

**Town of Bon Accord**  
**AGENDA**  
**Committee of the Whole Meeting**  
**February 28, 2024 5:00 p.m. in Council Chambers**  
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
- 4. NEW BUSINESS**
  - 4.1. Land Use Bylaw Potential Amendments (enclosure)
  - 4.2. Springbrook Playground Proposal (enclosure)
- 5. BYLAWS/POLICIES/AGREEMENTS**
  - 5.1. Proposed Enforcement Policy (enclosure)
- 6. CLOSED SESSION**
  - 6.1. Strategic Plan Review – FOIP Act Section 24 Advice from officials
  - 6.2. Parcel C-Plan 1854KS – 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
  - 6.3. Partnership Proposal – FOIP Act Section 21 Disclosure harmful to intergovernmental relations
  - 6.4. Policy Proposal – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 24 Advice from officials
  - 6.5. Lot 4A, Block 8, Plan 5261BA Update – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 17 Disclosure harmful to personal privacy, and Section 27 Privileged information
- 7. ADJOURNMENT**

**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE MEETING REPORT**

<b>Meeting:</b>	Committee of the Whole Meeting
<b>Meeting Date:</b>	February 28 <sup>th</sup> , 2024
<b>Presented by:</b>	Jenny Larson – Officer, Economic Development & Planning
<b>Title:</b>	<b>Land Use Bylaw Potential Amendments</b>
<b>Agenda Item No.</b>	4.1

**BACKGROUND/PROPOSAL**

According to the Municipal Government Act: Section 640(1) Land use bylaw: Every municipality must pass a land use bylaw.

(1.1) A land use bylaw may prohibit or regulate and control the use and development of land and buildings in a municipality, including, without limitation, by

- (a) imposing design standards,
- (b) determining population density,
- (c) regulating the development of buildings,
- (d) providing for the protection of agricultural land, and
- (e) providing for any other matter council considers necessary to regulate land use within the municipality.

The Town’s Land Use Bylaw (LUB) was passed in 2016, with amendments made in 2018 and 2020.

Administration is currently working on two (2) amendments:

- 1. Allowing Laying Hens in districts R2 and UR districts as per Councils resolution
- 2. Adding a Multi-Unit Dwelling definition to better define multi-unit dwellings and to allow 4-plexes in appropriate districts.

**REQUEST**

Council may consider removing the Recreational Vehicle (RV) clause that states that RVs must be removed between October 2<sup>nd</sup> and March 31<sup>st</sup> annually. By removing the clause, the Town would allow RV’s to be parked year-round on hard surfaces as described below.

Currently, the LUB reads:

Part 8/Section 21

5) A maximum of one recreational vehicle may be stored within a front yard on a residential lot under the following conditions. The recreational vehicle is:

- a. Entirely contained within the lot.

- b. Located on a hard surfaced driveway.
- c. Located in the front yard exclusively between during the regular summer season (between April 1 and October 1); and
- d. Removed from the front yard or relocated between October 2 and March 31 of each calendar year.

There would be regulations for allowing RV parking year- round, the same regulations for when RVs are parked during the 'camping season'. The RVs could not overhang any sidewalk or highway and they can not obstruct any sightlines. They must be parked on a hard surface i.e.: parking pad or driveway.

## **RESEARCH**

The Town of Gibbons allows for RV's to be parked on driveways year-round.

The Town of Legal has the same regulations as Bon Accord in their Community Standards Bylaw. RVs are to be removed annually between October and April from Front Yards and Highways.

The Town of Redwater allows for one RV to be stored year-round on a residential lot.

The Town of Morinville allows for RV year-round parking on approved hard-surfaces or driveways.

## **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Some benefits for allowing for year-round RV parking on hard surfaces would include:

- Less Bylaw time to impose tickets for infractions.
- Less administration time to follow up on infractions.
- Residents would benefit from not having to store their RVs at a storage facility during the off-season.

Disadvantages for allowing for year-round RV parking on hard surfaces would include:

- Overall aesthetics of the Town may be a consideration.
- Neighbours may be unhappy with the change.

Note, Land Use Bylaw amendments must be advertised, and a Public Hearing held to allow residents to voice their opinion of the changes prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading of the proposed, amended or replaced LUB.

Administration would also recommend that Council consider holding a Public Open House prior to first reading of the bylaw to provide an opportunity for residents to ask questions or share feedback on the proposed changes. This is not a legislative requirement.

## **STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)**

### ***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.

### ***Priority # 2: Community***

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

## **COSTS/SOURCES OF FUNDING**

Consulting fees relative to the proposed amendments, Open House, Public Hearing, and advertising costs would be applied to the 2024 planning operational budget.

