

Town of Bon Accord
AGENDA
Regular Council Meeting
December 17, 2024 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1. Public Hearing and Regular Meeting of Council; December 3, 2024 (enclosure)
- 4. DELEGATION**
 - 4.1. 9:05 a.m. S. Sgt. Darcy McGunigal – Morinville RCMP – Quarterly Report (enclosure)
- 5. DEPARTMENTS REPORT**
 - 5.1. December 2024 (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Engineering Study Fees (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Parks and Trails Committee Appointments (enclosure)
 - 7.2. Advance Vote Day and Appointment of Returning Officer and Substitute Returning Officer (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Animal Control Bylaw 2024-16 – First Reading (enclosure)
 - 8.2. Rescind Cellular Phones and Communication Devices Policy (enclosure)
 - 8.3. Use of Council Chambers Policy (enclosure)
 - 8.4. Community Services Advisory Board Bylaw 2024-16 – First Reading (enclosure)
 - 8.5. Tax Penalty Bylaw 2024-15 – Second and Third Readings (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1 Mayor Holden (enclosure)
 - 10.2 Deputy Mayor Larson (enclosure)
 - 10.3 Councillor Bidney (enclosure)
 - 10.4 Councillor Laing (enclosure)
 - 10.5 Councillor May (enclosure)
- 11. CORRESPONDENCE**

GENERAL

 - 11.1. Minister of Municipal Affairs – Response to School Road Paving and Stormwater Drainage Letter (enclosure)

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11.2. Minister of Municipal Affairs – Response to Impacts of Carbon Tax Letter
(enclosure)

ACTION REQUIRED

11.3. FCM Membership Renewal (enclosure)

11.4. Municipal Affairs – Minister McIver Meeting Request at Alberta Municipalities’
Spring Municipal Leaders Caucus 2025 (enclosure)

12. NOTICE OF MOTION

12.1. Council Community Connections – Councillor Bidney (enclosure)

13. CLOSED SESSION

13.1. Intermunicipal Collaboration Framework (ICF) Negotiations – FOIP Act Section
21 Disclosure harmful to intergovernmental relations

13.2. Director of Emergency Management (DEM) Appointment – FOIP Act Section
17 Disclosure harmful to personal privacy

13.3. Land Sale Negotiations – FOIP Act Section 16 Disclosure harmful to business
interests of a third party, Section 24 Advice from officials, and Section 25
Disclosure harmful to economic and other interests of a public body

13.4. Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy

13.5. Golden Gems Grant Request – FOIP Act Section 24 Advice from officials and
Section 25 Disclosure harmful to economic and other interests of a public body

14. ADJOURNMENT

Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
December 3, 2024 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 and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

DEPUTY MAYOR LARSON MOVED THAT Council adopt the December 3, 2024 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-508

PUBLIC HEARING

Mayor Holden called the public hearing for the Public Notification Bylaw 2024-10 to order at 6:04 p.m.

Written Submissions: No written submissions were received.

Registered Submissions: No registered submissions were received.

Not Registered Submissions: None.

There were no objections to closing the public hearing at 6:08 p.m.

ADOPTION OF MINUTES

Regular Meeting of Council; November 19, 2024

COUNCILLOR MAY MOVED THAT Council approves the November 19, 2024 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-509

Committee of the Whole Meeting; November 27, 2024

COUNCILLOR BIDNEY MOVED THAT Council approves the November 27, 2024 Committee of the Whole minutes as presented.

**Town of Bon Accord
Public Hearing and Regular Meeting of Council Minutes
December 3, 2024 6:00 p.m.
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CARRIED UNANIMOUSLY RESOLUTION 24-510

BYLAWS/POLICIES/AGREEMENTS

Public Notification Bylaw 2024-10 – Second and Third Readings

DEPUTY MAYOR LARSON MOVED THAT Council gives second reading to Public Notification Bylaw 2024-10 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-511

COUNCILLOR MAY MOVED THAT Council gives third and final reading to Public Notification Bylaw 2024-10 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-512

Utilities Bylaw 2024-12 – Second and Third Readings

COUNCILLOR LAING MOVED THAT Council gives second reading to Utilities Bylaw 2024-12 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-513

COUNCILLOR BIDNEY MOVED THAT Council gives third and final reading to Utilities Bylaw 2024-12 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-514

Waste Collection Bylaw 2024-13 – Second and Third Readings

COUNCILLOR MAY MOVED THAT Council gives second reading to Waste Collection Bylaw 2024-13 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-515

DEPUTY MAYOR LARSON MOVED THAT Council gives third and final reading to Waste Collection Bylaw 2024-13 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-516

Tax Installment Payment Plan (TIPP) Bylaw 2024-14 – Second and Third Readings

COUNCILLOR BIDNEY MOVED THAT Council gives second reading to Bylaw 2024-14 Tax Installment Payment Plan (TIPP) Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-517

COUNCILLOR LAING MOVED THAT Council gives third and final reading to Bylaw 2024-14 Tax Installment Payment Plan (TIPP) Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-518

Tax Penalty Bylaw 2024-15 – First Reading

**Town of Bon Accord
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DEPUTY MAYOR LARSON MOVED THAT Council gives 1st reading to Bylaw 2024-15 Tax Penalty Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-519

Purchasing Policy

COUNCILLOR BIDNEY MOVED THAT Council approves the updated Purchasing Policy #22-518 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-520

Flag Protocol Policy

COUNCILLOR BIDNEY MOVED THAT Council directs administration to bring back the Flag Protocol Policy with amendments for discussion.

CARRIED UNANIMOUSLY RESOLUTION 24-521

WORKSHOPS/MEETINGS/CONFERENCES

Brownlee LLP – Municipal Law Seminar

COUNCILLOR MAY MOVED THAT Council direct administration to register Mayor Holden and Councillor Bidney in person and Councillor May for virtual for the Emerging Trends in Municipal Law Seminar on February 13, 2025 in Edmonton.

CARRIED UNANIMOUSLY RESOLUTION 24-522

CORRESPONDENCE

Homeland Housing – Letter of Support Request

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to send a letter of support for the Affordable Housing Development for Homeland Housing.

CARRIED UNANIMOUSLY RESOLUTION 24-523

ADJOURNMENT

COUNCILLOR MAY MOVED THAT the December 3, 2024 Regular Meeting of Council adjourn at 7:05 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-524

Mayor Brian Holden

Jodi Brown, CAO



December 5, 2024

Brian Holden
Mayor
Bon Accord, AB

Dear Brian,

Please find attached the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2024 reporting period. The attached report serves to provide a quarterly snapshot of human resources, financial data, and crime statistics for the Morinville Detachment.

This quarter I want to update you on the status of the Body Worn Camera (BWC) rollout, which will be starting this month. We will be conducting Province-wide media releases in mid-November that will include a demonstration of the new BWC along with an update on the Alberta RCMP deployment plan. As the deployment of BWCs to each detachment will take approximately 12-18 months, I will reach out to inform you of when you are expected to receive it. Shortly before the deployment of BWCs in our communities, I will also ensure there is communication locally so that residents are aware of this new piece of equipment being used by our officers.

I also want to let you know about the RCMP Public Consultation Tool that is anticipated to be launched in early 2025. This initiative is being launched in order to solicit feedback from RCMP stakeholders with the goal of increasing transparency in policing and contribute to our vision of becoming an inherently open RCMP. This public consultation tool will be secure and confidential for all participants who will remain anonymous. I encourage your engagement in this process and if you would like more information, you can contact the Open Government Office at EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca

I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt. Darcy McGunigal
Chief of Police
RCMP Morinville Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Morinville

Detachment Commander

Click or tap here to enter text.

Report Date

Click or tap to enter a date.

Fiscal Year

2024-25

Quarter

Q2 (July - September)

Community Priorities

Priority #1: Safety - Property Crime**Updates and Comments:**

0 Lock It/Lose It completed. Focus for this program is when weather is colder.

Priority #2: Employee Wellness - Engagement**Updates and Comments:**

Morinville Detachment members participated in numerous instances of team building during Q2. A breakdown by watch is as followed:

- 'A' Watch - The members ate breakfast together at the 'Morinville Grill' while on working Sunday dayshifts in Q2.
- 'B' Watch - The members gathered for a social event at a restaurant with their spouses during Q2.
- 'C' Watch - The members ate breakfast at various restaurants around Sturgeon County on Sunday dayshifts in Q2.
- 'D' Watch - While off shift, the members played an online video game together while on their 'switch over' night in Q2.





Priority #3: Community Engagement

Updates and Comments:

Detachment leadership attended 2 Coffee with a Cop's this quarter and has attended a wide variety of meetings involving town councils, crime watch groups and some band council meetings. There were no official townhalls scheduled this past quarter.

We are well on our way to meet our goal. for the Coffee with a Cop for this fiscal year.

Target status updated to 1 to reflect Town Hall on Alexander First Nation on May 27 attended by Detachment Commander and Member. Very good discussion had with band members and elders on substance abuse and violent crime. Second Town Hall scheduled for Morinville on December 5.

Priority #4: Traffic - Safety (motor vehicles, roads)

Updates and Comments:

2 checks stops completed. Morinville had 462 traffic related file of which 111 tickets were issued, 83 warnings. Also had 26 impaired driving charges through either IRS or Criminal Code.

Priority #5: Police / Community Relations - Police Visibility

Updates and Comments:

Members took 145 calls on the reserve this quarter with many of these investigations having working jointly with Alexander Security to address safety concerns.

Members of note engaged with Alexander Security to build relationships/address community safety namely by:

- 1) attending the PowWow event at the end of August
- 2) Acting Ops NCO Cpl. Febbraro attended two healing circles in September
- 3) Cst. Lywood provided a safety presentation on off road vehicles
- 4) Cst. Perry liaised with outgoing S/Sgt Lew Simms to coordinate the release of reports from Alexander Security for file work. These reports can directly be retrieved from Security at their headquarters.
- 5) Cst. Perry and Cst. Lajoie have been looking into providing note taking course for security sometime this fiscal year.

On-going efforts have been made to increase detachment presence and engagement in the community.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	





Crime Statistics

The following table provides policing statistics on actual offences within the periods listed. Please see the Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2023	2024	% Change YoY	2022	2023	% Change YoY
Total Criminal Code	479	412	- 14%	1471	1569	+ 7%
Persons Crime	103	104	+ 1%	339	369	+ 9%
Property Crime	306	232	- 24%	896	962	+ 7%
Other Criminal Code	70	76	+ 9%	236	238	+ 1%
Drugs Offences	0	4	n/a	15	11	- 27%
Total Federal Acts	3	9	+ 200%	31	26	- 16%
Total Provincial Acts ⁴	106	138	+ 30%	414	429	+ 4%
Municipal By-Laws	15	25	+ 67%	42	43	+ 2%
Motor Vehicle Collisions	124	93	- 25%	566	485	- 14%
Total Traffic Offences	662	747	+ 13%	2,545	2,394	- 6%
Provincial Code Traffic	631	723	+ 15%	2,436	2,307	- 5%
Criminal Code Traffic	26	24	- 8%	88	77	- 13%
Other Traffic	5	0	- 100%	21	10	- 52%

Notes:

1. Data is extracted from a live database (PROS) and is subject to change over time.
2. Statistics for the July - September period reflect RCMP records as of October 8, 2024.
3. Full-year statistics reflect RCMP records as of January 5, 2024.
4. "Total Provincial Acts" include records of non-offence activities that are undertaken by Detachment members, in addition to actual offences under various provincial acts. Non-offence activities may include activities under the *Mental Health Act*, *Coroners Act*, and other provincial legislation in Alberta.

Trends / Points of Interest





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	16	14	2	0
Detachment Support	4	4	0	0

Notes:

1. Data extracted on September 27, 2024 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 16 established positions, 14 officers are currently working. There are two officers on special leave (one on Parental leave and one Medical leave). There is one position that has two officers assigned to that position. There is no hard vacancy at this time.

Detachment Support: Of the four established positions, four resources are currently working with none on special leave. There is no hard vacancy at this time.



Morinville Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	4	2	0	2	-50%	N/A	-0.8
Drug Enforcement - Trafficking		2	2	4	0	2	0%	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		6	6	6	0	4	-33%	N/A	-1.0
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		2	2	2	3	5	150%	67%	0.7
TOTAL FEDERAL		9	8	8	3	9	0%	200%	-0.5
Liquor Act		11	7	4	5	10	-9%	100%	-0.4
Cannabis Act		5	0	1	2	2	-60%	0%	-0.4
Mental Health Act		44	49	41	38	45	2%	18%	-0.9
Other Provincial Stats		79	78	73	61	81	3%	33%	-1.3
Total Provincial Stats		139	134	119	106	138	-1%	30%	-3.0
Municipal By-laws Traffic		0	2	2	1	3	N/A	200%	0.5
Municipal By-laws		27	19	11	14	22	-19%	57%	-1.5
Total Municipal		27	21	13	15	25	-7%	67%	-1.0
Fatals		3	4	2	0	0	-100%	N/A	-1.0
Injury MVC		16	22	26	18	20	25%	11%	0.4
Property Damage MVC (Reportable)		48	78	72	94	64	33%	-32%	4.8
Property Damage MVC (Non Reportable)		17	10	12	12	9	-47%	-25%	-1.4
TOTAL MVC		84	114	112	124	93	11%	-25%	2.8
Roadside Suspension - Alcohol (Prov)		0	15	7	9	14	N/A	56%	2.2
Roadside Suspension - Drugs (Prov)		0	2	0	0	0	N/A	N/A	-0.2
Total Provincial Traffic		847	810	612	631	723	-15%	15%	-42.7
Other Traffic		12	3	5	5	0	-100%	-100%	-2.2
Criminal Code Traffic		71	39	26	26	24	-66%	-8%	-10.7
Common Police Activities									
False Alarms		42	28	23	32	32	-24%	0%	-1.6
False/Abandoned 911 Call and 911 Act		47	42	1	11	14	-70%	27%	-9.7
Suspicious Person/Vehicle/Property		138	134	124	128	175	27%	37%	6.8
Persons Reported Missing		13	22	25	7	13	0%	86%	-1.5
Search Warrants		5	0	0	0	0	-100%	N/A	-1.0
Spousal Abuse - Survey Code (Reported)		70	64	60	68	47	-33%	-31%	-4.2
Form 10 (MHA) (Reported)		3	5	2	2	0	-100%	-100%	-0.9



Morinville Provincial Detachment Crime Statistics (Actual) July to September: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

October 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	1	0	0	1	N/A	N/A	0.1
Robbery		0	1	0	1	0	N/A	-100%	0.0
Sexual Assaults		11	10	9	11	6	-45%	-45%	-0.9
Other Sexual Offences		0	1	0	6	3	N/A	-50%	1.1
Assault		42	37	46	46	56	33%	22%	3.7
Kidnapping/Hostage/Abduction		2	0	2	0	0	-100%	N/A	-0.4
Extortion		0	1	1	3	4	N/A	33%	1.0
Criminal Harassment		13	10	13	17	22	69%	29%	2.5
Uttering Threats		19	13	14	19	12	-37%	-37%	-0.8
TOTAL PERSONS		87	74	85	103	104	20%	1%	6.3
Break & Enter		36	42	35	36	30	-17%	-17%	-1.8
Theft of Motor Vehicle		33	44	31	41	31	-6%	-24%	-0.7
Theft Over \$5,000		5	10	6	6	6	20%	0%	-0.2
Theft Under \$5,000		61	56	57	58	49	-20%	-16%	-2.2
Possn Stn Goods		48	34	15	37	13	-73%	-65%	-6.7
Fraud		13	20	18	31	26	100%	-16%	3.7
Arson		5	4	4	1	4	-20%	300%	-0.5
Mischief - Damage To Property		56	63	43	63	43	-23%	-32%	-2.6
Mischief - Other		37	35	29	33	30	-19%	-9%	-1.6
TOTAL PROPERTY		294	308	238	306	232	-21%	-24%	-12.6
Offensive Weapons		20	7	4	4	7	-65%	75%	-2.9
Disturbing the peace		13	13	20	29	29	123%	0%	4.8
Fail to Comply & Breaches		19	20	24	21	20	5%	-5%	0.3
OTHER CRIMINAL CODE		10	13	15	16	20	100%	25%	2.3
TOTAL OTHER CRIMINAL CODE		62	53	63	70	76	23%	9%	4.5
TOTAL CRIMINAL CODE		443	435	386	479	412	-7%	-14%	-1.8



Morinville RCMP 2nd Quarter Report

S/Sgt. Darcy McGunigal
Detachment Commander
Morinville R.C.M.P.



Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

Purpose

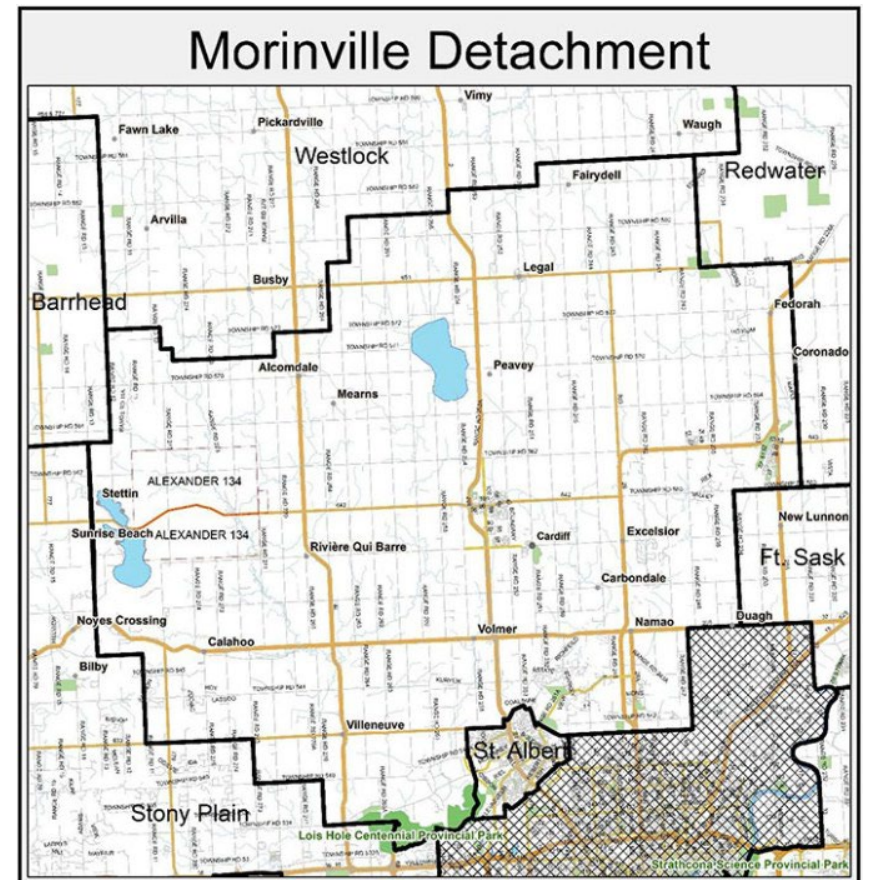
To provide an update to Council on the operations of the Morinville RCMP Detachment.



Jurisdiction and Call Volume

The Morinville R.C.M.P. Detachment provides 24-hour policing services to several municipalities and communities:

- Alexander First Nation
- Sturgeon County
- Town of Bon Accord
- Town of Gibbons
- Town of Legal
- Town of Morinville



Human Resources

Morinville Detachment is comprised of 34 personnel:

- 1 Staff Sergeant
- 1 Sergeant
- 5 Corporals
- 18 (+1) Constables including the School Resource Officer
- 4 Public Service Employees
- 4 Town of Morinville Full Time Employees
- 5 Town of Morinville Casual Employees
- 1 Reservist Constable

Officers are supported by Sturgeon Victim Services (9 in total) and 5 guards.

Priorities

RCMP Morinville Detachment Priorities

- Crime Reduction
- Enhanced Awareness and Education
- Employee Wellness and Respect
- Enhanced Road Safety

Morinville Detachment Crime Statistics

Town of Bon Accord

OFFENCE	Quarter 2 (July 1 to Sept 30)	Quarter 2 (2023 Comparison)	Year to Date (April 1 to Sept 30)
Spousal Abuse	2	6	5
Mental Health Act	4	3	7
RPACT Referrals	0	0	0
Break and Enter (Residential)	1	1	1
Break and Enter (Commercial)	1	1	2
Theft of Vehicles	3	3	5
Fraud	5	1	7
Suspicious Persons	9	7	21

Morinville Detachment Crime Statistics Town of Bon Accord

Total RCMP Calls for Service with the Town of Bon Accord

Quarter 2 (July 1 to Sept 30): 80

Previous Quarter (April 1 to June 30): 98

Year to Date (April 1 to June 30): 178

2023 Quarter 2 Comparison (April 1 to June 30): 73

2023 Year to Date Comparison (April 1 to June 30): 146

Community Engagement

- Coffee with a Cop - September 12
- Remembrance Day – Cst. Tanner Wills and Cst. Carter Boytinck

Upcoming

- Coffee with a Cop – December 12



Questions?



News | Projects | Events

News

- Due to the Canada Post strike, utility bills will not be mailed. All e-billing recipients were already sent their November bills on December 3rd, 2024. We apologize for any inconvenience and thank the residents for their patience. Anyone who normally receives their billing through mail can contact the Town office for their balance or come into the office to pick up their bill.
- The Town received 5 applications for the Parks and Trails Committee and 2 for the Community Services Advisory Board.
- The “Safe Skate” event is planned for December 20th from 3:30-5:00 PM at the Arena. Free cookies and hot chocolate while supplies last. Thank you to Pembina Pipelines for sponsoring public skating this season and to Sport Central for providing 15 inspected, clean and certified helmets to give away!
- Residents are further advised that the Town office will be closed from December 24th – January 01st, re-opening on Tuesday, January 02nd, 2025. For public works emergencies while the Town office is closed, residents may call 780-975-0770.

Projects

- The Corporate Services department is working on an update of the Town’s internal inventory of computers and related equipment, electronic devices, and keys.

Events & Programs

- November 20th: Adult field trip to the Greenland Garden Centre. 18 people registered for this event.
- December 6-8th: Winter Wonder-Fest; the event was a success. The event kicked off on Friday with an evening of crafting. On Saturday, the Christmas market was well attended. There were 23 vendors and 3 choirs for entertainment. On Sunday, 80 participants enjoyed a pancake breakfast with Santa; 57 registrants participated in turkey bingo in the afternoon.

Key Meetings

- Monthly Staff Safety Meeting
- Leadership Team Meetings

Conferences and Training

- N/A

Department Highlights

Administration | Town Manager

- Attended the Sturgeon Region Emergency Management Program, year-end review meeting in Morinville.
- Developed a new “Use of Council Chambers Policy” for Council approval.
- Prepared the final draft of the Animal Control Bylaw update for presentation to Council for first reading.
- Assisting with research of options for the Salt/Sand Storage shed needed at the Public Works yard.
- Developing the next planned phase of the Arena upgrade projects with the Infrastructure Manager.
- Completed 3 presentations for the Annual Council Workshop and reviewed all the staff presentations.
- Working with the consultant to complete the Community Asset Sponsorship Package.
- Working with the planner on several development related projects.
- Meeting with Sturgeon County regarding procurement processes.
- Continued work on the Stormwater Project grant funding and related tasks.
- Meeting scheduled with Ducks Unlimited to review the Stormwater Project.
- Met with several applicants for the Parks and Trails Committee.
- Dealt with 3 bylaw complaints (abandoned vehicles, dog license, and vehicles parked on lawn) and 2 general complaints brought forward to the Town.
- Confirmed January 21st (Regular Council Meeting) for the next bylaw and fire services report to Council.

Community Services

- One member has resigned from the Community Services Advisory Board and one member has resigned from the Dark Sky Ad-Hoc Committee.
- We have received two applications for the Community Services Advisory Board, which the board will review at its December 18th meeting.
- Staff have been planning and working on programs and events for the 2025 year.
- 3 Community Services staff attended the Golden Gems seniors' Christmas dinner on December 11. Community Services provided small Christmas gift bags for the seniors.
- Upcoming programs and events planned for January include:
 - January 16 Presentation from Sherwood Park Primary Care Network on Finding Balance.

Corporate Services

- All applications for our Canada Community Building Fund grant projects and the Local Government Fiscal Framework Fund grant projects for the year have been completed. The statement of funding and expenditures will be due in the new year (by May 1st).
- Our application to the Canada Summer Jobs Grant has been submitted – applications opened early this year (November 18) and will close on December 19th.
- Working on year-end preparations for the audit, which will occur during the week of February 12th.

Economic Development | Safe Communities

- Liaised with Sport Central for helmet donations for the Safe Skate event on December 20th. An additional 5 helmets were donated, making the donation a total of 15 helmets. Helmets have been picked up.
- Currently working with Tim Hortons on possible hot chocolate and cookies donation.
- Researching & contacting micro-breweries set up in the surrounding rural areas to see if this is a viable idea on the highway frontage area.
- In touch with Amazon's Economic Development team in Canada proposing the idea of a small warehouse/hub in Bon Accord, that could help create more coverage in the north rural area as well as northeast and northwest areas of Edmonton, as the current warehouse is located on the south side of Edmonton only.
- Researching a potential Food Truck Festival event, similar to Taste of Edmonton on a smaller more rural scale, with the potential to advertise in Gibbons & Morinville attracting more visitors into Town. In addition, there is potential for revenue generation through selling a base entry ticket as well as business licenses to vendors.
- Conducting research on stormwater/wetlands grant opportunities for our stormwater project.
- In touch with Alberta Film Commission whom I've already met with via Teams, as well as Mountain View Regional Film Office who I am looking to schedule a meeting within January due to their schedule. We're listed on the Government of Alberta's Alberta Film Commission directory as a filming location.
- Quarterly Business Meeting for local business owners has been finalized for January 10th at 2 pm. The speaker will be Robert Lajoie, Vice President of Financing & Consulting for the Business Development Bank of Canada (BDC).
- Met with Invest Alberta's Siao Yong, who is their Regional Investment Initiative Manager & their Stakeholder Relations Manager regarding investment attractions, opportunities and leads. We have been added to their RFI list and will regularly receive notification of large investment leads. Siao will begin conducting Town tours in early 2025, an invitation has been extended to her and her team.
- Coffee with a Cop taking place on December 12th with S. Sgt. Darcy McGunigal

- Citizens on Patrol follow up session in partnership with Gibbons took place on December 8th.

Operations | Public Works

- Public Works staff have been busy with the snow clearing/removal around Town. Presently, one full zone cycle has been completed. We started with Zone 6 (the Town's east side) and worked west. The warmer weather has been particularly challenging as several freeze/thaw cycles continue to form slick conditions. A salt/sand supply has been secured and we are still investigating a potential storage structure for the Public Works Yard.
- 3 operators have received certified fall arrest training bringing them into OH&S compliance for the operation of the lift truck.
- Created and presented the Annual Council Workshop presentation on the Public Works department.
- I am currently working with a contractor to get a detailed roof assessment report of the arena.
- The annual winter lead and THM sample testing of the potable water was completed.
- The sanitary sewer pump sent in for an overhaul is not expected to be back in service until sometime into the new year.

Health and Safety Updates

- The Health and Safety Advisor position was started in April 2024 on a part time basis of 4 hours per week. The goal of the position was to review existing documentation and revise to ensure the Town of Bon Accord has a complete and comprehensive Health and Safety Management System.
- The Health and Safety Management System has been designed to follow the COR (Certificate of Recognition) program. Although the Town of Bon Accord is not interested in engaging in the program at this time, if in the future the Town decides to obtain COR, they will be set up to do so. The COR certifies that the employer's health and safety management system has been evaluated by a certified auditor and meets the requirements of the provincial standards. Certificates are issued by Alberta Government and are co-signed by Alberta Association for Safety Partnerships (AASP). Therefore, if the outline of the Health and Safety Program follows COR, Bon Accord should be in compliance with provincial regulations.
- Progress to date at the Town of Bon Accord includes:
 - Development of the outline of the Health and Safety Program.
 - Review of existing documentation.
 - Research, develop Code of Practice for Asbestos.
 - Development of program subject matter regarding Hazard Assessments.
 - Started "Task List" for tasks that Town of Bon Accord employees do as

part of their regular duties. This will guide the development of Hazard Assessments and Safe Work Practices and Safe Work Procedures going forward.

- In process of reviewing and updating the Emergency Response Plans for all Town of Bon Accord Facilities. Arena procedures are remaining.
 - Development of program subject matter regarding Incident Management.
 - Development of Health and Safety General Responsibilities for Senior Managers, Managers, Supervisors and Workers.
 - Development of Subcontractor Management Program.
 - Review and make recommendations based on Incident Reports.
- Short term goals (July 31, 2025)
 - Develop Formal Hazard Assessments for all positions. These are position based.
 - Assist with population of Work Hub.
 - Complete Ergonomic Assessments for all office workers.
 - Develop Safe Work Practices and Safe Job Procedures for all identified tasks.
 - Develop Code of Practice for Confined Space Entry.
 - Implement Inspections for all facilities (Town owned).

Attachments

- Town Manager:
 - Action List
- Corporate Services Manager:
 - Variance Report
- Bylaw:
 - Speed Sign Report

Town Manager Action List

Date: December 17th, 2024

Reporting Period: November 20th – December 17th, 2024

Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST:

Action Item	Status
<p>Flag Protocol Policy Resolved that Council directs administration to bring back the Flag Protocol Policy with amendments for discussion.</p>	January 21, 2025, RCM
<p>Roseridge Grand Opening Invitation Resolved that Council direct administration to register Deputy Mayor May and Councillor Larson for the Roseridge Grand Opening on October 20, 2024.</p>	Rescheduled.
<p>Mayor Holden Motion: Town Security Resolved that Council directs administration contact the presenters of our recent CPTED session on October 22 to inquire about a presentation regarding businesses.</p>	In-Progress Working on 2025 event.
<p>Brownlee LLP – Municipal Law Seminar Resolved that Council direct administration to register Mayor Holden and Councillor Bidney in person and Councillor May for virtual for the Emerging Trends in Municipal Law Seminar on February 13, 2025 in Edmonton.</p>	Completed
<p>Boundary Tree Policy Resolved that Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.</p>	January 21, 2025, RCM
<p>Stormwater Park Project Resolved that Council directs administration to proceed with landowner negotiations and related agreements as directed.</p>	In-Progress

<p>Drainage Infrastructure Council directs administration to include engineering study fees in the proposed 2025 budget for Council review.</p>	<p>December 17th, 2024, RCM</p>
<p>R. Howard Webster Foundation Grant Resolved that Council directs administration to proceed as discussed including contacting Magna Engineering Services for a joint application cost.</p>	<p>Administration has been advised by this foundation that they are no longer accepting applications in 2024 or 2025.</p>
<p>Homeland Housing – Letter of Support Request Resolved that Council direct administration to send a letter of support for the Affordable Housing Development for Homeland Housing.</p>	<p>Completed</p>
<p>Tax Penalty Bylaw 2024-15 – First Reading Resolved that Council gives 1st reading to Bylaw 2024-15 Tax Penalty Bylaw as presented.</p>	<p>2nd and 3rd Reading scheduled for December 17th, 2024, RCM</p>
<p>Municipal Affairs Invitation: School Tax Collection Resolved that Council direct administration to have Municipal Affairs attend a Council meeting to clarify the Alberta School Foundation Fund and the fees regarding the Greater St. Albert Roman Catholic Separate School District No. 734.</p>	<p>In-Progress Staff have reached out to both Municipal Affairs and Alberta Education.</p>
<p>Municipal Affairs Invitation: Social Media Advertisement Resolved that Council direct administration to advertise widely on social media and signage to the public that we are having Municipal Affairs come in to talk about the school taxes.</p>	<p>In-Progress—as noted above.</p>
<p>Community Asset Sponsorship Package – Resolved that Council directs administration to bring back more information.</p>	<p>In progress</p>
<p>Local Growth and Sustainability Grant (LGSG) Resolved that Council directs administration to proceed as directed.</p>	<p>In-Progress Meeting scheduled</p>

<p>Arena Advertising Agreement Resolved that Council directs administration to bring back more information.</p>	<p>In-Progress Information has been requested.</p>
<p>Alberta Municipalities – Grants in Lieu of Taxes and Election Changes Resolved that Council and administration work to develop a resolution for the 2025 Spring Leadership Caucus to reduce policing costs for communities under 5000 in light of reduced LGFF funding.</p>	<p>In-Progress</p>
<p>Fence Proposal: Lilian Schick School Track Area Resolved that Council directs administration to have further discussions with the school regarding the fencing.</p>	<p>Completed—The school board was advised of Council’s request for information on the reasons for not removing the fence on October 21/24. A follow up email was sent on December 10th.</p>
<p>Sand and Salt Storage Facility Council directs administration to proceed with the construction of the sea can structure, for the cost of up to \$25,000.00 to be funded from the Canada Community Building Fund.</p>	<p>Administration may not be able to proceed with a sea can structure due to the difficulty of finding an engineered roof to meet safety code requirements. Administration is currently researching other options.</p>



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

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

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

Variance Report Notes

Reporting Period: up to December 10, 2024

Municipal:

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

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

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

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

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

In review:

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

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

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

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

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

Protective Services:

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

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

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

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

In review:

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

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

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

Water & Sewer:

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

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

Economic Development & Planning

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

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

Cemetery:

