

Town of Bon Accord
AGENDA
Regular Council Meeting
November 4, 2025 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. Family Violence Prevention Month (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. October 7, 2025; Regular Council Meeting (enclosure)
 - 4.2. October 16, 2025; Special Council Meeting (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
 - 6.1. Spruce Meadow Lane Engineering Study (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Library Board Appointments (enclosure)
 - 7.2. Council Direction to Administration on Public Engagement and Communication (verbal)
 - Post Election Council Message to Public
 - Strategic Plan Communications – Accomplishments/Achievements
 - First 60 Days
 - 7.3. Council Calendar (enclosure)
 - 7.4. ATCO Franchise Fees (enclosure)
 - 7.5. Council Orientation Part 2 (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Anti-Bullying Bylaw Discussion (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1. FCSSAA Conference (enclosure)
- 10. CORRESPONDENCE**
- 11. NOTICE OF MOTION**
 - 11.1. Councillor Larson – Business Card Redesign (enclosure)
- 12. CLOSED SESSION**
 - 12.1. Personnel – ATIA Section 20 Disclosure harmful to personal privacy, Section 22 Confidential evaluations, and Section 29 Advice from officials
 - 12.2. Engineering Services RFP – ATIA Section 32 Privileged information

Town of Bon Accord
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13. ADJOURNMENT

PROCLAMATION

FAMILY VIOLENCE PREVENTION MONTH November 1-30, 2025

WHEREAS, Alberta has the third highest rate of self-reported spousal violence among Canadian provinces; and

WHEREAS, the effects of family violence may be carried on from one generation to the next; and

WHEREAS, the Town of Bon Accord supports proactive and preventative measures to increase awareness of the warning signs of family violence and the resources and supports available so we can work together to end family violence and build healthier relationships in our communities; and

WHEREAS, all Albertans know #WhereToTurn and have 24/7 access to the Family Violence Info line supports by contacting 310-1818 or using the online chat; and

WHEREAS, November is Family Violence Prevention Month in Alberta and all Albertans play a role in preventing family violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim November 1-30, 2025 as “Family Violence Prevention Month” in the Town of Bon Accord and encourage all citizens to observe this month.

Mayor Brian Holden

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
October 7, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson
Councillor Lynn Bidney
Councillor Lacey Laing
Councillor Tanya May

ADMINISTRATION

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

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the October 7, 2025, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-386

PROCLAMATIONS

*Fire Prevention Week
Small Business Week*

ADOPTION OF MINUTES

September 16, 2025; Regular Council Meeting

DEPUTY MAYOR LARSON MOVED THAT Council approves the September 16, 2025, Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-387

September 25, 2025; Special Council Meeting

COUNCILLOR MAY MOVED THAT Council approves the September 25, 2025, Committee of the Whole Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-388

DELEGATION

Chad Moore, Sturgeon County Protective Services – Fire Master Plan

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

CARRIED UNANIMOUSLY RESOLUTION 25-389

Chester Castillo, MPE Engineering – Spruce Meadow Lane Engineering Study

**Town of Bon Accord
Regular Meeting of Council Minutes
October 7, 2025 6:00 p.m.
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DEPUTY MAYOR LARSON MOVED THAT Council accepts the report as information.

CARRIED UNANIMOUSLY RESOLUTION 25-390

Mayor Holden called a short recess at 7:20 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-391

Mayor Holden called the meeting back to order at 7:29 p.m.

UNFINISHED BUSINESS

EV Charging Stations: Insurance

COUNCILLOR MAY MOVED THAT Council does not approve the installation of the EV charging station additional safeguards.

Councillor May requested a recorded vote.

In Favour: Mayor Holden, Deputy Mayor Larson, Councillor Laing, Councillor May

Opposed: Councillor Larson

CARRIED RESOLUTION 25-392

NEW BUSINESS

FORTIS Franchise Fees

DEPUTY MAYOR LARSON MOVED THAT Council supports no change to the Fortis franchise fees for 2026.