**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE MEETING REPORT**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 28, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Springbrook Playground Proposal</b>
<b>Agenda Item No.</b>	4.2

**BACKGROUND/PROPOSAL**

During the June 28<sup>th</sup>, 2023, Committee of the Whole Meeting, administration provided a report to Council with an overview of the condition of playgrounds in Town. Please reference the enclosed photos taken in 2023.

Following this review, new play equipment was installed in Centennial Park to replace the old swing set that was removed in 2022. New swings were installed in Springbrook Park (old swings removed). Old equipment was removed from Roseglen Park. The remaining equipment in Roseglen Park is in good condition and newer than the equipment remaining in Springbrook Park.

Springbrook Park has remaining equipment that has reached the end of its life (reference enclosed photos). During the February 20<sup>th</sup>, 2024, Regular Council meeting Council approved the re-allocation of \$70,000 of Canada Community Building Funds (federal grant program) for the purchase of new play equipment in Springbrook Park.

The old equipment in Springbrook Park will be removed in spring when the new equipment is set to be installed.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

Administration contacted the company (Blue Imp) that provided the new playground equipment in 2023 and requested two options within the \$70,000 price range.

These two options are enclosed.

Note, additional play equipment maybe added in the future to continue expanding this park given the space available.

**STRATEGIC ALIGNMENT**

***Priority # 2: Community***

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

***Priority # 3: Infrastructure***

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

**COSTS/SOURCES OF FUNDING**

As noted, Council has allocated \$70,000 of the Canada Community Building Fund grant funding in the 2024 capital budget for this project.



Centennial Park



Sportsgrounds



Roseglen 1



Roseglen 2





Roseglen 3



Roseglen 4



Roseglen 5



Springbrook 1



Springbrook 2



Springbrook 3



Springbrook 4



# Blue Imp™

PLAY STRONG

WHAT ALBERTA MAKES – MAKES ALBERTA

**Town of Bon Accord  
Springbrook Park Phase 2 Proposal**



**Family owned business since 1917  
Manufacturing is done in Medicine Hat, AB**





Paint Colours: Almond, Light Purple, Lime Green, Spring Green

*Colours shown may not accurately reflect actual colours.*

Springbrook Park - Phase 2  
layout # A11209-C1 | J08508



*Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.*



Paint Colours: Almond, Light Purple, Lime Green, Spring Green

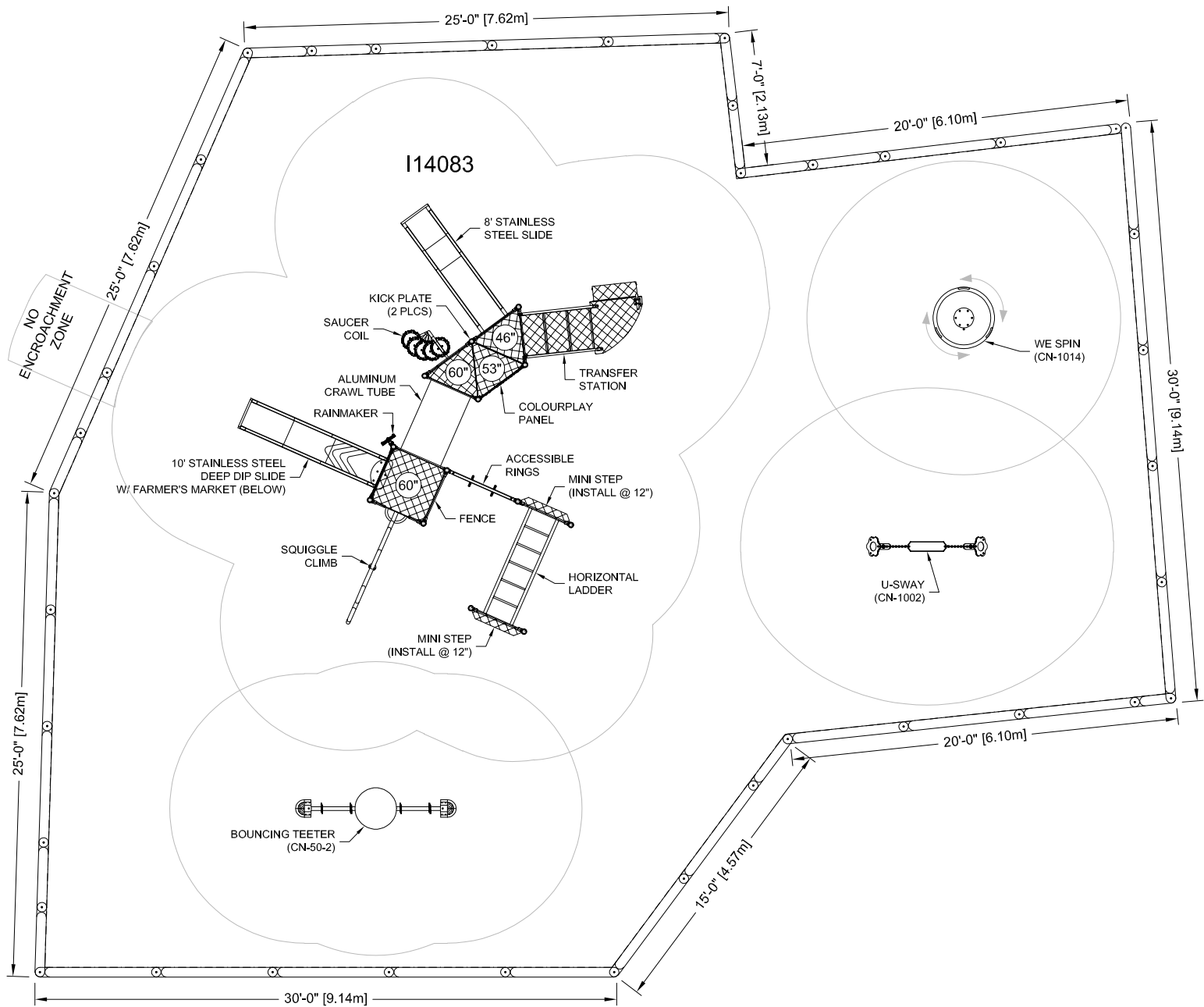
*Colours shown may not accurately reflect actual colours.*