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

Custom Report

Technician Name: administrator

Location: Traffic Logix

State/Province: AB

Address: 5111 51st

Postal Code/ZIP: T0A 0K0

City: Bon Accord



Report Period: 2024-08-12 to 2024-09-30

		Total Vehicle Count	Posted Speed Limit	Tolerated Speed	Number of Speed Limit Violations	Number of Vehicles Respecting Limit	Number of Vehicles inside Tolerated Range
2024-08-12	00:00:00	583	40	41	101	482	0
2024-08-13	00:00:00	709	40	41	127	582	0
2024-08-14	00:00:00	714	40	41	134	580	0
2024-08-15	00:00:00	790	40	41	132	658	0
2024-08-16	00:00:00	747	40	41	145	602	0
2024-08-17	00:00:00	621	40	41	144	477	0
2024-08-18	00:00:00	512	40	41	94	418	0
2024-08-19	00:00:00	629	40	41	131	498	0
2024-08-20	00:00:00	777	40	41	145	632	0
2024-08-21	00:00:00	774	40	41	153	621	0
2024-08-22	00:00:00	764	40	41	165	599	0
2024-08-23	00:00:00	741	40	41	143	598	0
2024-08-24	00:00:00	693	40	41	139	554	0
2024-08-25	00:00:00	581	40	41	100	481	0
2024-08-26	00:00:00	714	40	41	172	542	0
2024-08-27	00:00:00	828	40	41	174	654	0
2024-08-28	00:00:00	772	40	41	155	617	0
2024-08-29	00:00:00	865	40	41	^H 182	683	0
2024-08-30	00:00:00	902	40	41	169	733	0
2024-08-31	00:00:00	600	40	41	140	460	0
2024-09-01	00:00:00	565	40	41	100	465	0
2024-09-02	00:00:00	515	40	41	96	419	0
2024-09-03	00:00:00	811	40	41	121	690	0
2024-09-04	00:00:00	789	40	41	129	660	0
2024-09-05	00:00:00	772	40	41	128	644	0
2024-09-06	00:00:00	827	40	41	132	695	0
2024-09-07	00:00:00	684	40	41	110	574	0
2024-09-08	00:00:00	639	40	41	123	516	0
2024-09-09	00:00:00	858	40	41	169	689	0
2024-09-10	00:00:00	808	40	41	127	681	0
2024-09-11	00:00:00	878	40	41	131	747	0
2024-09-12	00:00:00	832	40	41	168	664	0
2024-09-13	00:00:00	923	40	41	170	753	0

		<i>% of Speed Limit Violations</i>	<i>% of Vehicles Respecting Limit</i>	<i>% Vehicles in Tolerated Range</i>	<i>Average Vehicle Speed</i>	<i>Maximum Speed</i>	<i>Minimum Speed</i>
2024-08-12	00:00:00	17	83	0	29	61	5
2024-08-13	00:00:00	18	82	0	29	59	5
2024-08-14	00:00:00	19	81	0	29	59	5
2024-08-15	00:00:00	17	83	0	29	69	5
2024-08-16	00:00:00	19	81	0	30	64	5
2024-08-17	00:00:00	23	77	0	30	61	8
2024-08-18	00:00:00	18	82	0	29	56	5
2024-08-19	00:00:00	21	79	0	30	63	5
2024-08-20	00:00:00	19	81	0	29	78	5
2024-08-21	00:00:00	20	80	0	30	66	5
2024-08-22	00:00:00	22	78	0	^H 31	61	8
2024-08-23	00:00:00	19	81	0	30	61	5
2024-08-24	00:00:00	20	80	0	29	63	6
2024-08-25	00:00:00	17	83	0	29	66	5
2024-08-26	00:00:00	^H 24	76	0	^H 31	59	5
2024-08-27	00:00:00	21	79	0	30	71	6
2024-08-28	00:00:00	20	80	0	30	62	7
2024-08-29	00:00:00	21	79	0	^H 31	83	5
2024-08-30	00:00:00	19	81	0	30	67	7
2024-08-31	00:00:00	23	77	0	30	58	5
2024-09-01	00:00:00	18	82	0	30	57	6
2024-09-02	00:00:00	19	81	0	29	68	6
2024-09-03	00:00:00	15	^H 85	0	29	60	5
2024-09-04	00:00:00	16	84	0	29	69	6
2024-09-05	00:00:00	17	83	0	29	66	5
2024-09-06	00:00:00	16	84	0	30	62	5
2024-09-07	00:00:00	16	84	0	29	66	5
2024-09-08	00:00:00	19	81	0	30	75	5
2024-09-09	00:00:00	20	80	0	30	60	6
2024-09-10	00:00:00	16	84	0	29	61	5
2024-09-11	00:00:00	15	^H 85	0	29	61	5
2024-09-12	00:00:00	20	80	0	30	68	10
2024-09-13	00:00:00	18	82	0	29	59	5

		<i>Total Vehicle Count</i>	<i>Posted Speed Limit</i>	<i>Tolerated Speed</i>	<i>Number of Speed Limit Violations</i>	<i>Number of Vehicles Respecting Limit</i>	<i>Number of Vehicles inside Tolerated Range</i>
2024-09-14	00:00:00	685	40	41	121	564	0
2024-09-15	00:00:00	608	40	41	130	478	0
2024-09-16	00:00:00	753	40	41	152	601	0
2024-09-17	00:00:00	879	40	41	134	745	0
2024-09-18	00:00:00	884	40	41	164	720	0
2024-09-19	00:00:00	^H 942	40	41	168	774	0
2024-09-20	00:00:00	941	40	41	164	^H 777	0
2024-09-21	00:00:00	718	40	41	150	568	0
2024-09-22	00:00:00	611	40	41	117	494	0
2024-09-23	00:00:00	825	40	41	174	651	0
2024-09-24	00:00:00	850	40	41	137	713	0
2024-09-25	00:00:00	798	40	41	121	677	0
2024-09-26	00:00:00	915	40	41	173	742	0
2024-09-27	00:00:00	937	40	41	169	768	0
2024-09-28	00:00:00	713	40	41	122	591	0
2024-09-29	00:00:00	601	40	41	140	461	0
		SUM: 36,877			SUM: 6,885	SUM: 29,992	

		<i>% of Speed Limit Violations</i>	<i>% of Vehicles Respecting Limit</i>	<i>% Vehicles in Tolerated Range</i>	<i>Average Vehicle Speed</i>	<i>Maximum Speed</i>	<i>Minimum Speed</i>
2024-09-14	00:00:00	18	82	0	30	56	5
2024-09-15	00:00:00	21	79	0	30	55	5
2024-09-16	00:00:00	20	80	0	30	56	5
2024-09-17	00:00:00	15	^H 85	0	29	58	5
2024-09-18	00:00:00	19	81	0	30	61	5
2024-09-19	00:00:00	18	82	0	30	68	5
2024-09-20	00:00:00	17	83	0	30	59	5
2024-09-21	00:00:00	21	79	0	30	79	6
2024-09-22	00:00:00	19	81	0	30	66	5
2024-09-23	00:00:00	21	79	0	30	62	5
2024-09-24	00:00:00	16	84	0	29	61	5
2024-09-25	00:00:00	15	^H 85	0	30	73	5
2024-09-26	00:00:00	19	81	0	29	64	5
2024-09-27	00:00:00	18	82	0	29	64	5
2024-09-28	00:00:00	17	83	0	29	68	5
2024-09-29	00:00:00	23	77	0	30	70	5
		AVG: 19	AVG: 81		AVG: 30		

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 17, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Engineering Study Fees
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

Resolution 24-335 directed administration to include engineering study fees in the proposed 2025 budget for council review for drainage infrastructure. Due to budget constraints, these fees (\$45,000) were not included in the 2025 interim operational budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council passed an interim budget for 2025 and will still need to pass a final budget in April/May of 2025 prior to passing the taxation bylaw.

The \$45,000 could still be included in the final 2025 budget for Council review.

Another option, given the fiscal constraints of the 2025 budget year is to rescind the motion and include the engineering study fees in the proposed 2026 budget considerations.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

Operating budget.

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council directs administration to include the engineering study fees in the final 2025 proposed budget for Council review per resolution 24-355

Or

THAT Council rescinds resolution #24-335 and directs administration to include the engineering study fees in the proposed 2026 budget for Council review.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	December 17, 2024
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Parks and Trails Committee Appointments
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Council passed the Parks and Trails Committee Bylaw at the June 18, 2024 RMC. The purpose of the Committee is to provide recommendations to Bon Accord administration and Council on the development of parks and trails within our community.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Voting membership is comprised of up to 9 members including 2 members of Council, no less than 5 and up to 7 members of the community at large, which includes 1 youth representative.

All members must be appointed by Council resolution.

Applications for appointment have been received from:

- Joyce Curtis-Bonardi – member at large
- Melissa Hewitt – member at large
- Shannon Loehr – member at large
- Stephanie Lynch – member at large
- Steve Milne – member at large

All applicants are residents of Bon Accord and have expressed a great interest in having their say in the Town’s parks and trails.

Should Council wish to appoint all 5 members at large, the Committee will have its minimum membership and may begin holding meetings.

The term of office for each member is determined at the time of appointment to the Committee. Administration recommends 1-year appointments for all members to provide input on the development of the Trails Infrastructure Plan and Parks Infrastructure Plan.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

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

Value Statement: Service Excellence

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

Priority # 2: Community

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

All of the following:

THAT Council appoints Joyce Curis-Bonardi to the Parks and Trails Committee for a 1-year term ending December 31, 2025.

THAT Council appoints Melissa Hewitt to the Parks and Trails Committee for a 1-year term ending December 31, 2025.

THAT Council appoints Shannon Loehr to the Parks and Trails Committee for a 1-year term ending December 31, 2025.

THAT Council appoints Stephanie Lynch to the Parks and Trails Committee for a 1-year term ending December 31, 2025.

THAT Council appoints Steve Milne to the Parks and Trails Committee for a 1-year term ending December 31, 2025.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 17, 2024
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Advance Vote Day and Appointment of Returning Officer and Substitute Returning Officer
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

October 20, 2025 is Election Day for Alberta municipalities. The nomination period begins January 1, 2025, therefore the municipal Returning Officer and Substitute Returning Officer should be appointed prior to this date. At the same time, administration recommends setting the date, time and location of the Advance Vote.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Advance Vote

Section 73(3) indicates a municipality with a population under 5000 is not required to hold an advance vote, however, administration has done so in the past and recommends doing so to accommodate as many voters as possible. The date of the advance vote must also be determined by resolution [s. 73(2)] and the date must not be within 24 hours of election day [s. 73(5)]. Administration recommends Thursday, October 9, 2025 as the Advance Vote day to allow at least 1 week of separation between election day and the advance voting day with evening voting times of 5 p.m. – 8 p.m. to account for shift and out of town workers, while leaving time to order and prepare election materials such as ballots.

Appointment of Returning Officer

Section 13(1) of the LAEA states that Council may appoint a Returning Officer for the purposes of conducting elections under the Act. Administration recommends appointing Jessica Spaidal as Returning Officer for this election.

Appointment of Substitute Returning Officer

Section 13(2.1) states that Council must appoint a Substitute Returning Officer. Administration recommends appointing Kaitie Melvin as Substitute Returning Officer for this election.

STRATEGIC ALIGNMENT

Value Statement: 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.

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

Annual Budget

RECOMMENDED ACTION (by originator)

All of the following:

Resolution #1

THAT Council direct administration to hold an Advance Vote on Thursday, October 9, 2025 from 5 p.m. to 8 p.m.

Resolution #2

THAT Council appoint Jessica Spaidal as Returning Officer for Bon Accord's 2025 municipal election.

Resolution #3

THAT Council appoint Kaitie Melvin as Substitute Returning Officer for Bon Accord's 2025 municipal election.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	December 17 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Animal Control Bylaw 2024-16
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Animal Control Bylaw 2019-10 has been in effect for the last 5 years and was due for review. Administration brought a first look of revisions to the November 27 Committee of the Whole meeting for Council’s review and discussion prior to first reading.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revised bylaw includes the following updates:

- Additions of provisions to allow for laying hens and urban beekeeping in Town limits to align with Land Use Bylaw Amendment 2024-07.
- Section 3.7(d) is highlighted in the draft bylaw for Council’s review. This provision requires dog or cat owners to provide proof of their pet’s spay or neuter to obtain a license. This was not required in bylaw 2019-10.
- Clarification regarding the types of animals that can be kept domestically, as Part 7 of Animal Control Bylaw 2019-10 did not allow for animals that were not stated in the bylaw to be kept within Town limits.
- Revisions to improve grammar and sentence structure.

Administration has enclosed the updated Animal Control Bylaw 2024-16 for first reading.

STRATEGIC ALIGNMENT

Priority #2 Community

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

Value Statement: 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.

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Annual operating budget

RECOMMEND ACTION (by originator)

Choose one of the following:

1. THAT Council gives first reading to Animal Control Bylaw 2024-16 as presented.
2. THAT Council gives first reading to Animal Control Bylaw 2024-16 as amended [by removing highlighted section 3.7(d), or list other amendments].

**TOWN OF BON ACCORD
BYLAW 2024 -16
ANIMAL CONTROL BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO LICENCE AND CONTROL ANIMALS WITHIN THE TOWN OF BON ACCORD.

WHEREAS the Council wishes to regulate the conduct of persons owning, possessing, having the charge or control over, harboring, suffering or permitting Animals in the Town of Bon Accord; and

WHEREAS the Council deems it expedient to Licence Dogs, Cats, Urban Livestock and Livestock in the Town of Bon Accord; and

WHEREAS the Council wishes to regulate the keeping of Animals; and

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time (the "*Municipal Government Act*"), authorizes Council to pass such a Bylaw;

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

PART 1 – TITLE

1.1 This Bylaw may be cited as "THE ANIMAL CONTROL BYLAW."

PART 2 – DEFINITIONS

2.1 In this Bylaw, the following definitions shall apply:

- (a) "ANIMAL" means any bird, insect, bug, reptile, amphibian or mammal, excluding humans and Wildlife;
- (b) "ANIMAL CONTROL OFFICER" means the person or persons Council appoints from time to time to perform any duties under this Bylaw and includes but is not limited to a member of the Royal Canadian Mounted Police, a peace officer and a bylaw enforcement officer;
- (c) "ANIMAL SHELTER" means the premises designated by the Town for the purpose of impounding and caring for all Dogs and Cats found to be contravening any section of this Bylaw;
- (d) "APIARY" means a structure where bee colonies are kept;
- (e) "AT LARGE" means a Dog, Cat or other Animal that is at any property other than that of the Owners and is not on a Permitted Leash and under Effective Control;
- (f) "CAT" means either a male or female Domestic Animal of the felidae family;
- (g) "CAO" means the Town Manager of the Town of Bon Accord or designate;

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BYLAW 2024 -16
ANIMAL CONTROL BYLAW**

- (h) “CHIP” means a working, implanted identification microchip, as is commonly inserted by a veterinarian;
- (i) “COMMUNITY STANDARDS BYLAW” means the Town of Bon Accord Community Standards Bylaw 2022-13, as amended or repealed and replaced from time to time;
- (j) “COOP” means a structure comprised of a Henhouse and enclosed outdoor area;
- (k) “COUNCIL” means the Town Council for the municipal corporation of the Town of Bon Accord;
- (l) “DAMAGE TO PUBLIC OR PRIVATE PROPERTY” shall include but not be limited to defecating and/or urinating on such property; as well as knocking over, disrupting or leaving garbage strewn about;
- (m) “DANGEROUS DOG ACT” means *Dangerous Dogs Act*, R.S.A. 2000, c. D-3, as amended or repealed and replaced from time to time, or the regulations thereunder;
- (n) “DEVELOPMENT OFFICER” means the person or persons with responsibility to administer the provisions of the Land Use Bylaw;
- (o) “DOG” means either a male or female Domestic Animal of the canidae family;
- (p) “DOMESTIC ANIMAL” means an Animal which has been habituated to live and breed in a tame condition, in or about habitations of people, but does not include Livestock or Urban Livestock. For the purpose of this Bylaw, examples of domestic animals include but are not limited to Dogs, Cats, and rabbits;
- (q) “DWELLING UNIT” means a self-contained living premises with cooking, eating, living, sleeping and sanitary facilities for domestic use of one or more individuals;
- (r) “EFFECTIVE CONTROL” means a person of suitable size, strength and maturity to be able to control the movements of an Animal, taking into consideration that the Animal may be or become excited, agitated, scared, or otherwise display behaviour causing quick or forceful action by the Dog, including when outdoors by the use of a Permitted Leash;
- (s) “EXOTIC ANIMALS” means all those Animals that are not otherwise covered in this Bylaw;
- (t) “FAMILY TYPE FARMING” means a family farm which is managed and operated by a household residing on the family farm and where farm labour is largely supplied by that household, and it excludes a high intensity agricultural use of that such as a confined feeding operation, as defined in the *Agricultural Operation Practices Act*, R.S.A. 2000, c. A-7;