CARRIED UNANIMOUSLY RESOLUTION 25-393

Monument Restoration at Veterans Memorial Park

COUNCILLOR MAY MOVED THAT Council approves the restoration work required on the 3 monuments at Veterans Memorial Park up to a cost of \$6,000.00 to be funded by surplus in the Parks department.

CARRIED UNANIMOUSLY RESOLUTION 25-394

Public Skating – Stick & Puck Program

COUNCILLOR LAING MOVED THAT Council approves charging no fee for the stick and puck skating program AND FURTHER THAT Council approves a pilot project for this season.

CARRIED UNANIMOUSLY RESOLUTION 25-395

Spruce Meadow Lane Engineering Study

COUNCILLOR BIDNEY MOVED THAT Council postpones the discussion to after the municipal election.

CARRIED UNANIMOUSLY RESOLUTION 25-396

BYLAWS/POLICIES/AGREEMENTS

Policies to Rescind

**Town of Bon Accord
Regular Meeting of Council Minutes
October 7, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR BIDNEY MOVED THAT Council rescinds Commercial Electronic Sign Policy 15.31 and the Tree Removal Policy 95.555.

CARRIED UNANIMOUSLY RESOLUTION 25-397

WORKSHOPS/MEETINGS/CONFERENCES

FCSSAA Conference

COUNCILLOR MAY MOVED THAT Council direct administration to register one member of the Community Services Advisory Board or Mayor Holden.

CARRIED UNANIMOUSLY RESOLUTION 25-398

Gibbons Remembrance Day Ceremony Invitation

COUNCILLOR BIDNEY MOVED THAT Council direct administration to RSVP one Councillor to attend the Gibbons Remembrance Day Ceremony, to be determined after the election.

CARRIED UNANIMOUSLY RESOLUTION 25-399

CORRESPONDENCE

Bon Accord Childcare Needs Assessment Report Conducted by Government of Alberta/Deloitte

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

CARRIED UNANIMOUSLY RESOLUTION 25-400

Red Shoe Gala – SAIF

COUNCILLOR MAY MOVED THAT Council accept the Red Shoe Gala as information.

CARRIED UNANIMOUSLY RESOLUTION 25-401

Councillor Laing moved that the meeting go past 9:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-402

CUPW – Canada Post Mandate Review Letter

COUNCILLOR MAY MOVED THAT Council accepts the letter as information.

1 opposed

CARRIED RESOLUTION 25-403

GO East of Edmonton – Letter of Support Request

COUNCILLOR MAY MOVED THAT Council direct administration to write a letter for GO East of Edmonton in support of their request.

CARRIED UNANIMOUSLY RESOLUTION 25-404

Royal Canadian Navy Niobe Ball Invitation

COUNCILLOR MAY MOVED THAT Council accepts the invitation as information.

CARRIED UNANIMOUSLY RESOLUTION 25-405

**Town of Bon Accord
Regular Meeting of Council Minutes
October 7, 2025 6:00 p.m.
Live streamed on Bon Accord YouTube Channel**

Invitation to Meet with Minister of Transportation and Economic Corridors at 2025 Alberta Municipalities Convention

COUNCILLOR LAING MOVED THAT Council accept the correspondence as information.
CARRIED UNANIMOUSLY RESOLUTION 25-406

NOTICE OF MOTION

Councillor Bidney – Financial Reporting

There were no objections to discussing the notice of motion as urgent business.

COUNCILLOR BIDNEY MOVED THAT Council direct administration look into expanded transparency in financial reporting, to include monies paid to consultants to be a separate line item for each department, reported on a quarterly basis, in addition to unplanned expenses and where the money was taken from, and regular reporting of reserve balances.