Springbrook Park - Phase 2  
layout # A11209-C1 | J08508



*Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.*

DRAWINGS AND SPECIFICATIONS ARE PROPERTY OF S.F. SCOTT MANUFACTURING. THIS DRAWING MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PRIOR WRITTEN CONSENT OF THE ENGINEERING DEPARTMENT



BLUE IMP SLIDES MUST BE INSTALLED WITH SLIDE BEDS FACING BETWEEN NORTH AND EAST

- CONFORMS TO THE CAN/CSA-Z614-20 STANDARD "CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING"
- AREA REQUIRED IS BASED UPON SUPPLIED SURVEY INFORMATION SHOWING LOCATION OF EXISTING EQUIPMENT AND BORDERS. EXACT LOCATION OF EXISTING EQUIPMENT AND BORDERS TO BE VERIFIED ON SITE TO ENSURE ADEQUATE SAFETY ZONES, AND TO VERIFY REQUIRED QUANTITY OF SURFACING MATERIAL.

SPRINGBROOK PARK  
PHASE 2

BON ACCORD, AB  
BLUE IMP 2

BORDER TIMBER COUNT	
BP-10 BORDER TIMBERS REQ'D: 38	BP-09 ADAPTORS REQ'D: 14
LAYOUT #: A11209	JOB #: J08508
RECOMMENDED AGES: 2-12	
PROTECTIVE SURFACING REQUIRED:	
AREA: 2128 (sq.ft)	PERIMETER: 194 (ft)
DRAWN BY: AS	DATE: 13-FEB-24

724 - 14TH STREET S.W., MEDICINE HAT, AB. T1A 4V7  
 TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851  
 E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com



**Distributor:** Blue Imp

**Date:** February 15, 2024

**Project Name:** Town of Bon Accord (A11209-J08505)



<b>BLUE IMP EQUIPMENT</b>			
1	Unit (I14083)	\$	27,092.00
1	We Spin (CN-1014)	\$	3,464.00
1	2-Way Bouncing Teeter (CN-50-2)	\$	2,358.00
1	U-Sway (CN-1002)	\$	887.00
<b>Total Equipment Cost:</b>			<b>\$ 33,801.00</b>

<b>SUMMARY WITH COMMERCIAL INSTALLATION - SAND</b>			
	Blue Imp Equipment Total	\$	33,801.00
	Commercial Installation of Equipment	\$	9,900.00
	Removal/Disposal of Pre-Existing Equipment, Surfacing and Border	\$	5,500.00
	Supply and Installation of Sand	\$	10,450.00
38	Border Timbers (BP-10) @ \$135.00 ea	\$	5,130.00
14	Adaptors (BP-09) @ \$63.00 ea	\$	882.00
	Installation of Borders and Adaptors	\$	1,650.00
	Site Restoration (Topsoil and Seed)	\$	1,650.00
	Freight (approx.)	\$	1,150.00
	Discount	\$	(113.00)
<b>Total Project Costs excluding GST</b>			<b>\$ 70,000.00</b>

Prices listed in effect until **August 31, 2024**. Freight quote is subject to change after 30 days.