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- (u) “FEE AND CHARGES BYLAW” means the Town of Bon Accord Fee and Charges Bylaw 2023-06, as amended or repealed and replaced from time to time;
- (v) “HENHOUSE” means a structure that houses Laying Hens at night and includes a secure place for Laying Hens to lay eggs and eat;
- (w) “HUMANE REASONS” means for reasons that show kindness, care and sympathy towards the Animal;
- (x) “KENNEL” means any place owned by any person, group of persons or corporation engaged in the commercial business of breeding, buying, selling or boarding Animals of any kind;
- (y) “LAND USE BYLAW” means the Town of Bon Accord Land Use Bylaw 2016-03, as amended or repealed and replaced from time to time;
- (z) “LARGE ANIMAL” means an Animal, other than a Domestic Animal, which will weigh in excess of 15 kilograms as an adult;
- (aa) “LAYING HENS” means female chickens of at least sixteen (16) weeks of age, raised primarily for the production of eggs;
- (bb) “LAYING HENS LICENCE” means a licence issued pursuant to Part 6 of this Bylaw for the keeping of Laying Hens;
- (cc) “LICENCE” means an identification tag of metal or other material issued by the Town showing the assigned licence number of a specific Dog or Cat licensed under Part 3 of this Bylaw;
- (dd) “LIFETIME LICENCE” means a licence for a specific Dog or Cat issued under Part 3 of this Bylaw that is effective for the duration of the life of the Dog or Cat; subject to section 3.15 of this Bylaw;
- (ee) “LIVESTOCK” means poultry, horses, cattle, sheep, swine, goats, bison, fur-bearing animals raised in captivity and diversified livestock animals within the meaning of the *Livestock Industry Diversification Act*, R.S.A. 2000, c. L-17, as amended or repealed and replaced from time to time, excluding Urban Livestock;
- (ff) “MUZZLED” means an Animal wearing a professionally designed device to prevent the Animal from being able to bite a person or another Animal and that the Animal is unable to remove said device by itself;
- (gg) “OWNER” means any person owning, possessing, having the charge or control over, harboring, suffering or permitting any Dog or Cat to remain about the house or property;

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- (hh) “PERMITTED LEASH” means a leash adequate to restrain the attached Dog or Cat which shall not be longer than two (2) meters. excluding electronic leashes;
- (ii) “POUND KEEPER” shall include the Animal Control Officer and any person or persons duly authorized to operate the Animal Shelter;
- (jj) “PROHIBITED ANIMALS” means those Animals that are not allowed to be kept or housed, whether temporarily or permanently, within the Town;
- (kk) “PUBLIC PROPERTY AREA” means all property owned by or under the control and management of the Town and located within the Town;
- (ll) “RESTRICTED ANIMALS” means those Animals that by number, type or land use zoning under the Land Use Bylaw may be restricted in number or areas in which they may be kept or housed, including Livestock and Urban Livestock, but excluding Dogs or Cats;
- (mm) “SECURE AND LOCKED PEN” means a locked building, cage or fenced area of such construction that will not allow the confined Dog or Dogs to jump, climb, dig or force their way out, or allow the entry of any person not in control of the Dog;
- (nn) “SERVICE DOG” means a Dog individually trained by a recognized agency to do work or perform tasks for people with disabilities; or as described in the Alberta Provincial statutes and regulations *Service Dogs Act*, S.A. 2007, c. S-7.5, and *Blind Persons’ Rights Act*, R.S.A. 2000, c. B-3;
- (oo) “SEVERE INJURY” includes any injury that requires medical or veterinary attention such as wounds requiring sutures, or other wound repair and closing, or surgery, disfiguring or scarring lacerations, broken bones, severe sprains or any other similar serious injury, and any other injury as determined to be severe by a Court or the CAO upon hearing the evidence;
- (pp) “SPECIAL PERMIT” means a permit granted by the CAO that may or may not have restrictions on it regarding allowances or variances to Parts 3, 4, 5, 6 or 7 of this Bylaw;
- (qq) “TOWN” means the municipal corporation of the Town of Bon Accord or the geographic area contained within the boundaries thereof as the context requires;
- (rr) “URBAN BEEKEEPING” means Apiaries that are constructed and maintained primarily for the small-scale harvesting of products such as honey and beeswax generated by the bee colonies using the Apiary;
- (ss) “URBAN BEEKEEPING LICENCE” means a licence issued pursuant to Part 6 of this Bylaw for Urban Beekeeping;
- (tt) “URBAN LIVESTOCK” means bee colonies kept as part of Urban Beekeeping and Laying Hens, provided the bee colonies or Laying Hens been authorized pursuant to a Laying Hens Licence or an Urban Beekeeping Licence;

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- (uu) “VEHICLE” includes any machine designed for self-propulsion, usually to transport people, cargo, or both such as a car, truck, motorcycle, farm equipment, and bicycles;
- (vv) “VICIOUS DOG” shall mean any Dog which:
 - (i) has been declared to be dangerous by a Justice under the provisions of the *Dangerous Dogs Act*; or
 - (ii) has been designated by the CAO a “Vicious Dog” under the provisions of this Bylaw;
- (ww) “VIOLATION TAG” means a violation tag issued under the authority of the Town of Bon Accord which complies with Part 9 of this Bylaw;
- (xx) “VIOLATION TICKET” means a violation ticket issued pursuant to the provisions of the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time, or the regulations thereunder;
- (yy) “WARNING SIGN” shall mean a sign that:
 - (i) is not less than 15 cm by 20 cm (approximately 6 inches by 8 inches) in dimension;
 - (ii) has bold block letters not less than 5cm (2 inches) in height;
 - (iii) declares at a minimum “BEWARE (VICIOUS) DOG ON PREMISES”; and
 - (iv) shall be made of a durable all weather type material; and
- (zz) “WILDLIFE” has the same meaning as that term is used in the *Wildlife Act*, R.S.A. 2000, c. W-10, as amended or repealed and replaced from time to time, and includes but is not limited to coyotes, cougars, bobcats, deer, moose, elk, wild rabbits, porcupines, beavers and skunks.

PART 3 – DOGS AND CATS LICENSING

Licences

- 3.1 No person, or combination of persons residing at any single Dwelling Unit, shall own, keep or harbor within the Town more than four (4) Domestic Animals over the age of six (6) months.
- 3.2 No person shall own, keep or harbor within the Town any Dog or Cat over the age of six (6) months without a valid Licence.
- 3.3 In any prosecution or proceeding for a contravention of this Part, the burden of proof shall rest upon the person so charged as to:

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- a) the age of the Domestic Animal; and
 - b) that the person is not an Owner if the person is ordinarily resident at the Dwelling Unit at which the Domestic Animal is ordinarily resident.
- 3.4 A person who resides within the Town and is the Owner of a Dog or Cat over the age of six (6) months shall obtain or renew a Licence for each Dog or Cat prior to January 31, unless the person is an Owner in possession of a Lifetime Licence for a particular Dog or Cat.
- 3.5 A person residing in the Town who becomes the Owner of a Dog or Cat without a Licence or who is the Owner of a Dog or Cat and takes up residence in the Town, shall obtain a Licence within fifteen (15) days of becoming the Owner or taking up residence within the Town.
- 3.6 Every person who becomes the Owner of a Dog or Cat which is currently licensed in accordance with the provisions of this Bylaw shall apply for a new Licence within fifteen (15) days after becoming the Owner of the said Dog or Cat.
- 3.7 To obtain a Licence, the Owner of a Dog or Cat shall provide the following information with each application for a Licence:
- a) full name and address of the Owner;
 - b) name and description of the Dog or Cat associated with the Licence;
 - c) the breed or cross-breed of the Dog or Cat;
 - d) to benefit from the reduced Licence fee, a veterinarian's certificate indicating the Dog or Cat is spayed or neutered or a statutory declaration executed by the Owner stating that the Dog or Cat is spayed or neutered;
 - e) tattoo or implanted Chip number (if available);
 - f) the Licence number of the Dog or Cat (if applicable); and
 - g) whether or not the Dog has ever been assessed as a "dangerous dog" under the *Dangerous Dogs Act*, designated a Vicious Dog under either this Bylaw or a prior animal control bylaw of the Town, or otherwise labelled as dangerous or vicious by another municipality or regulatory body.
- 3.8 Upon payment of the required Licence fee as set out in Schedule "A" and a complete application as described in section 3.7, the Owner will be supplied with a Licence unless the Dog described in the application is a Vicious Dog.
- 3.9 Licences issued under this Bylaw shall not be transferable from one Dog or Cat to another Dog or Cat nor from one Owner to another Owner.

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- 3.10 Every Licence, Vicious Dog Licence, Laying Hens Licence or Urban Beekeeping Licence, other than a Lifetime Licence, expires on January 31, unless renewed by the Town upon payment of the Licence renewal fee as set out in Schedule "A".

Vicious Dog Licences

- 3.11 No person shall own, keep or harbour a Vicious Dog without a valid Vicious Dog Licence.
- 3.12 The Owner of the Vicious Dog residing in the Town shall apply for a Vicious Dog Licence by:
- a) submitting the information required as part of an application for a Licence under section 3.7; and
 - b) providing proof of an active liability insurance policy as described in section 5.12.
- 3.13 Upon payment of the required Vicious Dog Licence fee and a complete application as set out in section 3.12, the Owner may be supplied with a Vicious Dog Licence if the Animal Control Officer is satisfied that the Owner will abide by the restrictions on Vicious Dogs in this Bylaw considering:
- a) the history of the Dog and the Owner;
 - b) the steps taken by the Owner as a result of the occurrence that resulted in the Dog being designated a Vicious Dog;
 - c) the equipment, supplies and facilities available to the Owner including a Muzzle, Warning Sign, and Secure and Locked Pen; and
 - d) any other factors that the Animal Control Officer believes may impact the Owners ability to control the Vicious Dog or that may increase the risks to persons or property.
- 3.14 The CAO may revoke a Vicious Dog Licence if the Owner or any other person keeping or harboring a Vicious Dog does not comply with Part 5 of this Bylaw.
- 3.15 Vicious Dogs are ineligible for a Licence or Lifetime Licence. If a Dog that has been licensed by the Town through the issuance of a yearly Licence or a Lifetime Licence is designated as a Vicious Dog under this Bylaw, the current Licence becomes invalid. The Licence then must be surrendered to the Town without compensation and the Owner must comply with section 3.12.
- 3.16 A Vicious Dog Licence expires on January 31 and may only be renewed after the submission of an application for renewal that includes proof of the insurance described in section 5.12.

Wearing Licences

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- 3.17 Every Owner shall ensure that the Licence is either securely fastened to a choke chain, collar or harness which must be worn by the Dog or Cat at all times or is in the possession of the Owner and available upon request whenever the Dog or Cat is on property other than property owned by or under the control of its Owner.
- 3.18 Every Owner of a Vicious Dog shall ensure that the Vicious Dog Licence is securely fastened to a choke chain, collar or harness which must be worn by the Vicious Dog whenever the Vicious Dog is on property other than property owned by or under the control of its Owner.

Replacement Licences

- 3.19 An Owner may obtain a Licence or Vicious Dog Licence to replace a Licence or Vicious Dog Licence which has been lost upon payment of the Licence replacement fee as set out in Schedule "A".

Exemptions

- 3.20 The obligation to obtain a Licence shall not apply to the following:
- a) persons temporarily in the Town for a period not exceeding four (4) weeks;
 - b) persons holding a valid development permit, issued pursuant to the Land Use Bylaw, authorizing the operation of a Kennel or other similar animal based business or organization;
 - c) persons holding an identification card proving ownership and certification of a Service Dog that provides is used by that person for the purpose of compensating for or alleviating the effects of a disability; or
 - d) persons caring for a Dog or Cat for a period of no longer than thirty (30) days, once per year, where the Owner of the Dog or Cat resides outside the Town as long as the Animal is able to be identified through one or more of the following: wearing other licence tags issued by another municipality or having a registered address outside of the Town associated with a tattoo or Chip.

Special Permits

- 3.21 At the discretion of the CAO, Special Permits may be granted for Domestic Animals other than Prohibited Animals if:
- a) the issuance of the Special Permit does not interfere with the administration of this Bylaw, the Land Use Bylaw or the Community Standards Bylaw; or
 - b) there is special occasion to do so for a limited period of time.
- 3.22 Restrictions and or time limits may be included in Special Permits at the discretion of the CAO.

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General Licence Obligations

- 3.23 A Licence, Vicious Dog Licence, Laying Hens Licence or Urban Beekeeping Licence will not be issued or renewed for any person with outstanding fines that have arisen as a result of this Bylaw unless such outstanding fine is under judicial review.
- 3.24 No person shall provide misleading or false information when applying for a Licence, Vicious Dog Licence, Laying Hens Licence or Urban Beekeeping Licence.

PART 4 – CONTROL OF ANIMALS

Animal Behaviour

- 4.1 The Owner of a Domestic Animal shall not permit such Domestic Animal to be At Large within the Town.
- 4.2 The Town may post signs indicating those Public Property Areas within the Town wherein the presence of Dogs or Cats, whether At Large or under the Effective Control of a person, is expressly prohibited. The Owner of the Dog or Cat shall not permit their Dog or Cat to be present in Public Property Areas with signs prohibiting the presence of Dogs or Cats.
- 4.3 Section 4.2 shall not apply to an Owner of a Service Dog.
- 4.4 The Owner of a Domestic Animal, Livestock or Laying Hen shall not permit such Domestic Animal, Livestock or Laying Hen to cause Damage to Public or Private Property.
- 4.5 The Owner of a Domestic Animal shall not tether any Animal on or to any structure located in a Public Property Area including but not limited to trees, fences, sign poles and benches.
- 4.6 The Owner of a female Domestic Animal or female Livestock in estrus or “heat” must contain or restrain said female Domestic Animal or female Livestock so as not to cause the attraction of other Animals or Wildlife.
- 4.7 A person in care and control of a Dog or Cat not on their own property must carry and produce when asked, a means of removing their Dogs or Cats defecation.
- 4.8 If a Dog or Cat defecates on any public or private property other than the property of its Owner, the Owner shall cause such defecation to be removed immediately.
- 4.9 Without limiting the generality of the prohibitions on noise in the Community Standards Bylaw, the Owner of any property where an Animal is kept shall not allow defecation to remain on the Owner’s property to such an extent that it results in excessive odour. An Owner shall immediately remove any defecation from the Owner’s property upon notice from the Animal Control Officer.

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- 4.10 Without limiting the generality of the prohibitions on noise in the Community Standards Bylaw, the Owner of a Dog shall not permit the Dog to bark or howl excessively and the Owner of a Cat shall not permit the Cat to meow or howl excessively.
- 4.11 The Owner of a Domestic Animal shall not permit it to:
- a) threaten, attack or bite a person;
 - b) chase a Vehicle or a person; or
 - c) attack, harass, injure or kill another Domestic Animal, Livestock or Urban Livestock.
- 4.12 An Owner shall not be deemed to have failed or refused to comply with the requirements of section 4.11 where their Domestic Animal threatens, chases, attacks or bites:
- a) a trespasser on the property where its Owner resides, or in the case of a guard Dog, a trespasser on the property being patrolled by said guard Dog; or
 - b) a person who is physically abusing or teasing said Domestic Animal.
- 4.13 An Owner shall not permit a guard Dog or a Dog that the Owner suspects may be or become vicious to be controlled by a responsible person less than eighteen (18) years of age.

Animal Control Officer and Pound Keeper

- 4.14 The Animal Control Officer is authorized to capture and impound all Dogs, Cats, Domestic Animals, Laying Hens, Livestock, and Prohibited Animals found contrary to the provisions of this Bylaw.
- 4.15 Pursuant to the authority provided in section 4.14, the Animal Control Officer is hereby authorized to enter any privately-owned premises at reasonable times.
- 4.16 The authority of an Animal Control Officer to enter privately-owned premises under section 4.15 does not extend to include the entry of a building used as a Dwelling Unit, except with the consent of the occupant of the Dwelling Unit.
- 4.17 To assist in the capture and impoundment of Animals At Large, the Animal Control Officer may use live Animal traps.
- 4.18 No person shall interfere with or attempt to obstruct an Animal Control Officer in the performance of their functions pursuant to the provisions of this Bylaw, including by:
- a) chasing an Animal while an Animal Control Officer is attempting to capture an Animal;
 - b) releasing an Animal who has been captured by an Animal Control Officer;

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- c) tampering with, springing or moving any Animal traps that have been set by an Animal Control Officer,
 - d) inducing an Animal to enter a Dwelling Unit or other place where it may be safe from capture or otherwise assist the Animal to escape capture;
 - e) preventing access to privately-owned premises; and
 - f) any other action which might otherwise impede the Animal Control Officer in their function of investigating, capturing or impounding an Animal pursuant their authority.
- 4.19 The Pound Keeper shall keep all Animals captured and impounded pursuant to the provisions of this Bylaw for a period of at least seventy-two (72) hours; however, regardless of the time impounded, all unclaimed Animals will be taken to the Edmonton Humane Society or an equivalent type facility on Fridays of each week or prior to a statutory holiday, as the Animal Shelter will not host Animals over weekends or statutory holidays.
- 4.20 Within the seventy-two (72) hours referred to in section 4.19 or prior to being transferred to the Edmonton Humane Society or other equivalent type facility, any Dog or Cat impounded at the Animal Shelter may be collected by its Owner or agent of the Owner upon payment of:
- a) the appropriate Licence fee when a Dog or Cat is not licensed, payable to the Town;
 - b) a per diem impounding fee, as established from time to time by the Pound Keeper to cover the costs of operating the Animal Shelter and hosting the Animal during the period of impoundment, payable to the Town; and
 - c) if applicable, payment of expenses for any costs owed by the Owner pursuant to section 4.28, payable to the Town.
- 4.21 If an Animal is not collected from the Animal Shelter within the seventy-two (72) hours referred to in section 4.19 or prior to being transferred to the Edmonton Humane Society or other equivalent type facility, without compensation to the Owner, the Animal Control Officer may:
- a) arrange for destruction of the Animal using a licensed veterinarian;
 - b) give the Animal into the care of another agency, facility, organization responsible for the adoption or re-homing of unclaimed Animals; or
 - c) sell to a person other than the Owner upon payment of all applicable fees and costs as set out in section 4.18 to the Town.
- 4.22 The Pound Keeper shall report any apparent illness, communicable disease, injury or unhealthy condition of any impounded Dog or Cat to a licenced veterinarian and act

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immediately upon the licenced veterinarian's recommendations. The Owner of the Dog or Cat will be responsible for all resulting financial charges from the licenced veterinarian.