CARRIED UNANIMOUSLY RESOLUTION 25-407

CLOSED SESSION

- **Engineering Services RFP – ATIA Section 32 Privileged information**
- **Tax Recovery – ATIA Section 20 Disclosure harmful to personal privacy, Section 29 Advice from officials and Section 32 Privileged information**
- **Personnel – ATIA Section 20 Disclosure harmful to personal privacy, Section 22 Confidential evaluations, and Section 29 Advice from officials**

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss Engineering Services RFP – ATIA Section 32 Privileged information; Tax Recovery – ATIA Section 20 Disclosure harmful to personal privacy, Section 29 Advice from officials and Section 32 Privileged information; and Personnel – ATIA Section 20 Disclosure harmful to personal privacy, Section 22 Confidential evaluations, and Section 29 Advice from officials at 8:54 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-408

COUNCILLOR MAY MOVED THAT Council come out of closed session at 9:33 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-409

Engineering Services RFP – ATIA Section 32 Privileged information

DEPUTY MAYOR LARSON MOVED THAT Council postpones this item until after the election, on November 4, 2025.

CARRIED UNANIMOUSLY RESOLUTION 25-410

Tax Recovery – ATIA Section 20 Disclosure harmful to personal privacy, Section 29 Advice from officials and Section 32 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council accepts the tax recovery as information.

**Town of Bon Accord
Regular Meeting of Council Minutes
October 7, 2025 6:00 p.m.
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CARRIED UNANIMOUSLY RESOLUTION 25-411

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

COUNCILLOR BIDNEY MOVED THAT Council directs Mayor Holden to proceed as discussed.

2 Opposed

CARRIED RESOLUTION 25-412

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the October 7, 2025 Regular Meeting of Council adjourn at 9:35 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-413

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Special Meeting of Council Minutes
October 16, 2025, 1:30 p.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Timothy J. Larson
Councillor Lynn Bidney
Councillor Lacey Laing

REGRETS

Councillor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Jessica Spaidal – Legislative Services and Communications Supervisor

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 1:32 p.m.

ADOPTION OF AGENDA

COUNCILLOR LAING MOVED THAT Council adopt the October 16, 2025, agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-414

NEW BUSINESS

Munis 101 – Council Orientation

COUNCILLOR LAING MOVED THAT Council directs administration to cancel Munis 101 registration, asking for a full refund, and fulfill the legislated training requirements with Bloom Centre for Municipal Education.

CARRIED UNANIMOUSLY RESOLUTION 25-415

Interim Appointment of Chief Administrative Officer

COUNCILLOR BIDNEY MOVED THAT Council directs Mayor Holden to sign the Interim CAO agreement with Tim Duhamel of the Bloom Centre for Municipal Education.

CARRIED UNANIMOUSLY RESOLUTION 25-416

COUNCILLOR LAING MOVED THAT Council appoints Tim Duhamel as the Interim Chief Administrative Officer, effective Monday, October 20th, 2025, in accordance with Section 205 of the Municipal Government Act; AND THAT the Interim CAO shall have all the powers, duties, and responsibilities assigned to the position under the Municipal Government Act and by Council.

CARRIED UNANIMOUSLY RESOLUTION 25-417

ADJOURNMENT

**Town of Bon Accord
Special Meeting of Council Minutes
October 16, 2025, 1:30 p.m.
Live streamed on Bon Accord YouTube Channel**

COUNCILLOR LAING MOVED THAT the October 16, 2025 Special Meeting of Council adjourn at 1:40 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-418

Mayor Brian Holden

Jodi Brown, CAO

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 4, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Spruce Meadow Lane – Engineering Study
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

The 2025 operating budget included cost provisions for an engineering study on Spruce Meadow Lane to assess drainage issues and to provide resolutions and option analysis for stormwater infrastructure. MPE has completed the engineering study and submitted the draft report and presentation of their findings and recommendations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

MPE's engineering report provided three options for Council consideration with Class D cost estimates.