Delivery of Blue Imp equipment: eight to ten weeks from date of order.

**Owner is responsible for safety fencing if required and location of utilities/AB One Call**

Installation prices based on site being accessible via a 6ft wide skid steer.

All installation quotes are based on normal ground conditions (topsoil and clay based). Additional charges may apply for unusual ground conditions including but not limited to unusually rocky or high water table.

The equipment prices listed can be guaranteed to December 31, 2024 with a 50% deposit on Blue Imp equipment only by August 31, 2024.

**A third party inspection is highly recommended after the installation of your equipment.**



## WHAT ALBERTA MAKES - MAKES ALBERTA



**Submitted by:**

Blue Imp Recreational Products of Canada Ltd.

Kailey Robinson

O: 780-467-7280

C: 780-803-8837

[krobinson@blueimp.com](mailto:krobinson@blueimp.com)

<https://northern-alberta.blueimp.com/>



**Blue Imp**<sup>TM</sup>  
PLAY STRONG

# Option

# 2



Paint Colours: Sparkle Silver, Playground Yellow, Star Blue

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 2  
layout # A11234-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



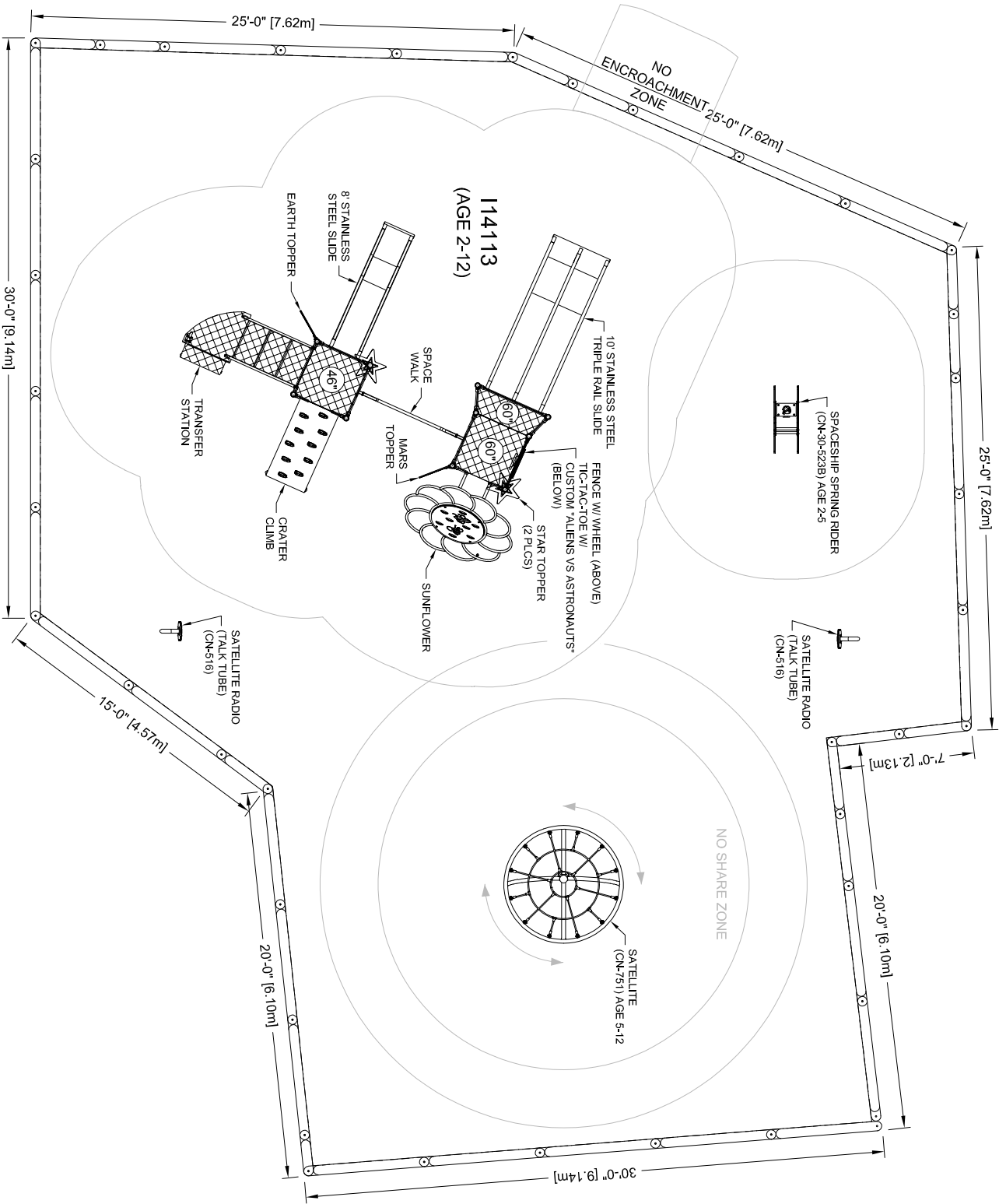
Paint Colours: Sparkle Silver, Playground Yellow, Star Blue