- 4.23 When, in the judgment of a licenced veterinarian, a Dog or Cat should be destroyed for Humane Reasons, the Animal Control Officer may arrange for destruction of the Animal using a licensed veterinarian and the Owner shall not be entitled to collect the Dog or Cat from the Animal Shelter notwithstanding payment of all applicable fees and cost as set out in section 4.18.
- 4.24 No action for damages shall be taken against any person acting under the authority of this Bylaw for destruction or disposal of an Animal in accordance with the provisions of this Bylaw.
- 4.25 Where an Animal has inflicted a Severe Injury on a person or other Animal, the person responsible for or the Owner of the Animal who has received the Severe Injury and the Owner of the Animal causing the Severe Injury shall promptly report the occurrence to the Animal Control Officer. Despite the foregoing, no person is responsible for reporting an occurrence of which they have no knowledge.
- 4.26 Upon demand of the Animal Control Officer, the Owner shall forthwith surrender any Animal which has inflicted a Severe Injury upon any person.
- 4.27 The Animal Control Officer may quarantine in any reasonable location an Animal that has inflicted a Severe Injury, and thereafter the Animal shall not be released from such quarantine except by written permission of a licenced veterinarian.
- 4.28 Expenses for any costs incurred by the Town as a result of steps taken to impound or quarantine an Animal pursuant to this Bylaw will be the responsibility of the Owner of the Animal and any amounts owed and unpaid after thirty (30) days may be recovered as a debt owed to the Town.

PART 5 – VICIOUS DOGS

- 5.1 The Owner of a Vicious Dog shall not permit such Animal to be At Large within the Town.
- 5.2 The Owner of a Vicious Dog shall take all necessary steps to ensure that such Dog does not bite, chase or attack any person or other Animal, whether the person or Animal is on the property of the Owner or not.
- 5.3 The Owner of a Vicious Dog shall not permit, suffer or allow such Vicious Dog to be on any Public Property Area or private property that is not owned by or under the control of such Owner, unless the Vicious Dog is:
 - a) Muzzled;
 - b) On a Permitted Leash; and

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- c) Under the Effective Control of the Owner or another person over the age of eighteen (18) years acting on behalf of and with the authority of the Owner.
- 5.4 While a Vicious Dog is on the property owned by or under the control of its Owner, the Owner shall at all times be responsible for:
- a) keeping the Vicious Dog confined indoors and under the Effective Control of a person over the age of eighteen (18) years who is acting on behalf of and with the authority of the Owner; or
- b) confining the Vicious Dog in a Secure and Locked Pen capable of preventing entry by a person under the age of eighteen (18) years or a person who cannot exercise Effective Control over the Vicious Dog.
- 5.5 Where a Vicious Dog is on private property owned by or under the control of its Owner, said Owner shall not allow the Vicious Dog to be outdoors outside of a Secure and Locked Pen unless the Vicious Dog is Muzzled, on a Permitted Leash, and under the Effective Control of the Owner or another person over the age of eighteen (18) years acting on behalf of and with the authority of the Owner.
- 5.6 Where, in the opinion of the Animal Control Officer, a Dog has been involved in an occurrence that would warrant designation as a Dangerous Dog pursuant to section 5.7, the Animal Control Officer may submit a written report of the occurrence to the CAO
- 5.7 The CAO, on advice of the Animal Control Officer, may designate a Dog to be a Vicious Dog and require an Owner to obtain a Vicious Dog Licence where:
- a) the Dog has, with or without provocation, attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
- b) the Dog has bitten, killed or caused injury to a Domestic Animal while in a Public Property Area, on limited common property or while on private property other than property owned by or occupied by under the control of the Owner of the Dog;
- c) the Dog, while At Large, has aggressively pursued or harassed a person, a vehicle or a Domestic Animal;
- d) the Dog has a known propensity to attack or injure a person without provocation;
- e) the Dog is owned or harboured primarily, or in part, for the purpose of Dog fighting or is a Dog trained for Dog fighting;
- f) the Dog has been assessed a dangerous dog by a Justice under the provisions of the *Dangerous Dogs Act*; or
- g) the Dog has been determined to be dangerous or vicious under a prior animal control bylaw of the Town or otherwise labelled as dangerous or vicious by another municipality or regulatory body.

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- 5.8 If a Dog is designated as a Vicious Dog under this Bylaw, then the Animal Control Officer shall in writing:
- a) inform the Owner that the CAO has designated said Dog as a Vicious Dog and the reasons for the designation;
 - b) require the Owner to keep said Dog in accordance with the provisions of this Bylaw respecting Vicious Dogs; and
 - c) inform the Owner that, if said Vicious Dog is not kept in accordance with the provisions of this Bylaw with respect to Vicious Dogs, the Owner will be fined or subject to enforcement action pursuant to this Bylaw.
- 5.9 A decision of the CAO with respect to the designation of a Vicious Dog may be appealed to Council within thirty (30) days of receipt of the written notice from the Animal Control Officer described in section 5.8. The request for an appeal must be made in writing, addressed to the CAO. The written request must state the basis of the appeal and be accompanied by the fee as outlined in Schedule "A". Council may consider the appeal using the Owner's written statement or it may hear from the Owner, the CAO, the Animal Control Officer, and other persons impacted by the Vicious Dog. Council's decision on the appeal is final and the Town will not accept a new application for a Vicious Dog Licence for one (1) calendar year from the date of the decision on the appeal.
- 5.10 If, in the opinion of the Animal Control Officer or Pound Keeper, a Dog is dangerous they may make a complaint under the *Dangerous Dogs Act* for an order directing, among other things, that such Dog be controlled or destroyed whether or not the Dog has first been declared a Vicious Dog.
- 5.11 The Owner of a Dog designated a Vicious Dog pursuant to the provisions of this Bylaw shall promptly after the designation and thereafter while the Vicious Dog is present in the Town:
- a) post Warning Signs on any private property owned by or under the control of the Owner at which the Vicious Dog may be present for the purpose of alerting the public that a Vicious Dog may be present and the Owner is responsible for ensuring the Warning Signs are:
 - i) always kept legible, viewable and in good repair, and
 - ii) posted at every entrance to or access onto the property,
 - b) not breed or sell such Dog;
 - c) notify the Animal Control Officer or Pound Keeper and the Town office should said Dog be At Large;
 - d) obtain the appropriate Vicious Dog Licence, which must be worn as described in section 3.18; and

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- e) have such Dog tattooed or Chipped or both tattooed and Chipped, to the satisfaction of the Animal Control Officer, for the purpose of identifying such Dog, should the Licence not be on the Dog.
- 5.12 As a condition of obtaining a Vicious Dog Licence, the Owner shall have and keep in place a policy of liability insurance in a form satisfactory to the CAO that shall:
- a) provide a third-party liability coverage in a minimum amount of two million dollars (\$2,000,000.00) that will cover the costs for any injuries that may be caused by the Owner's Vicious Dog, and
 - b) contain a provision requiring the issuer to immediately notify the Town in writing should the policy expire or be cancelled or terminated.
- 5.13 Where a Vicious Dog has inflicted a Severe Injury, the person who has received the said wound, or the Owner of said Animal, where said Owner is aware of the Severe Injury being inflicted, shall promptly report the occurrence to the Animal Control Officer.

PART 6 – RESTRICTED ANIMALS

- 6.1 No person, or combination of persons residing at any single Dwelling Unit, shall own, keep or harbor Livestock, except that Livestock may be owned, kept or harboured:
- a) on property designated under the Land Use Bylaw as UR, Urban Reserve, as part of Family Type Farming;
 - b) on property with a valid development permit, issued pursuant to the Land Use Bylaw, authorizing the keeping of Livestock on the property;
 - c) where the keeping of Livestock is permitted as a lawful non-conforming use; or
 - d) when otherwise permitted pursuant to the provisions of a federal or provincial enactment.
- 6.2 No person may keep Laying Hens within the Town, unless:
- a) a Laying Hens Licence has been issued by the Town;
 - b) the property at which the Laying Hens are located has been assigned a Premises Identification number (PID) pursuant to the provisions of the *Animal Health Act*, S.A. 2007, c. A-40.2, as amended or repealed and replaced from time to time, or the regulations thereunder, except where otherwise exempt thereunder;
 - c) no more than four (4) Laying Hens are kept on a property at one time;
 - d) for each Laying Hen, a Coop is provided that consists of at least 0.37 square metres of Henhouse and 0.92 square metres of enclosed outdoor area;

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- e) the Coop must:
 - i) be walled, insulated, ventilated and roofed and the enclosed outdoor area must be attached to the Henhouse, secure and covered, and may be either vegetated or bare earth;
 - ii) have adequate ventilation, climate appropriate roosting platforms or bars, nest boxes, sufficient perch locations for the number of Laying Hens and be weather and predator proof;
 - iii) have adequate ventilation on the roof to reduce moisture and to moderate temperature in the winter; and
 - iv) be kept in good repair and in sanitary conditions to prevent negative impacts including, but not limited to, attracting nuisance Animals, and generating excessive smells or noise.
- f) the maximum height of the Coop is 1.8 metres;
- g) the maximum area of the Coop is 9.2 square metres;
- h) the Coop is located:
 - i) in a rear yard of a single detached dwelling, as both terms are defined by the Land Use Bylaw, that is enclosed with a fence;
 - ii) a minimum of 1.2 metres from all adjacent property lines;
 - iii) a minimum of 3.0 metres from any windows and doors of the residential structure on the property and any residential structure on an adjacent property; and
 - iv) a minimum of 1.5 metres from the residential structure on the property;
- i) the Land Use Bylaw designates the property as a land use district that permits the keeping of Laying Hens as an accessory use;
- j) appropriate mitigation mitigations are implemented to prevent disease from occurring, and to keep such disease from spreading, should they occur; and
- k) the Laying Hens are not permitted to run At Large; and
- l) as part of the keeping of Laying Hens, no slaughter or destruction of the Laying Hens occurs at the property.

6.3 No person may carry on Urban Beekeeping within Town unless:

- a) an Urban Beekeeping Licence has been issued by the Town;

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- b) the person to whom the Urban Beekeeping Licence has been issued is registered with the provincial apiculturist, unless exempt from registration pursuant to the provisions of the *Bee Act*, R.S.A. 2000, c. B-2, as amended or repealed and replaced from time to time, or the regulations thereunder;
- c) no more than two (2) Apiaries are maintained on a property at one time;
- d) the Apiary is located:
 - i) in a rear yard, as defined by the Land Use Bylaw, that is enclosed with a fence;
 - ii) a minimum of 3.0 metres from all adjacent property lines if the fence enclosing the rear yard is less than 2 metres high;
 - iii) a minimum of 3.0 metres from any public right-of-way or private road; and
 - iv) a minimum of 25.0 metres from any schools, playgrounds, sports fields, hospitals, or other public places that may be occupied by a large number of persons with vulnerabilities such as age or health; and
- e) the Land Use Bylaw designates the property as a land use district that permits Urban Beekeeping as an accessory use.

6.4 To obtain a Laying Hens Licence or an Urban Beekeeping Licence, a person shall provide the following information with each application:

- a) the address and owner of the property at which the Laying Hens will be kept or the Urban Beekeeping will be carried out;
- b) the name and contact information of the person applying for the Laying Hens Licence or the Urban Beekeeping Licence, and if different than the Owner, the relationship between the applicant and the Owner;
- c) confirmation that the person applying for a Laying Hens Licence or an Urban Beekeeping Licence is eighteen (18) years of age or older;
- d) in the case of a Laying Hens Licence, the following additional information:
 - i) a description of the Coop and how the Henhouse will be heated in winter, including the methods of insulating the outdoor enclosed areas of the Coop during winter;
 - ii) the name and clinic location of a veterinarian familiar with treating Laying Hens; and
 - iii) a checklist identifying daily, weekly, monthly, and seasonal mitigations that will be implemented to prevent disease from occurring, and keep disease from spreading, should they occur.

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- e) proof of notification to any adjacent properties of the intention to apply for a Laying Hens Licence or an Urban Beekeeping Licence, in the form and with the content prescribed by the Animal Control Officer; and
 - f) a site sketch to the satisfaction of the Animal Control Officer showing, at a minimum, the location, associated setback distances, and approximate dimensions of any Henhouse, Coop or Apiary.
- 6.5 The Animal Control Officer may issue a Laying Hens Licence or an Urban Beekeeping Licence after:
- a) receipt of a complete application as described in section 6.4;
 - b) the application is determined by the Animal Control Officer to comply with requirements of this Bylaw, and by the Development Officer to be in compliance with the requirements of the Land Use Bylaw;
 - c) confirmation that no other valid Laying Hens Licence or an Urban Beekeeping Licence are effective for the property;
 - d) a determination that the person applying for the Laying Hens Licence or Urban Beekeeping Licence has an appropriate level of training and will be able to keep their training updated to reflect the best management practices for keeping Laying Hens and bee colonies in an urban setting; and
 - e) no reasonable concerns from the occupants of any adjacent properties have been received following the notification required under section 6.4(e).
- 6.6 The Animal Control Officer may issue a Laying Hens Licence or an Urban Beekeeping Licence on such terms and conditions necessary to ensure that the Urban Beekeeping is carried out or the Laying Hens are kept in compliance with requirements of this Bylaw, the Land Use Bylaw and the Community Standards Bylaw.
- 6.7 All Laying Hens Licence or an Urban Beekeeping Licence are issued subject to a condition that the permit holder maintain a third-party liability coverage in a minimum amount of two million dollars (\$2,000,000.00) and provide proof of such insurance on demand by the Animal Control Officer.
- 6.8 The decision of the Animal Control Officer on the issuance of a Laying Hens Licence or an Urban Beekeeping Licence, including any terms and conditions imposed, may be appealed to the CAO within seven (7) days of the decision of the Animal Control Officer. On receipt of such an appeal, the CAO may vary any of the regulations of this Bylaw with respect to the siting or dimensions of a Henhouse, Coop or Apiary, but may not vary the maximum number of Laying Hens or Apiaries nor the land use districts in which the keeping of Laying Hens or Urban Beekeeping are carried out.

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- 6.9 No person to whom a Laying Hens Licence or an Urban Beekeeping Licence has been issued may keep or allow to be kept Urban Livestock in contravention of the terms and conditions of the Laying Hens Licence or the Urban Beekeeping Licence.
- 6.10 The CAO may revoke a Laying Hens Licence or an Urban Beekeeping Licence if the terms and conditions of the Laying Hens Licence or the Urban Beekeeping Licence are not being followed and thereafter the Urban Livestock must be removed from the Town within fourteen (14) days.
- 6.11 A decision of the CAO with respect to a Laying Hens Licence or an Urban Beekeeping Licence may be appealed to Council within thirty (30) days of receipt of the written notice of the CAO's decision. The request for an appeal must be made in writing, addressed to the CAO. The written request must state the basis of the appeal and be accompanied by the fee as outlined in Schedule "A". Council's decision on the appeal is final and the Town will not accept a new application for a Laying Hens Licence or an Urban Beekeeping Licence for one (1) calendar year from the date of the decision on the appeal.
- 6.12 A Laying Hens Licence or an Urban Beekeeping Licence shall not be transferable from one person to another person nor from one property to another property.
- 6.13 No person shall keep a Large Animal on a property within the Town that is located in a residential area, as determined by reference to the land use district in the Land Use Bylaw in the opinion of the Town's Development Officer.
- 6.14 The Animal Control Officer is authorized to investigate any complaints arising from the keeping of Restricted Animals. Where, pursuant to said investigation, the Animal Control Officer determines that:
- a) the Restricted Animals are not being kept in accordance with the provisions of this Bylaw;
 - b) the Restricted Animals are not being kept in accordance with the Laying Hens Licence or the Urban Beekeeping Licence issued and the conditions of said Licence; or
 - c) The Restricted Animals have caused Damage to Public or Private Property.
- 6.15 The Animal Control Officer may direct the Owner of said Restricted Animals to comply with the provisions of this Bylaw and, without limiting the generality of the foregoing, may direct the said Owner to restrain, dispose of or destroy the Restricted Animal.

