

LAYING HENS Permit Application



Please complete this form and attach all supporting documents to make a complete application package. Applicants may email their application to ecdev@bonaccord.ca or drop off at the Town office, 5025 – 50th Ave. Bon Accord. All submitted materials must be clear, legible and precise.

Failure to maintain and abide by all requirements of the Animal Control Bylaw, the Land Use Bylaw and the Laying Hens Guidelines and/or applicable provincial regulations will lead to a permit being revoked, and the hens must be removed from the property at the applicant's expense within 14 days of notification. Keeping hens without a permit will result in a charge under the Animal Control Bylaw.

APPLICANT INFORMATION

Full Name
(Printed):

Email Address:

Phone Number:

Postal Code:

☐ I currently reside at the property ☐ I am the registered owner of the property ☐ I am 18 years of age or older.

SITE INFORMATION

Address:

Description of hen enclosure location, number of hens – four (4) maximum, and details on how enclosure will be heated in winter months:

Hen enclosure areas (m²; coop and run):

☐ Attach Site Sketch complete with hen enclosure location relative to adjacent properties and residential buildings, coop and run floor areas, and associated setback distances. Acceptable site sketches may be produced using an existing real property report, an aerial photo from Google Earth, or a scaled drawing (see example site sketch).

Compliance with the Laying Hens Guidelines

- Will the hen enclosure be located in a fenced rear yard? ☐ YES ☐ NO
- Will the hen enclosure be located a minimum of 1.2m from all adjacent property lines? ☐ YES ☐ NO
- Will the hen enclosure be located a minimum of 3 metres from windows and doors of the residential structure on the property and any neighbouring residence? ☐ YES ☐ NO
- Will the hen enclosure be located a minimum of 1.5 metres from the residential structure on the property? ☐ YES ☐ NO

Note: Responding "No" to any of the questions above will lead to the application being rejected.

TERMS AND CONDITIONS

Applicant must ensure all permitting requirements have been met and all required documentation has been submitted.
Check all that apply.

- ☐ I have registered for a Premises Identification Number and my number is:
- ☐ I have completed and attached a task checklist to support my hen keeping activities and agree to stay compliant with the Laying Hens Guidelines and the Animal Control Bylaw.
- ☐ I have a plan for how to manage organic waste from my hens that will not result in odor issues or an unsightly premises as per the Town of Bon Accord Community Standards Bylaw.
- ☐ I agree to immediately notify the Town of Bon Accord and the province, as required, of any disease or welfare issues that arise and to take all necessary steps to rectify the situation.
- ☐ The nearest qualified veterinarian(s) to my residence that accept hens are (include name, phone number, and address for each):

- ☐ I have taken a laying hens training course or have registered for a session.

Session Location and Organization:

Session Date: Session Instructor and Organization:

- ☐ I have made contact with a local laying hen keeping association or community for mentorship or I am establishing a relationship with a mentor.

Mentor or Association/Community name:

Mentor phone number AND email address:

Mentor experience:

- ☐ I have notified my neighbour(s) whose properties are immediately adjacent to my rear yard, including those across the back lane (where applicable) that I intend to apply for a laying hens permit and that this requires building hen keeping structures on my property. Below are the names, addresses, and contact details of the neighbours I have notified:

- ☐ I have read and understood the Laying Hens Guidelines and the Animal Control Bylaw.
- ☐ I acknowledge that keeping laying hens on my property may require periodic inspections by the Town of Bon Accord.
- ☐ I understand that after receiving my permit, that failure to maintain and abide by all requirements of the Animal Control Bylaw, the Laying Hens Guidelines, and all applicable provincial regulations, will result in my permit being revoked, and all hens must be removed from the premises within 14 days at my own expense.
- ☐ I understand that the permit issued through this application process is valid for the applicant and the property only as described above in sections **Applicant Information** and **Site Information**. Any change in the information as described above (e.g., applicant moves to a different address, applicant moves hen location within existing yard) will render the issued permit void.