- **Option #1** – Crowned road conveying stormwater runoff through curb and gutter \$562,300
 - This option provides for a lane configuration the same as Bon Acres, with a provision of both monowalks for pedestrians, stormwater runoff directed to curbs and gutters, and overland drainage collected through storm catch basins and directed to a natural basin.
 - Constraints within this option include narrow driving lanes due to the monowalks, monowalks conflict with existing surface structures, an existing fire hydrant within the right-of-way, and connection tie-in concerns due to the number of existing concrete garage aprons.
- **Option #2** – Inverted crown road conveying stormwater runoff through V-shaped swale \$397,900
 - This option provides a lane improvement configuration that conforms to typical residential lane standards, a provision of a sidewalk for pedestrians, a lane constructed as stormwater runoff conveyance, and a wider travel lane for users.
 - Constraints within this option include elevation difference with the east and west concerns; the east (left) side of the V-shaped swale would be steeper, and connection tie-in concerns with existing concrete garage aprons.

- **Option #3** – Sloped road conveying stormwater runoff through curb and gutter \$538,500
 - This option provides a lane matching with existing surface slope or inclination, suitable connection tie-ins to new curbs and monowalk, a monowalk for pedestrians, stormwater runoff directed to curbs and gutters, and overland drainage collected through storm catch basin and directed to a natural basin.
 - Constraints within this option include a narrow driving lane with the addition of curb and monowalk, prohibited curb-side parking for locals, may require protection or relocation of existing fire hydrant, and may also require asphalt and gravel fill for private properties.

MPE has recommended proceeding with Option #3: a sloped road configuration with a monolithic sidewalk, where stormwater runoff is conveyed through a curb and gutter system. This option provides the most practical balance of functionality and constructability, while minimizing modifications to tie-in elevations within private property, particularly at existing garage aprons. Where adjustments are required, they may include landscaping restoration, gravel fill, asphalt infill, concrete apron cutting, and apron reconstruction.

The next steps in the project are recommended as follows:

- Complete Preliminary and Detailed Design for Option 3, which would include preparing Class B cost estimates.
- Conduct Geotechnical investigations, which would include undertaking subsurface investigations along the lane and proposed storm pipe alignment, confirming soil conditions and supporting detailed design.
- Review Construction Phasing and Methods, which includes developing strategies to minimize neighbourhood disruption during construction.
- Engage with Residents to gather input and address concerns related to lane improvement.

The study also included an assessment of culverts located at 51st Avenue, Spruce Meadow Lane, and 52nd Street. The culverts at 51st Avenue and Spruce Meadow Lane were determined to be at sufficient capacity; however, it is recommended that the 52nd Street culvert be replaced with three (3) 400mm culvert pipes. The estimated cost for the culvert replacement is \$25,000.

STRATEGIC ALIGNMENT

Priority #3 – The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

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 project's costs could be included in the 2026 budget deliberations, as well as potential sources of funding.

Costs would depend on the option chosen and are estimated based on Class D estimates.

Option # 3 (recommended option) \$538,500

Option # 2 \$397,900

Option # 1 \$562,300

Replacement of 52nd Street Culvert \$25,000

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to bring forward [insert Option #] for the Spruce Meadow Lane Drainage project and the Replacement of the 52nd Street Culvert project in the 2026 budget deliberations.

Or

THAT...Council directs

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 4, 2025
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Appointment of Library Board Trustees
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

On October 23, 2025, administration received three letters (attached) from the Bon Accord Public Library Board.

- One letter is requesting Council's approval for Annette McManus to be approved for a second term.
- The second letter is for approval for Brenda Gosbjorn to be approved for a third term.
- The third letter is Sarah Redden's resignation from the board.

Members of the library board are appointed in accordance with Alberta's Libraries Act.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council may appoint the individuals indicated or recommend that the Bon Accord Public Library Board select alternates for each position.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

Resolution #1:

THAT Council appoint Annette McManus to the Bon Accord Public Library Board for a second term ending November 4, 2028.

Resolution #2:

THAT Council appoint Brenda Gosbjorn to the Bon Accord Public Library Board for a third term ending November 4, 2028.



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

October 22, 2025

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

Dear Mayor Holden and Councilors,

We are writing to request your approval of a third term for Brenda Gosbjorn as a Library Board Trustee.

Brenda continues to be a strong supporter of the library and is an active volunteer in our Friends group.