PART 7 – PROHIBITED ANIMALS

- 7.1 No person shall keep, harbor or possess any Prohibited Animals.
- 7.2 The following Animals are Prohibited Animals
- a) poisonous or venomous Animals, and

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- b) Exotic Animals.

PART 8 – RABIES CONTROL

- 8.1 In the event of an outbreak or a threatened outbreak of rabies or any disease affecting any Animal and which may be transmitted to human beings, Council may, by resolution, order and direct that all Animals shall be kept securely tied up by the Owner or shall be otherwise effectively confined. Any Animal found At Large in contravention of this Part shall be impounded.
- 8.2 Upon demand made by the Animal Control Officer, an Owner shall forthwith surrender any Animal which the Animal Control Officer has reasonable and probable grounds to suspect of having been exposed to rabies, for supervised quarantine which expense shall be borne by the Owner, and the Animal may be reclaimed by the Owner once adjudged free of rabies, upon payment of confinement expenses and upon compliance with the Licensing provisions of this Bylaw.
- 8.3 When an Animal under quarantine has been diagnosed as rabid, or suspected by a licenced veterinarian as being rabid, and dies while under such observation, the Pound Keeper shall immediately send the head of such Animal to the appropriate health department for pathological examination and shall notify the Public Health Officer of the undertaking of such examinations, any suspected human contacts and the diagnosis made of the suspected Animal.
- 8.4 During such period of rabies quarantine as herein mentioned, every Animal bitten by an Animal adjudged to be rabid, shall either be forthwith destroyed or shall be treated for rabies infection by a licenced veterinarian, at the Owner's expense.
- 8.5 The carcass of any dead Animal exposed to rabies shall be reported to, and, upon demand, be surrendered to the Pound Keeper.
- 8.6 The Pound Keeper shall direct the disposition of any Animal found to be infected with rabies.

PART 9 – PENALTIES

- 9.1 Any person who does any act or thing which the person is prohibited from doing, or who fails to do any act or thing which the person is responsible for doing or who fails to obey a lawful direction given by an Animal Control Officer, or otherwise contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to a fine as set out in Schedule "A" attached hereto.
- 9.2 A penalty of two (2) times the applicable fine as provided in Schedule "A" shall be levied against an Owner who commits, for a second time, any offence under this Bylaw, providing that such offence is committed within one (1) year of the committing of the first offence. The penalty will apply whether the offence is in relation to the same Animal or another Animal owned by the same person.

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- 9.3 The Animal Control Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Animal Control Officer has reasonable and probable ground to believe has committed an offence under this Bylaw.
- 9.4 Such Violation Tag may be served on a person believed to have committed an offence by:
- a) handing a copy of the Violation Tag to the person;
 - b) by leaving a copy of the Violation Tag at the person's most recent residential or business address recorded in the Town's records; or
 - c) by mailing a copy of the Violation Tag addressed to the person to the person's most recent mailing address recorded in the Town's records.
- 9.5 The Violation Tag shall state:
- a) the name of the person believed to have committed an offence;
 - b) the offence; and
 - c) the corresponding fine for the offence as specified in schedule "A" of this Bylaw.
- 9.6 Every Violation Tag issued pursuant to this Bylaw shall provide for payment to be made to the Town of Bon Accord within thirty (30) days of the issuance of the Violation Tag. If payment is made within the time limit, such payment shall be accepted in lieu of prosecution but will not relieve the person from liability for any other amounts owed to the Town for fees or costs set out elsewhere in this Bylaw.
- 9.7 If the fine specified on a Violation Tag is not paid within the prescribed time period, then the Animal Control Officer is hereby authorized and empowered to lay a complaint and issue a summons by means of a Violation Ticket.
- 9.8 Nothing in this Bylaw shall prevent the Animal Control Officer from immediately issuing a summons by means of a Violation Ticket.
- 9.9 Where an offence under this Bylaw is committed or continued on more than one day, it shall be deemed to be a separate offence for each day on which it is committed or continued.

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PART 10 – GENERAL

- 10.1 Each section of this Bylaw shall be read and construed as being separate and severable from each other section. Furthermore, should any section or part of this Bylaw be found to have been improperly enacted for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable.
- 10.2 The decision and conditions imposed in an order of the court pursuant to the provisions of the *Dangerous Dogs Act* will take precedence over the provisions of this Bylaw. Any additional conditions that may apply and be in this Bylaw will also be in effect and be enforced by the Town.
- 10.3 Bylaw 2019-10 is hereby repealed.
- 10.4 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 ___ DAY OF _____, 2024.

READ A SECOND TIME ___ DAY OF _____, 2024.

READ A THIRD TIME ___ DAY OF _____, 2024.

Brian Holden
Mayor

Jodi Brown
Chief Administrative Officer

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SCHEDULE "A" TO BYLAW 2024-16

FEES	Value	
Initial Licence fee and yearly renewal fee for each neutered or spayed Dog or Cat	\$30.00	
Initial Licence fee and yearly renewal fee for each unaltered Dog or Cat	\$40.00	
Lifetime Licence for each neutered or spayed Dog or Cat	\$100.00	
Lifetime Licence for each unaltered Dog or Cat	\$150.00	
Yearly Vicious Dog Licence *Lifetime Licence not available	\$1000.00	
Tag Replacement	\$10.00	
Appeal Fee	\$50.00	
Renewal Fee Urban Beekeeping Licence or Laying Hens Licence	\$35.00	
Senior citizens (65 years of age and older) pay 50% of the Licence fees set out above (except for a Vicious Dog Licence)		
PENALTIES		
All penalties, where applicable, are per Animal except where the offence relates to the keeping of Livestock, Hens or Apiaries.		
All penalties listed are for first offence.		
2nd offence and each subsequent offence within one year is double the amount shown (s. 9.2).		
Harboring more than four Domestic Animals	\$250.00 plus \$25.00 per day	3.1
Failure to obtain a Dog or Cat Licence	\$200.00	3.2
Failure to obtain a Vicious Dog Licence	\$2000.00	3.11
Failure to ensure that a Licence is present when a Dog or Cat is off the Owner's property	\$100.00	3.17
Provide false or misleading information	\$500.00	3.24
Permitting a Dog or Cat or Animal to be At Large	\$200.00	4.1
Permitting a Dog or Cat to be in an area where the presence of Dogs or Cats is prohibited by a sign	\$200.00	4.2
Permitting an Animal to cause Damage to Public or Private Property; Animal in heat attracting other Animals	\$200.00	4.4
Tethering an Animal to a structure on Public Property Area	\$200.00	4.5
Animal in heat attracting other Animals	\$200.00	4.6
Failure to have/carry/produce a means of cleaning up Dog or Cat defecation	\$75.00	4.7
Failure to remove a Dog's or Cat's defecation from a Public Property Area or private property	\$150.00	4.8
Failure to remove defecation from own property causing excessive odour	\$200.00 plus \$30.00 per day	4.9

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Permitting a Dog to bark or howl excessively or Cat to meow or howl excessively	\$300.00	4.10
Allow Animal to threaten, bite, chase Vehicles or people; or attack; harass, injure or kill another Domestic Animal, Livestock or Urban Livestock	\$1000.00	4.11
Control of a guard Dog or suspected Vicious Dog by a responsible person less than eighteen (18) years of age	\$200.00	4.13
Interference with an Animal Control Officer's functions	\$500.00	4.18
Failure to advise the Animal Control Officer of a Severe Injury	\$250.00	4.24
Refusal of an Owner to surrender to the authorities a Dog which has inflicted a Severe Injury on a person	\$500.00	4.26
Permitting a Vicious Dog to be At Large	\$2000.00	5.1
Failure of an Owner to take all necessary steps to prevent a bite or attack by a Vicious Dog	\$2000.00	5.2
Failure to Muzzle or otherwise secure in accordance with this Bylaw a Vicious Dog when off the Owner's property	\$2000.00	5.3
Failure to confine a Vicious Dog when at the Owner's residence in accordance with this Bylaw	\$2000.00	5.4
Failure to post Warning Signs of a Vicious Dog in accordance with Bylaw	\$1000.00	5.11 (a)
Breeding or selling a Vicious Dog within the municipality	\$1000.00	5.11 (b)
Failure to advise authorities if a Vicious Dog becomes At Large	\$1000.00	5.11 (c)
Failure to ensure that a Licence is worn when a Vicious Dog is off the premises of the Owner	\$1000.00	5.11 (d)
Failure to have or provide a proper insurance policy for a Vicious Dog	\$1000.00	5.12
Failure to advise the authorities a Vicious Dog has inflicted a Severe Injury	\$1000.00	5.13
Keeping Livestock contrary to Bylaw	\$200.00 plus \$50.00 per day	6.1
Keeping Hens without a Laying Hens Licence	\$200.00 plus \$50.00 per day	6.2
Keeping an Apiary without an Urban Beekeeping Licence	\$200.00 plus \$50.00 per day	6.3
Keeping or permitting to be kept Urban Livestock in contravention of the terms and conditions of a Laying Hens Licence or the Urban Beekeeping Licence	\$200.00 plus \$50.00 per day	6.6
Keeping any Prohibited Animal contrary to Part 7 – Prohibited Animals	\$1000.00 plus \$100.00 per day	7.1
Any offence under this Bylaw for which a penalty is not otherwise provided	\$50.00	9.1

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	December 17, 2024
Presented by:	Jessica Spaidal, Legislative Services and Communications Coordinator
Title:	Rescind Cellular Phones and Communication Devices Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

At the June 17, 2014 RMC, Council first adopted the Cellular Communication Policy. The policy was revised at the January 7, 2020 RMC, which included a name change to the Cellular Phones and Communication Devices Policy (attached).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has reviewed this policy and is bringing it forward to be rescinded, as its provisions are covered in the recently approved Town-Issued Electronic Device Policy (attached).

STRATEGIC ALIGNMENT

Value Statement: 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 rescind the Cellular Phones and Communication Devices Policy.

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Administration

POLICY NO.: 14.152

SUBJECT: Cellular Phones & Communication Devices

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

June 17, 2017 Resolution 14.152
January 7, 2020 Resolution 20-013

PURPOSE AND INTENT: To facilitate the details related to the use and administration of cellular phones and communication devices by Town of Bon Accord employees. This policy will be enacted on a case by case basis.

POLICY STATEMENT: Employer paid cell phones and/or other communication devices may be granted to employees for communications to help them better perform their duties while away from the office or away from a nearby land line. Employees may be granted the use of personal communication devices for business purposes.

DEFINITIONS:

1. "Communication device" includes but is not limited to handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular phones, walkie-talkies, telephone pagers, PDAs, smart phones, or wireless devices).

TOWN ISSUED ELECTRONIC DEVICE POLICY

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: October 1, 2024

LAST REVIEWED BY COUNCIL: October 1, 2024

POLICY STATEMENT

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

PURPOSE

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

SCOPE

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

DEFINITIONS

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

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

“Employee” means an individual employed by the Town.

“Town” means the Town of Bon Accord.

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

I. Electronic Device Set Up

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

II. Device Operation

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

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

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

III. Use of Electronic Devices While Operating a Motor Vehicle

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

IV. Travelling Outside Canada

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

V. Use of Town-Issued Electronic Devices

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

VI. Device Decommissioning

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

REFERENCES

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	December 17 th , 2024
Presented by:	Jodi Brown, Town Manager
Title:	Use of Council Chambers Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

During the Committee of the Whole Meeting on November 27th, 2024, Council reviewed the enclosed Council Chambers Useage Policy. This policy was approved by Council on March 17th, 2020. The purpose of the policy is to establish guidelines and procedures for the use of Council Chambers.

The current Council Chambers Useage Policy states that “Council Chambers is to be considered a room where Council, Administration, and Council Committees meet.” This statement would not include all of the events currently being offered in that space as described below.

The Town does offer lower risk public meetings in Council Chambers related to Economic Development, Community Safety, and Public Engagement Opportunities as noted below:

- Coffee with a Cop
- Open House events (For example, Urban Hens and Beekeeping Open House)
- Communities in Bloom host site for the provincial judges
- Meetings with residents or community groups with administration
- Business networking or education support (For example, Small Business Week networking event and Community Futures Business mentoring program).

Council also hosts a few events in this location annually—in previous years this has included the Council Community Connections events and Elected Officials Welcome for the Harvest Days parade.

Currently, community programs or events run by the Community Services department are not offered in Council Chambers. These activities may involve craft or art activities that may result in damage to the carpet, audio-visual equipment or Council desks or chairs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has drafted the enclosed proposed revisions to the Council Chambers Usage Policy to better reflect current practice.

Administration reviewed several similar policies from other municipalities and used these examples to create the enclosed draft policy.

Some municipalities do allow public rental of the Council Chambers space. This is not included in the enclosed draft policy due to the cost of repair/replacement of the audio/visual equipment and other items in this space such as carpet, desks, chairs, flags and tables.

There is a stipulation in the new policy allowing for Council to approve any other requests from external groups wishing to use Council Chambers.

STRATEGIC ALIGNMENT

Value Statement: 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.

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Annual Operating budget

RECOMMEND ACTION (by originator)

Choose one of the following:

1. THAT Council approves the Use of Council Chambers Policy as presented.
2. THAT Council approves the Use of Council Chambers Policy as amended (list amendments).
3. THAT Council directs administration to...

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Administration

POLICY NO.: 20-116

SUBJECT: Council Chambers Usage

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

RMC March 17, 2020

PURPOSE AND INTENT: To establish clear guidelines and procedures for the usage of Council Chambers.

POLICY STATEMENT: Council Chambers is to be considered a room where Council, Administration, and Council committees meet.

USE OF COUNCIL CHAMBERS

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: March 17, 2020

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town of Bon Accord Council Chambers is a special part of the Town Office primarily reserved for the civic functions of Council. This space may be used from time to time for other functions as established in this policy.

PURPOSE

The purpose of this policy is to establish the protocols for use of Council Chambers.

SCOPE

This policy applies to Council, Town staff and the public.

DEFINITIONS

“Council” means the members of Council including the Mayor and Deputy Mayor of the Town elected pursuant to the provisions of the Local Authorities Election Act.

“Council Chambers” means the facility at the Town office primarily used for Council governance meetings or Town business related matters.

“Council Committee” means any committee, board or other body established by Council by bylaw under the authority of the Municipal Government Act but does not include an assessment review board or a subdivision and development appeal board.

“Councillor” means a member of Council including the Mayor or Deputy Mayor.

“Deputy Mayor” means the Councillor who is designated by Council to act as the Mayor in the absence of the Mayor.

“Intermunicipal Collaboration Committee” means the regional governance committee established by the Intermunicipal Collaboration Committee Framework with Sturgeon County.

“Mayor” means the chief elected official for the Town.

“Municipal Commissions” means a specialized entity responsible for regulating specific areas of local governance such as but not limited to the Roseridge Waste Management Services Commission.

“Public Engagement Meetings” means meetings that are intended to invite public input for consideration by Council, staff, and/or community service partners (bylaw or RCMP) such as but not limited to Communities in Bloom evaluation meetings, Coffee with a Cop sessions, Open Houses or Council Community Connection events.

“Statutory Public Hearing” means a public hearing required by the Municipal Government Act or other legislation.

“Subdivision Development and Appeal Board Hearing” means the meeting wherein the SDAB hears appeals regarding the subdivision and development of land.

“Tax Sale Auction” means a public auction of properties that have a Tax Recovery Notification (caveat) registered on the Certificate of Title for the property as a result of unpaid property taxes.

“Town” means the municipal corporation of the Town of Bon Accord.

“Town Council Meeting” means a regular or special meeting of Council.

I. GENERAL PRINCIPLES

1. Council Chambers is not available as a public rental facility.
2. Priority use of Council Chambers is designated below:
 - 1st Priority: Council Meetings and other ceremonial functions.
 - 2nd Priority: Council Committees, Boards and Commissions.
 - 3rd Priority: Public Engagement Meetings
 - 4th Priority: Town staff functions.
3. Functions permitted in Council Chambers include activities with minimal risk of damage to the carpet, desks, chairs, tables, or audio/visual equipment and will be approved at the discretion of the Town Manager in compliance with the priority listing in **Section 2, above**. These functions include:
 - Town Council Meetings
 - Statutory Public Hearings
 - Council Committee Meetings including the Community Services Advisory Board.
 - Intermunicipal Collaboration Meetings
 - Municipal Commission Meetings (as attended by Council representatives)
 - Subdivision and Development Appeal Board Hearings
 - Tax Sale Auction
 - Public Engagement Meetings
 - Council networking, information, training meetings or workshops will be given second priority.
 - Staff networking, information, and training meetings or workshops will be given third priority.
4. Any other requests for use of Council Chambers will be subject to the approval of Council.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	December 17, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Community Services Advisory Board Bylaw 2024-16, 1st Reading
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

The Community Services Advisory Board Bylaw requires updating as references within the bylaw are outdated due to staffing changes within the Town.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The bylaw has been updated to reference that the Town’s administrative representative on the Community Services Advisory Board is the Community Services Coordinator instead of the Recreation and Community Services Manager.