The information collected on this form is authorized under Section 4(c) of the Protection of Privacy Act (POPA). It will be used to process laying hens permit applications for the Town of Bon Accord. If you have any questions about the collection and use of the information, contact the Town of Bon Accord at 5025 - 50th Avenue, Bon Accord, AB, T0A 0K0 or by calling (780) 921-3550.

Signature:

Backyard Hen Enclosure CARE CHECKLIST

This checklist indicates activities that should be completed by the licence holder for the ongoing care and maintenance of the hens and the hen enclosure. The licence holder may adapt this checklist or create their own to submit with their application package.

DAILY

A backyard hen enclosure with 3 to 6 hens may require 15 to 30 minutes of care in the morning and the evening.

- ☐ Fresh feed and water
- ☐ Open/close the coop
- ☐ Overall health/behaviour check
- ☐ Collect eggs
- ☐ Check the weather
- ☐ Turn lights on/off
- ☐ Clean off roosts
- ☐ Remove soiled bedding
- ☐ Clean up spilled feed/water
- ☐ Refill grit, oyster shells, scratch (winter)
- ☐ Update record keeping

WEEKLY

A backyard hen enclosure with 3 to 6 hens may require 60 minutes of care once a week.

- ☐ Clean and disinfect waterers
- ☐ Inspect the coop
- ☐ Assess the litter
- ☐ Check the dust bath

MONTHLY

A backyard hen enclosure with 3 to 6 hens may require 3 hours of care once a month.

- ☐ Clean up feed and bedding material
- ☐ Thoroughly clean the coop

SEASONAL

To be completed seasonally.

- ☐ Adjust hen enclosure structure for weather conditions
- ☐ Deep clean of the coop