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

Kindest Regards,

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



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

February 11, 2025

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

Dear Mayor Holden and Councilors,

We are writing to request your approval of a second term for Annette McManus as a Library Board Trustee.

Annette continues to be a strong supporter of the library and is an active volunteer in our Friends group.

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

Kindest Regards,

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

Brenda Gosbjorn
Library Board Chair
Bon accord Library

Hello Brenda and fellow board members

I'm officially resigning my board position. Effective June 7/25. I appreciate the opportunity to serve with you all.

Thank you

Sarah Redden

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 4, 2025
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Council Calendar
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

Over the last several years, Council has been accustomed to using a separate Council Calendar. It includes recurring events and reminders such as upcoming Council meetings, deadline reminders for reports/per diems, and other events in and out of town like conferences, parades, and golf tournaments.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is proposing that instead of using a **separate** council calendar, each councillor would reference their **own** calendar associated with their email address. This way, each councillor would only need to reference 1 calendar.

How it would work:

- Events that pertain to ALL of Council would be sent to ALL Council members and appear in everyone's calendar. E.g.: per diems, community events like Coffee with a Cop, etc.
- Events that not all Council members are required to attend would be sent **only** to those Council members who are RSVPd. This way there is no question as to who is going to what event. E.g.: golf tournaments, parades, etc.
- Council members may share their calendars with one another as needed to allow fellow councillors to see their calendar/availability.

Typically, any council-attended events are included in the monthly reports, so all councillors would remain abreast of recent events that are not included in their calendar.

STRATEGIC ALIGNMENT (REFERENCE STRATEGIC PLAN)

Value Statement of Professionalism

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council directs administration to proceed with the proposed changes to the Council calendar.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 4, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	ATCO Franchise Fees
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

The Town has received communication from ATCO regarding the franchise fees for 2026. 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 2026, written notice must be provided to ATCO following this regular council meeting. The enclosed notice from ATCO states the end of October, however there was a delay in the letter being sent to the Town, therefore we have received a slight extension of this date.

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
2026	\$390,085 (estimate)	\$89,720 (estimate)
2025	\$246,591(Jan to Sept)	\$56,716(Jan to Sept)
2024	\$388,769 (actual)	\$89,417

The estimated franchise fee revenue for 2026 is \$89,720, assuming the rate remains at 23% and assuming the estimated delivery tariff revenue collected is \$390,085. This revenue can be impacted by changes in customer operations and the weather.

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 2026; however, should Council choose to increase or decrease the percentage, the impacts are as follows: *(based on \$390,085 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%)	\$81,918	\$148.24
22% (↓ 1%)	\$85,819	\$155.30
23% (no change)	\$89,720	\$162.36
24% (↑ 1%)	\$93,620	\$169.42
25% (↑ 2%)	\$97,521	\$176.48

* 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 \$7.06 for the year; however, the Town would need to find \$3,901 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 \$14.12 for the year; however, the Town would need to find \$7,802 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 \$7.06 per year, and the Town would have an increase in revenue of \$3,900.
- If Council chose to **increase** the franchise fee by **2%**, the average resident would have an increase by a total of \$14.12 per year, and the Town would have an increase in revenue of \$7,801.

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 2026 operating budget.

RECOMMENDED ACTION (by originator)

THAT...Council supports no change to the ATCO franchise fees for 2026.

Or

THAT...Council directs administration to contact ATCO to adjust the franchise fee percentage to [insert rate].

Effective April 1, 2025 by AUC Disposition 29907-D01-2025

This Replaces Rider "A"

Previously Effective January 1, 2025

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	25.00	06/03/07	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	8.00	25/01/01	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	29.25	25/01/01	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	10.05	09/07/14	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	22.00	08/01/01	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 22, 2025

Town of Bon Accord
PO Box 779
Bon Accord, AB, T0A 0K0

Attention: Jodi Brown, Chief Administrative Officer/Town Manager

Re: Natural Gas Franchise Fee Estimate for 2026 - Bon Accord

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

The franchise agreement requires that we provide ATCO's total revenues derived from the delivery tariff within Bon Accord for 2024 and an estimate of total revenues to be derived from the delivery tariff within Bon Accord for 2026. The chart below provides this information as well as an estimate of your franchise fee revenue for the 2026 calendar year.