Some verbiage has also been updated to be clearer and more concise. However, the content of the bylaw has not otherwise been changed.

Bylaw 2024-16 will repeal and replace the previous Bylaw 2021-17.

STRATEGIC ALIGNMENT

Priority #2 Community – The residents of Bon Accord live in a safe, connected, and attractive community.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT Council gives 1st reading to Community Services Advisory Board Bylaw 2024-16.

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

A BYLAW OF THE TOWN OF BON ACCORD IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMUNITY SERVICES ADVISORY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, the Municipal Government Act and amendments thereto, provides for the establishment of any Board considered desirable to the purpose of managing and operating or advising in the management and operation of any branch or any department of the municipality's services in the extension and improvement thereof,

AND WHEREAS, the Family and Community Support Services Act and amendments thereto, and regulations passed there under provide for the establishment, administration and operation of a Family and Community Support Services Program within a municipality;

AND WHEREAS, the Municipal Government Act and amendments thereto, provide for the appointment of a Recreation and Culture Board;

AND WHEREAS, Council has deemed it desirable to amalgamate the above described functions under one Board to be known as the Community Services Advisory Board;

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

1. TITLE:

- a) This Bylaw may be cited as the Community Services Advisory Board Bylaw of the Town of Bon Accord.

2. DEFINITIONS

- a) "Ad Hoc Committee" means a committee established by the Board to make recommendations or work on specific projects within the scope and jurisdiction of the Board."
- b) "Board" shall mean the Community Services Advisory Board.
- c) "Board Members" shall mean members of the Board appointed by Council.
- d) "CAO" shall mean the Chief Administrative Officer of the Town of Bon Accord.

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

e) "Community Services" shall mean the provision of family and community support services and the provision of recreation and cultural services.

f) "Council" shall mean the Council of the Town of Bon Accord.

~~g) "Manager" shall mean the Recreation and Community Services Manager.~~

~~h)g)~~ "Municipality" shall mean the Town of Bon Accord.

3. PURPOSE

a) The Board shall act in an advisory role subject to the general policies of the Town, within an approved budget, for all matters pertaining to Community Services programs and events.

b) The Board is to ~~stimulate~~ engage and promote citizen awareness of Community Services programs and events.

4. MEMBERSHIP

a) The Board shall consist of up to nine (9) members ~~to be~~ appointed by resolution of Council.

b) Membership shall include:

i. One (1) member of Council ~~who~~ shall be appointed annually at the Organizational Meeting of Council.

ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.

c) Within the eight (8) members of the community at large, the board shall ~~endeavor~~ endeavour to include the following representation:

i. One (1) member from the rural Bon Accord community residing within Sturgeon County Division V.

ii. Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.

iii. One (1) Seniors' representative (defined as an adult 60 years of age or older) residing within the Town of Bon Accord

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

- d) Except for the rural member from Sturgeon County Division 5 and the youth members (both of whom may reside in the Town of Bon Accord or Sturgeon County Division 5), all other Board Members must reside in the Town of Bon Accord.
- e) The ~~Manager~~ Community Services Coordinator will act as the Town's administration representative and shall attend all Board meetings, shall attend all Board meetings and shall actacting in an advisory capacity to the Board without voting privilege.
- f) Board Members shall not be ~~an~~employees of the Town of Bon Accord.

5. TERMS OF OFFICE

- a) Council member appointments shall be determined by the Council at their annual organizational meeting.
- b) Youth members shall be appointed for a one (1) year term. The term of any youth members appointed to the Board shall not exceed three (3) consecutive, one (1) year terms.
- c) The term of office of the remaining community appointments to the Board shall be for a period of two (2) years in length. The term of any community member appointed to the Board shall not exceed three (3) consecutive, two-year terms.
- d) Upon this Bylaw taking effect, the terms of office excluding Council and youth members, ~~shall be adjusted so that a rotation can be established~~ shall be adjusted to establish a rotation. Appointments to the Board shall be staggered with three (3) Board Members having 2-year terms and three (3) Board Members having one (1) year terms.
- e) In the event of a vacancy occurring ~~prior to~~before the completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full-term appointment.
- f) Membership shall be subject to annual review by Council.
- g) Council, by resolution, may dissolve the Board at any time, and this relieves all Board Members of their appointment to the Board.

g)

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

6. RESIGNATIONS AND TERMINATIONS

- a) Any Board Member may resign from the Board at any time upon sending written notice to Council to that effect.
- b) Council may request the resignation of any Board Member at any time ~~prior to~~before the expiry of the member's term of office.
- c) Any Board Member who is absent from three (3) consecutive meetings shall (unless such absence is authorized by resolution of the Board and recorded in the meeting minutes) forfeit his or her membership. The Board may recommend to Council another individual to complete the term.

7. OFFICERS

- a) The Board shall elect a Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Chairperson shall not be a member of Council or the ~~Manager~~Town's administrative representative.
- b) The Board shall elect a Vice Chairperson from its membership at the first Board meeting following the annual Organizational meeting of Council. The Vice Chairperson shall not be a member of Council or the ~~Manager~~Town's administration representative.

8. MEETINGS

- a) The Board shall hold four (4) regular meetings in a year, ~~the time and place of such meetings and the time and place of such meetings are~~ to be determined by the Board.
- b) Any special meeting may be called by the Chairperson, or at the request of four (4) Board Members, on 48 hours' notice. Such notices will be distributed by email to all Board Members and followed up by phone call, if no response is received within 8 hours.
- c) A quorum of the Board shall be a simple majority of Board Members.
- d) Regular Board meetings shall be open to the public.
- e) All Board Members ~~including the Chairperson shall vote on all motions before the Board,~~ including the Chairperson, shall vote on all motions before the Board, and in the event of a tie, the motion shall be lost.

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

- f) Board Members having a direct pecuniary interest in any item under discussion by the Board are exempt from the previous clause (e), must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.
- g) Minutes shall be taken of all meetings by the ~~Manager—Town's~~ administration representative or a designate. A copy of such minutes shall be signed by the Chairperson and the ~~Manager—~~administration representative or designate and shall be filed with the CAO in the Town Office.
- h) The Board shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Board meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the CAO in the Town Office.
- i) All correspondence and records of the Board shall be filed with the ~~Town Office~~Town Office.

9. ACCOUNTABILITY

- a) The Board's actions shall be accountable to Council.
- b) The ~~Manager—Town's~~ administration representative shall be accountable to the CAO for the effective administration and implementation of all aspects of the budget approved by Council for Community Services.
- c) One (1) Council representative on the Board, as designated by Council, shall be accountable to Council for liaison between the Board and Council. The Council representative shall report to Council following each board meeting at the next Regular Meeting of Council.

10. POWERS AND DUTIES

- a) The Board shall recommend any form of FCSS (Family and Community Support Services) or recreational programs or events that serve the ~~needs of the community~~community's needs. These may include but are not limited to programs or events for children, youth, seniors, adult learning, recreation, leisure, cultural and/or those that are preventative ~~in nature~~ as per the Family and Community Support Services provincial legislation.

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

- b) An annual report shall be completed and provided to Council and other reports as needed or requested.
- c) The Board shall act as an advisor to the Manager-Community Services Coordinator with regard to Community Services by ~~assisting the Manager~~ assisting in:
 - i. Formulating plans and priorities
 - ii. Providing input on the development of new or ongoing programs and events
 - iii. Continuing evaluation of all programs and events
 - iv. Preparing an annual budget of expenditures and revenues for Community Services programs and events
- d) The Board shall receive quarterly reports from the Manager-Community Services Coordinator.
- e) The Board shall promote, encourage, and facilitate volunteerism and the use of volunteers.
- f) The Board shall cooperate with and encourage all organizations, public, private, civic, social, and religious within the Town and area supporting, promoting, and working for Community Services.
- g) The Board shall encourage project briefs ~~pertaining to~~ about Community Services from responsible individuals and groups based on terms of reference established by the Board.
- h) The Board may appoint Ad Hoc Committees from within its own membership or from other residents of the Municipality or Sturgeon County Division V. These Ad Hoc Committees shall make recommendations to the Board regarding any special phase of work of the Board for which the Ad Hoc Committee was appointed, always provided that such work comes within the scope and jurisdiction of the Board.

11. BUDGETS AND FINANCE

- a) On behalf of the Board, the Manager-Community Services Coordinator shall submit to the CAO (no later than October 31st each year) a budget of expenditures and revenues for the next budget year ~~with respect to~~ concerning all matters over which the Board has jurisdiction. The budget will be reviewed and submitted ~~with the Town's annual operating budget to Council~~ to Council with the town's annual operating budget for approval. If the Council has concerns with the budget as submitted, it shall be referred back to the Board with additional guidelines to assist the Board in

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

redrafting the budget, or portions of it. The Council approves the final budget.

- b) The Council reserves the right to amend the proposed budget or approved budget at any time during the year. The Council shall notify the Board on any amendments prior to the amendment being voted on by Council.
- c) If the Board determines a need to make an expenditure that has not been approved in the final budget, approval from Council must be given before such expenditure can be made. ~~The~~ Council will consider the changes at the earliest possible meeting. If approved, the changes ~~are to~~will take effect immediately.

12. LIMITATIONS OF POWER

- a) Neither the Board nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Board nor any Board Member have any power to authorize any expenditure to be charged against the Town.
- b) No Board Member shall institute any program unless ~~the program is approved by the Board~~the Board approves the program.
- c) Except when appointed to communicate a decision of the Board, no Board Member shall issue or report to issue any order, direction, or instruction to any member of Town staff.
- d) It is acknowledged that the ~~normal day to day operations and activities will be administered by the Manager~~ Community Services Coordinator will administer the normal day-to-day operations and activities under the direction of their ~~manager or the CAO~~e-CAO.
- e) All public communication shall be the ~~responsibility of the Manager~~Community Services Coordinator's responsibility in consultation with the Board.

13. SEVERABILITY

- a) It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Town Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

14. REPEAL BYLAWS

TOWN OF BON ACCORD
BYLAW ~~2021-072024-16~~
COMMUNITY SERVICES ADVISORY BOARD BYLAW

- a) Bylaw ~~2021-072018-09~~ Community Services Advisory Board is hereby repealed upon the third and final reading of this bylaw.

15. COMING INTO FORCE

- a) This Bylaw comes into full force and effect upon the day it receives third and final reading.

~~READ A FIRST TIME THIS 17th of December 2024.~~

~~READ A SECOND TIME THIS~~

~~READ A THIRD TIME THIS~~

~~SIGNED AND PASSED THIS~~

~~_____
Mayor Brian Holden~~

~~_____
Chief Administrative Officer Jodi Brown~~

~~Read a first time this 1st day of June 2021~~

~~ORIGINAL SIGNED _____~~

~~_____
Mayor Greg Mosychuk~~

~~ORIGINAL SIGNED _____~~

~~_____
Chief Administrative Officer Joyce Pierce~~

~~Read a second time this 15th day of June 2021.~~

~~ORIGINAL SIGNED _____~~

TOWN OF BON ACCORD
BYLAW ~~2021-07~~2024-16
COMMUNITY SERVICES ADVISORY BOARD BYLAW

Mayor Greg Mosychuk _____

ORIGINAL SIGNED _____

Chief Administrative Officer Joyce Pierce

Read a third and final time, this 15th day of June 2021.

ORIGINAL SIGNED _____

Mayor Greg Mosychuk _____

ORIGINAL SIGNED _____

Chief Administrative Officer Joyce Pierce

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	December 17, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Tax Penalty Bylaw 2024-15, 2nd & 3rd Reading
Agenda Item No.	8.5

BACKGROUND/PROPOSAL

Tax Penalty Bylaw 2024-15 was given first reading at the December 3rd regular meeting of Council. (Resolution #24-519).

Administration also presented a draft of the Property Tax Penalty Bylaw 2024-15 at the November 27th Committee of the Whole meeting.

The current property tax penalty bylaw, Bylaw 1999-04, is outdated. Administration has rewritten the Property Tax Penalty Bylaw and recommends that the new bylaw will repeal the outdated bylaw.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Since the first reading at the December 3rd meeting, administration has made a few small changes to the bylaw to simplify the language and ensure it is clear. The changes are immaterial and do not change the content of the bylaw; they just provide better clarification.

In review of the discussions from the first reading at the December 3rd meeting and the Committee of the Whole meeting:

The new proposed Property Tax Penalty Bylaw provides more specific details on payment terms and responsibilities, including how payments can be made and when they are considered 'received.'

Payments can be made and are considered received in the following manner:

- ✓ *In person via cash, cheque, debit. Payment is considered received on the date of in person payment.*
- ✓ *Through the mail. Payment will be considered received as of the postmark date.*
- ✓ *Through the Bon Accord drop-box. Payment will be considered received as of the previous business day. Example: payment is due June 30th, but June 30th is on a*

Sunday. Staff collect items in the drop-box on the next business day, and the payment would be considered to have been received prior to the June 30th due date and therefore not subject to penalty.

- ✓ *Online or telephone banking. Payment is considered received on the date printed by the bank as the payment date.*
- ✓ *Through a mortgage lender. Payment is considered received on the date printed by the bank as the payment date.*
- ✓ *Through OptionPay on the town website. Payment is considered received on the date printed as payment date on the statement of details received.*
- ✓ *Through our monthly TIPP program.*

Penalty amounts have not been changed and remain as follows:

- *Current taxes unpaid after June 30th are subject to a penalty of 9%.*
- *Current taxes unpaid after September 30th are subject to a penalty of 6%.*
- *All outstanding taxes unpaid after December 31st are subject to a penalty of 15%*

For comparison, the property tax penalty rates in our surrounding area are as follows:

- *Redwater*
 - *A penalty of 10% on current outstanding taxes 30 days after the mailing date.*
 - *A penalty of 12% on all outstanding taxes unpaid after December 31st.*
- *Legal*
 - *A penalty of 10% is applied to any unpaid current taxes after August 31st.*
 - *A penalty of 15% is applied to any unpaid tax accounts after December 31st.*
- *Bruderheim*
 - *Penalties on current taxes are imposed as follows:*
 - *Unpaid after July 1st, 9%*
 - *Unpaid after August 1st, 6%*
 - *Unpaid after September 1st, 3%*
 - *Penalties on arrears taxes are imposed as follows:*
 - *Unpaid after January 1st, 9%*
 - *Unpaid after February 1st, 6%*
 - *Unpaid after March 1st, 3%*
- *Gibbons*
 - *A penalty of 10% applied to current outstanding after June 30th.*
 - *A penalty of 16% applied to arrears outstanding after December 31st.*
- *Morinville*
 - *A penalty of 7.5% applied to current outstanding after June 30th.*
 - *A penalty of 9% applied to all outstanding after December 31st.*

The revenue collected from tax penalties has been:

2024	\$40,738
2023	\$21,757
2022	\$29,243
2021	\$44,886
2020	\$47,487

STRATEGIC ALIGNMENT

Value Statement: Service Excellence

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

Value Statement: Stewardship

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

Value Statement: Transparency

- Open and accountable to our residents and encourage open communication.

COSTS/SOURCES OF FUNDING

Operating budget.

RECOMMENDED ACTION (by originator)

Both of the following:

Resolution #1

THAT Council gives 2nd reading to Bylaw 2024-15 Tax Penalty Bylaw as amended.

Resolution #2

THAT Council gives 3rd and final reading to Bylaw 2024-15 Tax Penalty Bylaw as presented.

**TOWN OF BON ACCORD
PROPERTY TAX PENALTY BYLAW
BYLAW 2024-15**

**A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA, TO IMPOSE
PENALTIES ON UNPAID TAXES AND TO PROVIDE A PLACE AND METHOD OF PAYMENT.**

WHEREAS, under the provisions of Sections 344 and 345 of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto, a Council ~~under Bylaw may~~ by Bylaw impose a penalty on unpaid taxes ~~on a certain date~~.

