ☐ Youth ☐ Antique Car/Truck/Tractor
☐ Municipal/Commercial/Industrial ☐ Club/Non -Profit Organization
☐ Patriotic (can be any culture)

Please provide a detailed description of your parade entry:

****Please ensure ALL participants understand and agree to the following:**

1. Participants in the parade do so at their own risk. The committee and the town are not responsible for the actions of the parade participants.

Privacy Statement

The personal information collected will be used to register your entry to the Town of Bruderheim Canada Day Parade is collected under the authority of section 4 (c) of the Protection of Privacy Act. Your personal information will be kept confidential, but the entry name and description will be announced during the event. If you have questions about the collection and use of this information, please contact the Town of Bruderheim administration at 780-796-3731 or info@bruderheim.ca

WAIVER: I/We hereby exclude the Town of Bruderheim organizers, staff and volunteers from any claim resulting from loss or injury, which may occur during the 2026 parade.

Sign: _____ Date: _____

NOTE: The parade route is subject to change or cancellation with limited notice

Please return your completed forms to [Natalie Quijano Acosta](mailto:Natalie.QuijanoAcosta@bruderheim.ca)
Phone 780-796-3731 or Email: Natalie.quijanoacosta@bruderheim.ca

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From: [Christina Fedorak](#)
To: [Jessica Spaidal](#)
Cc: [Bill Rogers](#)
Subject: Lillian Schick Remembrance Day Ceremony
Date: Thursday, October 1, 2026 12:39:54 PM

From: Darla Clark <darla.clark@sturgeon.ab.ca>
Sent: Thursday, October 1, 2026 12:17 PM
To: Christina Fedorak <cscoordinator@bonaccord.ca>
Subject: Re: Bon Accord's Remembrance Day Ceremony

Hi Christina,

We are having our Remembrance Day Ceremony at 11am on Nov 6th. I would like to invite someone from the town to attend our ceremony at LS. Please let me know if someone will be in attendance.

THanks
darla

|