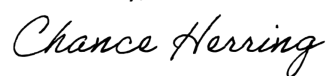
ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
\$388,769	\$390,085	23%	\$89,720

Please note that the estimated delivery tariff revenue for 2026 can be impacted by changes in customer operations and weather. Additionally, ATCO has utilized forecast 2026 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 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process. The franchise fee change process is regulated by AUC Rule 029, which mandates specific steps to take, timelines, and a new public notice template to be used for advertising. 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 before the end of October 2025.

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,

A handwritten signature in black ink that reads "Chance Herring".

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

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	November 4, 2025
Presented by:	Jessica Spaidal, Legislative Services and Communications Supervisor
Title:	Council Orientation Part 2
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

New legislated training requirements outlined in section 201.1 of the Municipal Government Act (MGA) require council members to receive [certain types of training](#).

The **first group** of topics in the link above must occur prior to Council members being sworn into office at the Organizational Meeting. On October 30, 2025, as legislated, this first group of topics was covered prior to the Organizational Meeting that evening.

The **second group** of topics to be covered must be held prior to or on the same day as the first regularly scheduled Council meeting; Council has the authority to extend the time for this training up to 90 days, by resolution.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The remainder of required Council training will take approximately 2 days, therefore, administration is seeking a consensus on dates/times for 2-day training in November. At this time, Council would also receive the annual Cyber Security and ATIA/POPA training.

STRATEGIC ALIGNMENT

Training for new Council members aligns with and supports all 5 priorities of the Strategic Plan:

Priority #1: Economy

- The Town of Bon Accord is committed to achieving steady growth through residential, commercial and industrial development.

Priority #2: Community

- The residents of Bon Accord live in a safe, connected, and attractive community.

Priority #3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

Priority #4: Identity

- Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

Priority #5: Identity

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (BY ORIGINATOR)

THAT Council directs administration to plan a 2-day Council orientation on [dates/times], thereby extending the time for the topics outlined in section 201.1(b) of the Municipal Government Act.

**TOWN OF BON ACCORD
2013 ANTI-BULLYING BYLAW
BYLAW 2013-08**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO CONTROL AND REGULATE HARASSMENT AND BULLYING OF MINORS AND/OR PERSONS IN THE TOWN OF BON ACCORD.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, a Council may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property and respecting people, activities and things in or near public places.

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Town of Bon Accord, in the Province of Alberta, ENACTS AS FOLLOWS:

PART I BYLAW TITLE

1. This bylaw shall be known as the "Anti-Bullying" bylaw.

PART II DEFINITIONS

1. "Bullied" means the harassment of others by the real or threatened infliction of physical violence and attacks, racially or ethnically-based verbal abuse and gender-based put-downs, verbal taunts, name calling and put-downs, written or electronically transmitted, or emotional abuse, extortion or stealing of money and possessions and social out-casting.
2. "Minor" means an individual less than 18 years of age.
3. "Peace Officer" means a member of the Royal Canadian Mounted Police, or a Special Constable appointed pursuant to the provisions of the Police Act, Revised Statutes of Alberta, 2000, Chapter P-17, and all amendments or successors thereto.
4. "Public Place" means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the corporate limits of the Town of Bon Accord, including schools, recreational facilities, and public parks and sports grounds.
5. "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act.

PART III ENFORCEMENT

1. No person shall, in any public place:
 - a. Communicate either directly or indirectly, with any person in a way that causes the person, reasonably in all the circumstances, to feel bullied.