WHEREAS, it is deemed equitable and necessary to outline specific methods of payment accepted by the Town of Bon Accord to facilitate timely and effective tax payments,

WHEREAS, it is the intention of Council to establish clear reliable procedures for the application of payments, in order to promote financial transparency and maintain equitable treatment among property owners,

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:

1. DEFINITIONS

- 1.1. Current Taxes are property taxes levied in the same year they are imposed by the Town of Bon Accord, including any penalties levied in that same year.
- 1.2. Arrears are property taxes that remain unpaid after December 31st of the year in which they were imposed by the Town of Bon Accord.
- 1.3. Owner is the person(s) ~~named-registered~~ on the ~~Land Title of a property~~ Certificate of Title for a property.
- 1.4. Payee is the person(s) making payment to an account.
- 1.5. Due Date is the final day by which payment must be received in order to avoid penalties.

2. PAYMENT TERMS AND RESPONSIBILITIES

- 2.1. All taxes levied by the Town of Bon Accord are due and payable to the Town of Bon Accord.
- 2.2. Accepted methods of payment for property taxes and any amounts added to the property tax roll account include:
 - 2.2.1. In person, via cash or cheque or debit or bank draft or certified cheque,
 - 2.2.2. Through mail or the Bon Accord dropbox, via cheque or bank draft or certified cheque,
 - 2.2.3. Online or telephone banking,
 - 2.2.4. Through a mortgage lender,
 - 2.2.5. Via the Tax Installment Payment Plan offered by the ~~town~~ Town.
 - 2.2.6. Through OptionPay on the Town website.

**TOWN OF BON ACCORD
PROPERTY TAX PENALTY BYLAW
BYLAW 2024-15**

- 2.3. It is the responsibility of the Owner to make effective payment to the appropriate applicable tax roll account on or by the due date. If the due date falls on a weekend or holiday, in-person payments will not be accepted on that day. The Owner must plan accordingly to ensure payment is made using an available method prior to or on the due date.
- 2.4. Payments made using any of the methods listed in Section 2.2 will be considered received on the date of submission, with the postmark date being the submission date for mailed payments, regardless of when they are processed by Town of Bon Accord staff.
- 2.5. The Town will apply payments only according to the account information provided by the Payee. ~~No assumptions~~The Town will not make assumptions will be made based on the amount being paid or current outstanding balances.
- 2.6. Where the payment method states a date of submission, such as cheque or bank draft, they must be made cashable on or before the due date to avoid penalty.

3. UNPAID PROPERTY TAXES

- 3.1. The balance of an Owner's tax roll account, as of the due date, is the amount upon which penalties will be assessed.
 - 3.1.1. Payments applied to one account belonging to an Owner, which affect its balance, cannot be considered towards the balance of another account belonging to that same Owner.
 - 3.1.2. Payments can be transferred between accounts by request of the Owner or Payee, ~~where in which case~~ the transfer date to the receiving account becomes the effective payment date ~~to the receiving account~~.
 - 3.1.2.1. Fees for transfers are described in the Fees and Charges Bylaw, as appealed and amended.
- 3.2. If Current Taxes remain unpaid after the 30th of June in the same year in which the taxes are levied, there shall be added ~~theretoto the tax roll account~~, by way of a penalty, an amount of equivalent to nine (9%) percent of the Current Taxes as of the 30th of June.
- 3.3. If Current Taxes ~~remain~~ unpaid after the 30th of September in the same year in which the taxes are levied, there shall be added ~~theretoto the tax roll account~~, by way of a penalty, an amount of equivalent to six (6%) percent of the Current Taxes as of the 30th of September.
- 3.4. After the 31st of December, all unpaid amounts on the tax roll account form part of the unpaid taxes, ~~which there shall be added theretoto which shall be added~~, by way of penalty, an amount equivalent to ~~of~~ fifteen (15%) percent of all Arrears.

4. SEVERABILITY

- 4.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

5. GENERAL

- 5.1. Nothing in this Bylaw will operate to relieve any Person from complying with any Federal, Provincial, or other Town of Bon Accord law, order, regulation, or Bylaw.

**TOWN OF BON ACCORD
PROPERTY TAX PENALTY BYLAW
BYLAW 2024-15**

5.2. Bylaw 1999-04 is hereby repealed when this bylaw comes into effect.

5.3. This Bylaw becomes effective upon third and final reading.

READ A FIRST TIME THIS 3rd of December 2024.

READ A SECOND TIME THIS [17th of December 2024](#).

READ A THIRD TIME THIS [17th of December 2024](#).

SIGNED AND PASSED THIS [17th of December 2024](#).

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

DRAFT

TOWN OF BON ACCORD

Mayor Report – for period November 13 – December 10, 2024

November 14, 2024	Attended Alberta Counsel Waste to Resource Webinar. Much of what we are doing at Roseridge already.
November 14, 2024	Attended Agenda Committee meeting
November 14, 2024	Attended Monthly Roseridge meeting. This was a combined Regular Meeting and Organizational Meeting.
November 21, 2024	Attended RCA Organics Processing Capacity Webinar. Our Roseridge Executive Director, Susan Berry, spoke about our plans and what we are currently doing.
November 25/26, 2024	Attended Council Workshop. On day one we had presentations on Emergency Preparedness and Emergency Management as well as Planning and Economic Development presentations. Day 2 was on Cyber Security Training, FOIP Training, Governance and Strategic Planning.
November 27, 2024	Attended Committee of the Whole Meeting
November 28, 2024	Agenda Committee meeting
November 30, 2024	Attended Morinville's Lite up the Night Mixer. This was a great opportunity to network with Mayors and Councils from as far away as Beaumont.
December 3, 2024	Chaired Regular Meeting of Council
December 7, 2024	Attended Council Community Connections. A great time for Council to chat with residents from both Bon Accord and the county.

Note: Was ill and spent 10 days at home. It's a good thing there were a couple of webinars.

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report –Nov 13 - Dec 10, 2024

November 14,2024	Attended Agenda Committee Meeting.
November 19,2024	Attended Regular Meeting of Council
November 21,2024	Sturgeon Composite High School Annual Awards Night. This was another great night and an honor to attend. Great to see such talented students.
November 22, 2024,	Attended the Capital Regional Northeast Water Service Commission board meeting.
November 25,2024,	Attended day one of Council workshop. Team Building, Emergency Preparedness/ Emergency Management Presentation, Planning Presentation, Economic Development Strategy Presentation. Great presentations and information.
November 26,2024	Attended day two of Council workshop. Cyber Security Training, FOIP Training, Governance Policy Decision Making Framework. Thanks to all the folks who put this on, lots of educational material.
November 27,2024	Attended Committee of the Whole Meeting
November 28,2024	Attended Agenda Committee Meeting
December 3,2024	Attended Public Hearing and Regular Meeting of Council
December 7,2024	Attended Winter Wonder-Fest Council Community Connections. It's always good to go and join in with the community to help with promoting businesses and the community. It's great to talk with the community members.

Timothy LARSON
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – November 13 – December 10

- November 13 Attended the Transportation and Infrastructure Committee meeting with Minister Nally. He will lobby for us with Minister Dreesen for any grants we apply for. (Local Growth and Sustainability Grant upcoming). Also requested that Minister Nally request that a “Refrain from Using Engine Retarder Brakes” be placed before the west side of Town on Hwy 28.
- November 15 Attended the Organizational Meeting for Arrow Utilities. I remain on the Board Development Committee. The plant has seen several challenges meeting our environmental standards during the fall months. High overstrength loads (ammonia and phosphorus) have been particularly challenging. The plant as it exists now is not designed to handle these loads. Unplanned line breaks have also caused challenges, and 4 planned projects have been deferred to 2025.
- November 19 Attended the Regular Meeting of Council.
- November 20 Attended the Governance Committee meeting for Homeland Housing. We are reviewing all the policies pertinent to the board.
- November 25 – 26 Attended the Council Workshop. Two days filled with important information. Thank you to administration for all the hard work getting this together.
- November 27 Chaired the Committee of the Whole meeting.
- November 28 Attended the Homeland Housing Organizational/board meeting. Dwayne Spicer was nominated Chair again.
- December 3 Attended a virtual meeting of the Arrow Board Education Committee meeting. Dates have been set for the annual workshop in May.
Attended the Public Hearing for the Public Notification Bylaw, followed by the Regular Meeting of Council.
- December 7 Attended the Winter Wonder-Fest for “Council Community Connections”.

Note: Best wishes for a safe and merry holiday season to all.

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period, November 14 - December 11, 2024

November 19	Attended Regular Meeting of Council
November 22	Attended Edmonton Salutes Committee- Military Family Resource Center for the next fiscal year they are seeing a 20% decrease to their funding, so they will have to look at budget for next year. It is unclear of what services will be cut for the coming year.
November 25	Attended Council workshop
November 26	Attended Council workshop
November 27	Attended Council committee of the whole
December 3	Attended Public Hearing and Regular Council Meeting

Note:

Lacey Laing
Councillor
Town of Bon Accord

TOWN OF BON ACCORD
November 13 – December 11, 2024

November 19	Attended Regular Meeting of Council.
November 25	Attended Council Workshop.
November 26	Attended Council Workshop.
November 27	Attended Committee of the whole meeting.
November 29	Attended NLLS Meeting and Training.
December 3	Attended Regular Meeting of Council.

Note:

Tanya May
Councillor
Town of Bon Accord



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117282

November 19, 2024

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779, 5025 - 50 Avenue
Bon Accord AB T0A 0K0

Dear Mayor Holden and Council:

Thank you for your letter of November 12, 2024, sharing updates regarding the school road paving and storm water drainage grant.

Municipal Affairs appreciate you keeping the ministry informed of these important matters in your town. I also look forward to working with the Town of Bon Accord and with the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, regarding this initiative in the future.

Thank you again for writing.

Sincerely,

A handwritten signature in cursive script that reads "Ric McIver".

Ric McIver
Minister

cc: Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117282

November 19, 2024

His Worship Brian Holden
Mayor
Town of Bon Accord
PO Box 779, 5025 - 50 Avenue
Bon Accord AB T0A 0K0

Dear Mayor Holden and Council:

Thank you for your letter of November 12, 2024, sharing your important observations and concerns regarding the impacts of the federal government's carbon tax, especially as it relates to the impact on families in your community.

Alberta's government is aware of and concerned with the expensive burden the carbon tax has on Alberta municipalities, especially small and rural communities. The higher costs of fuel, heating, and other essential services directly affect families, businesses, and municipalities, especially in rural and northern regions where alternatives to carbon-based energy are limited. As you stated, expensive electric vehicles remain out of reach and practicality for many families. These regions are already facing unique challenges, and the carbon tax exacerbates those difficulties rather than offering practical environmental solutions or acknowledging the already world-leading environmental standards of our oil and gas sector.

Furthermore, it is disappointing to see the federal government extend a Carbon Tax Holiday to users of home heating oil, primarily benefiting those in eastern Canada, while ignoring the needs and energy use realities of Canadians out west.

Alberta's government continues to do what it can to voice those concerns to the federal government, and I commend your municipality for speaking out against this policy. The federal government continues to attack Alberta industry, and I hope that in-part, continues driving a wider dialogue about the unfairness and ineffectiveness of this punitive tax.

Thank you once again for writing.

Sincerely,

Ric McIver
Minister

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Renew your FCM membership today - Town of Bon Accord
Date: December 12, 2024 9:43:07 AM
Attachments: [image001.png](#)
[Town of Bon Accord 2025-2026.pdf](#)

From: Marie Schettini <mschettini@fcm.ca>
Sent: December 11, 2024 10:26 AM
To: cao <cao@bonaccord.ca>
Subject: Renew your FCM membership today - Town of Bon Accord

This message's attachments contains at least one web link. This is often used for phishing attempts. Please only interact with this attachment if you know its source and that the content is safe. If in doubt, confirm the legitimacy with the sender by phone.



Renew your FCM membership today

Dear Jodi Brown,

From affordability, housing, public safety and even traffic congestion, Canadians are feeling the strain in their daily lives. They are looking to their local leaders to provide them with reliable, daily services, improving their quality of life. The fact is, municipalities are at the forefront of our country's most pressing challenges and now, more than ever, they need the right tools to support their communities and make life better for all Canadians.

As the national voice of local governments, the **Federation of Canadian Municipalities (FCM)** plays a central role in supporting municipalities to address these challenges, seize new opportunities and prepare for the future.

You're in good hands with FCM.

An FCM membership is a valuable investment in your community, one that offers tangible results and [exclusive benefits](#). For over a hundred years, FCM has been the pillar you have relied on to bring municipal priorities to the federal agenda. We play a pivotal role in providing robust advocacy to help local governments confront challenges and opportunities head-on.

We are advocating for you.

With an upcoming election, it is crucial to unite and continue to advocate for policies that will benefit rural and northern communities' unique challenges. At FCM, we know you work with limited budgets and staff resources to support innovation, resiliency and quality of life across large geographic areas. We understand and we hear you—we will continue advocating for accessible funding and larger scope programs that capture your specific

needs. Your priorities are top of mind at FCM, as we release a detailed advocacy paper entitled "The Future of Rural and Northern Canada" next year.

Renew your FCM membership today.

Over 2,000 municipalities representing 92% of Canadians—including the **Town of Bon Accord**—know the level of influence FCM has in Ottawa.

Please find attached your invoice for 2025-2026.

To learn more about how being an FCM member makes your community stronger, visit [//fcm.ca/membership](https://fcm.ca/membership).

Sincerely,
Your FCM team

Marie Schettini | she/her/elle

Membership and Administrative Assistant | CS - Finance
Adjoint(e) à l'adhésion et à l'administration | Services Corporatifs
T. 1-613-907-6285

					
SCC 2025		CCD 2025			

As we move forward with our commitment to reconciliation, FCM acknowledges that our head offices are located on the unceded, unsurrendered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. We recognize and honour the historic and ongoing contributions of Indigenous peoples across the country. [Full Statement](#)

Dans le cadre de son engagement pour favoriser la réconciliation, la FCM tient à reconnaître que ses sièges sociaux sont situés sur le territoire non cédé de la Nation anichinabée algonquine, présente en ces lieux depuis des temps immémoriaux. Nous reconnaissons également les contributions passées et présentes des peuples autochtones au pays. [Déclaration complète](#)

**Membership Invoice
2025-2026
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Jodi Brown
Town of Bon Accord
PO Box 779 5025 50th Avenue
Bon Accord, AB, T0A 0K0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-43485-JOY3B5
DATE: 11/18/2024
ACCOUNT / COMPTE: 17845
DUE DATE / DATE LIMITE: 03/31/2025

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$220.00	\$220.00	\$11.00	\$231.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	1,461	\$0.2263	\$330.62	\$16.53	\$347.15
TOTAL			\$550.62	\$27.53	\$578.15

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$578.15

Your FCM membership empowers local leaders to strengthen their communities and shape a brighter future for all Canadians.

Learn more at: <https://fcm.ca/membership>.

accountsreceivable@fcm.ca

PAYMENT / PAIEMENT

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: **003**
Transit Number/Numéro de transit: **00006**
Account Number / Numéro de compte: **1113307**

Cheque payable to / Chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025
Date: December 13, 2024 9:47:46 AM
Attachments: [2025 Abmunis MLC Meeting Template.xlsx](#)

From: Lisa Klemp <Lisa.Klemp@gov.ab.ca> **On Behalf Of** MA Engagement Team
Sent: December 12, 2024 1:38 PM
To:
Cc: MA Engagement Team <ma.engagement@gov.ab.ca>
Subject: Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2025 Spring Municipal Leaders' Caucus (MLC), scheduled to take place at the Westin Edmonton from March 6 – 7, 2024. These meetings will be in person at the Westin Edmonton or the Alberta Legislature, as scheduling permits.

Should your council wish to meet with Minister McIver during the MLC, please submit a request by email with potential topics for discussion on the attached meeting request template to ma.engagement@gov.ab.ca no later than January 10, 2025.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

If you encounter any issues with the meeting request template, please email the Engagement Team for assistance.

Engagement Team
Municipal Services Division
Municipal Affairs

Meeting Request:

Alberta Municipalities Municipal Leaders Caucus Spring 2025

If you have questions, require support and to submit form, please email:

ma.engagement@gov.ab.ca

Municipal Information

Municipality Name: _____

Meeting Topics

Please provide additional details about the topic for discussion

Topic 1	Topic 2	Topic 3

Meeting Participants

- 1 _____ Mayor/Reeve
- 2 _____ Chief Administrator
- 3 _____ Councillor
- 4 _____ Councillor
- 5 _____ Councillor
- 6 _____ Councillor
- 7 _____ Councillor
- 8 _____ Councillor
- 9 _____ Councillor

NOTICE OF MOTION

I, Lynn Bidney, Councillor, Town of Bon Accord, hereby put forward a Notice of Motion to change the present practice of holding “Council Connections” quarterly. These events have historically shown very little, if any interest, from the residents. As Council phone numbers and emails are published on the website, the Mayor and Council are not difficult to connect with. Council is available at many of the events Council supports such as Volunteer Appreciation, Seniors Day Bar-b-que, Canada Day, and Harvest Days to name a few. I suggest that Council could attend an annual event in conjunction with the Meet the Community event. I would like Administration to bring this matter forward to the Regular Meeting of Council on Jan 7, 2025 for discussion.