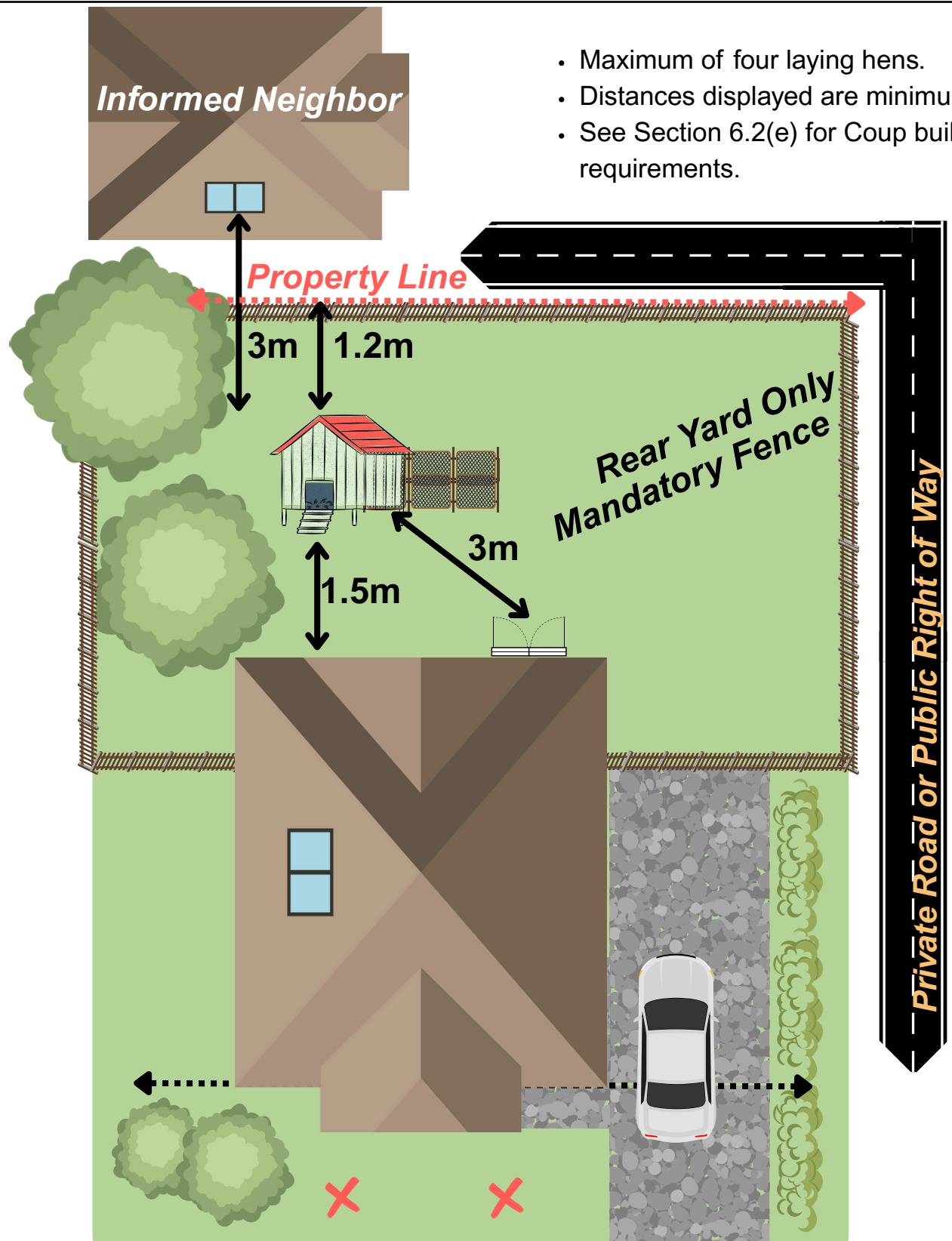
Laying Hen Coup Location Requirements

Bylaw 2024-16 Section 6.2(h)



Town of
Bon Accord
building for tomorrow

- Maximum of four laying hens.
- Distances displayed are minimums.
- See Section 6.2(e) for Coup build requirements.



Laying Hens Program Guide

The keeping of Laying Hens in the Town of Bon Accord is controlled and enforced under the Animal Control Bylaw and the Land Use Bylaw. Only those who receive a permit from the Town are eligible to keep laying hens. Applicants must comply with all Provincial regulations around the keeping of laying hens and meet all requirements outlined in the Town's Laying Hens Guidelines.

These guidelines establish the regulatory framework for keeping of laying hens within the Town of Bon Accord limits, and provide guidance for the selection of appropriate sites, the application processes and enforcement procedures to ensure a successful program. In the development of these guidelines, the Town of Bon Accord reviewed best practices, communication plans, outcomes, and mitigation strategies of other municipalities who have made allowances for urban hens. Bylaw requirements, potential health concerns, and provincial legislations were also carefully considered.

- Hen keeping can take place in the fenced back yards of homes in Districts R1, R1A, R1B, R2 and UR.
- Sale of eggs, and chickens, or any other hen keeping is not permitted. Eggs are intended solely for the consumption of program participants and their families.
- Applicants may only participate in either the hen keeping or the beekeeping program, not both.
- No more than four (4) hens per property is allowed.
- The participant must:
 - apply for a permit with the Town of Bon Accord and receive approval,
 - bear all costs associated with the licencing and materials to keep hens,
 - adhere to relevant federal, provincial, and municipal legislation, and
 - take training and remain current with best management practices of hen keeping.
- Please note that an application does not guarantee a permit:
 - The Town of Bon Accord has the discretion to deny permits due to concerns from neighbouring properties.
 - Hens are prohibited on residential properties without an approved permit therefore applicants are not advised to invest in hens or associated equipment until they receive initial approval from the Town.



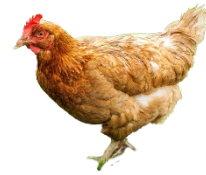
LAYING HENS Permit Neighbour Notification Letter

Date: _____

To:

First and Last Name

Address



Hello Neighbour,

I am writing to inform you that I am applying to the Town of Bon Accord for a Laying Hens Permit. As per the Town's Laying Hens Guidelines, I am providing you with notification of my intention to keep hens and partake in hen keeping activities.

The Town of Bon Accord only grants Laying Hens Permits to applicants who meet the requirements outlined in the guidelines (see back of letter), the Animal Control Bylaw and the Land Use Bylaw.