**TOWN OF BON ACCORD
2013 ANTI-BULLYING BYLAW
BYLAW 2013-08**

- b. While not taking part in any action described in Part 3, Section 1 (a) encourage or cheer on, any person described in Part 3, Section 1 (a).
2. Any person who contravenes Part 3, Section 1 (a) of this Bylaw is guilty of an offence punishable on summary conviction and is liable
 - a. For a first offence, to a minimum specified penalty of \$250.00; and
 - b. For second, or subsequent offences, to a fine not exceeding \$1,000.00; and in default of payment of the fine and costs, to imprisonment for six months.
3. Any person who contravenes Part 3, Section 1 (b) of this Bylaw is guilty of an offence punishable on summary conviction and is liable
 - a. For a first offence, to a minimum specified penalty of \$100.00; and
 - b. For second, or subsequent offences, to a fine not exceeding \$250.00; and in default of payment of the fine and costs, to imprisonment for six months.
4. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
 - a. Specify the fine amount established by this Bylaw for the offence; or
 - b. Require a person to appear in Court without the alternative of making a voluntary payment.
5. A person who commits an offence may:
 - a. If a Violation Ticket is issued in respect of the offence; and
 - b. If the Violation Ticket specifies the fine amount established by the Bylaw for the offence

Make a voluntary payment equal to the specified fine by delivering the Violation Ticket and the specified fine to the Provincial Court Office specified on the Violation Ticket.

PART IV ENACTMENT

1. This Bylaw shall come into effect on the date of final reading.

READ A FIRST TIME THIS 2nd DAY OF **July, 2013.**

ORIGINAL SIGNED

Mayor Randolph Boyd

ORIGINAL SIGNED

Chief Administrative Officer Vicki Zinyk

**TOWN OF BON ACCORD
2013 ANTI-BULLYING BYLAW
BYLAW 2013-08**

READ A SECOND TIME THIS **20th** DAY OF **August, 2013.**

ORIGINAL SIGNED

Mayor Randolph Boyd

ORIGINAL SIGNED

Chief Administrative Officer Vicki Zinyk

READ A THIRD TIME THIS **3rd** DAY OF **September, 2013.**

ORIGINAL SIGNED

Mayor Randolph Boyd

ORIGINAL SIGNED

Chief Administrative Officer Vicki Zinyk

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.
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**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	November 4, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	FCSSAA Conference
Agenda Item No.	9.1

BACKGROUND/PROPOSAL

Registration is open for the FCSSAA conference being held at the DoubleTree by Hilton hotel in West Edmonton from November 26-28, 2025. This conference has historically been attended by the Community Services Advisory Board Council representative.

At the October 7, 2025, RMC, Council resolved to direct administration to register one member of the Community Services Advisory Board or Mayor Holden. However, there was no discussion about whether to register for basic or full registration, or whether to book hotel accommodation.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The FCSSAA conference is a great learning and networking opportunity. Registration is now open.

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

Basic registration (\$430) includes: Entrance to the conference sessions, Breakfast, Lunch and the Reception on Thursday, as well as Breakfast on Friday.

Full registration (\$495) includes: Basic registration AND entry to Wednesday evening banquet and entertainment

The conference hotel is now sold out, however, other hotels in the area start around \$130 a night. Hotel cost was budgeted for a total of \$750 for the conference duration.

The per diem costs would be \$450, allocated in the budget.

Mileage costs would be \$57.34 per day of travel, and were also budgeted.

The Town also received a \$600 conference subsidy from FCSSAA to support attendance of two Town staff or representatives.

RECOMMENDED ACTION (by originator)

THAT...Council directs administration to register [*council member name*] for the 2025 FCSSAA Conference for the [*full registration or basic registration*] [OPTIONAL: AND FURTHER THAT administration book a room at a hotel near the conference].

Or

THAT...Council directs administration....

I, Timothy Larson, am bringing a Notice of Motion to the Regular Meeting of Council on November 4, 2025 requesting council discuss changes in the Town's business cards and direct Administration to bring back changes to the town's business cards as requested.

Information that could be added:

1. imagery: Local landmarks, town map outline, or community photos
2. QR Code: Link to your council profile, newsletter, or contact form
(could be put on back)
3. Message: A short tagline like "Serving Our Community with Integrity"
4. A small photo :(if appropriate for council's style)
5. A quote or motto that reflects our values
6. Icons for phone, email, and social media for visual clarity