Before a permit is issued the Town of Bon Accord will be contacting you and other adjacent neighbours to discuss questions or concerns you may have which will be taken into consideration when processing my permit.

If you have any concerns that I am not able to address, please contact 780-921-3550 or ecdev@bonaccord.ca. You have two weeks to respond to this letter with any concerns you may have before my permit is processed.

Sincerely,

Signature

Print Name

Address

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YARD SITE AND COOP REQUIREMENTS (see Animal Control Bylaw for full details)

Yard Site and Hen Enclosure Specifications

- Hen enclosures must be in a fenced rear yard of single detached dwellings.
- Approved rear yard sites must not exceed four hens. Hens must be at least 16 weeks old. Hen breeds appropriate for the regional climate are recommended.
- Roosters are not permitted.
- Changes to the number of hens at the rear yard site must be reported to the Economic Development and Planning Officer immediately.
- Hen enclosures must not exceed a maximum floor area of 9.2 m².
- The hen enclosure must include a minimum of:
 - 0.37 m² of coop area per hen
 - 0.92 m² of run area per hen
- The coop must be walled, insulated, ventilated and roofed and the run must be attached to the coop, secure and covered, and may be either vegetated or bare earth.
- The hen enclosure must be located a minimum of:
 - 1.2 m from all adjacent property lines
 - 3 m from windows and doors of the residential structure on the property and any neighbouring residence
 - 1.5 m from the residential structure on the property
- The hen enclosure must be a maximum height of 1.8 m.
- The hen enclosure must have adequate ventilation, climate appropriate roosting platforms/bars, nest boxes, sufficient perch locations and be weather and predator proof.
- Note: Additional permitting may be required (e.g., electrical permit) through the Town of Bon Accord in order to provide power/heat to the coop.

Biosecurity and Disease Prevention

- The permit holder must follow biosecurity procedures recommended by the Canadian Food Inspection Agency (CFIA) - National Biosecurity Standards and Biosecurity Principles for Poultry Service Industry Biosecurity Guide.
- Hens and coops must be inspected regularly for signs of health problems or disease. The Economic Development and Planning Officer must be notified immediately of any disease that may affect the public or other hen keepers (e.g., potential reportable diseases) and the steps taken to rectify the situation.

Care and Waste Specifications

- Permit holders must adhere to good management and husbandry practices and hens must be maintained to prevent diseases, distress, and welfare issues. Hens must be provided appropriate food, water (liquid, not frozen), shelter, light, warmth, ventilation, shade, veterinary care, and opportunities for essential behaviours such as scratching, pecking, dustbathing, roosting, and socializing.
- Applicants must submit a checklist along with their application which identifies mitigations that will be implemented to prevent disease from occurring, and keep disease from spreading, should they occur. The checklist must include daily, weekly, monthly, and seasonal tasks.
- A local veterinarian familiar with treating hens must be identified in the application.
- Hen enclosures must be kept in good repair and in sanitary condition. Leftover feed, trash, and manure must be removed, discarded and/or properly composted to prevent nuisance odours.
- During the winter, runs must be wrapped (e.g., corrugated plastic, heavy polyethylene wrap or tarpaulin). The coop must be insulated and have adequate ventilation on the roof to reduce moisture and moderate temperature in the winter.
- On-site slaughter or euthanizing of hens is prohibited. If removal of a hen is required, the hen may be euthanized humanely by a veterinarian, rehomed or taken to a licensed abattoir.

Pest and Predator Control

- The hen enclosure must prevent hens from escaping and other animals entering. Hens must always remain in the enclosure which must remain locked. Free ranging within the permit holder's fenced back yard is only permitted under direct supervision.
- The coop must be constructed and maintained to prevent rodents from harbouring anywhere inside.
- The hen enclosure must be constructed and maintained to prevent access by predators (i.e., dogs, foxes, coyotes, owls, hawks, etc.).

Nuisance Conditions

- Hen enclosures must be kept in good repair and in sanitary conditions to prevent negative impacts including but not limited to: attracting nuisance animals, the spread of food over the property, and excessive smells or noise.