Colours shown may not accurately reflect actual colours.

Springbrook Park - Phase 2, Option 2  
layout # A11234-C1 | J08508



Note: Site features shown (i.e. surfacing, border, landscaping, etc.) may not reflect actual scope of work and are purely conceptual.



BLUE IMP SLIDES MUST BE INSTALLED WITH SLIDE BEDS FACING BETWEEN NORTH AND EAST

- CONFORMS TO THE CANCSA-2614-20 STANDARD CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING
- AREA REQUIRED IS BASED UPON SUPPLIED SURVEY INFORMATION SHOWING LOCATION OF EXISTING EQUIPMENT AND BORDERS. EXACT LOCATION OF EXISTING EQUIPMENT AND BORDERS TO BE VERIFIED ON SITE TO ENSURE ADEQUATE SAFETY ZONES AND TO VERIFY REQUIRED QUANTITY OF SURFACING MATERIAL.

SPRINGBROOK PARK  
PHASE 2, OPTION 2  
BON ACCORD, AB  
BLUE IMP 2

<b>BORDER TIMBER COUNT</b>	
BP-10 BORDER TIMBERS REQ'D: 38	BP-25 ADAPTORS REQ'D: 14
LAYOUT #: A11232	JOB #: J08508
RECOMMENDED AGES: AS NOTED	
PROTECTIVE SURFACING REQUIRED:	
AREA: 2128 (sq.ft)	PERIMETER: 194 (ft)
DRAWN BY: AS	DATE: 20-FEB-24

724 - 14TH STREET S.W., MEDICINE HAT AB, T1A 4V7  
TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851  
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

**Distributor:** Blue Imp

**Date:** February 22, 2024

**Project Name:** Town of Bon Accord Option 2 (A11234-J08505)



**BLUE IMP EQUIPMENT**

1	Unit (I14113)	\$	27,947.00
1	Satellite (CN-751)	\$	3,464.00
1	Spaceship Spring Rider (CN-30-523B)	\$	1,641.00
1	Talk Tubes (CN-516)	\$	994.00
<b>Total Equipment Cost:</b>			<b>\$ 34,046.00</b>

**SUMMARY WITH COMMERCIAL INSTALLATION - SAND**

	Blue Imp Equipment Total	\$	34,046.00
	Commercial Installation of Equipment	\$	9,900.00
	Removal/Disposal of Pre-Existing Equipment, Surfacing and Borders	\$	5,500.00
	Supply and Installation of Sand	\$	10,450.00
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	Site Restoration (Topsoil and Seed)	\$	1,650.00
	Freight (approx.)	\$	1,150.00
	Discount	\$	(358.00)
<b>Total Project Costs excluding GST</b>			<b>\$ 70,000.00</b>

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**TOWN OF BON ACCORD**  
**COMMITTEE OF THE WHOLE MEETING REPORT**

<b>Meeting:</b>	Committee of the Whole
<b>Meeting Date:</b>	February 28, 2024
<b>Presented by:</b>	Jodi Brown, Town Manager
<b>Title:</b>	<b>Proposed Enforcement Policy</b>
<b>Agenda Item No.</b>	5.1

**BACKGROUND/PROPOSAL**

The Town currently maintains an agreement with Sturgeon County Bylaw Services for the provision of 7 (seven) hours per week of bylaw services.

The Economic Development and Planning Officer for the Town, supports bylaw enforcement services by acting as a liaison between the Town and Sturgeon County Bylaw Services.

The bylaw liaison has also been conducting proactive monitoring on a weekly basis.

Given this limited capacity, the Town has established a complaint-based system for bylaw enforcement.

Administration recommends that Council consider the proposed Enforcement Policy to set service levels for enforcement of the Town's bylaws.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES**

The proposed Enforcement Policy is enclosed for Council review.

**STRATEGIC ALIGNMENT**

***Priority # 2: Community***

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

**COSTS/SOURCES OF FUNDING**

Bylaw services received from Sturgeon County are currently funded by the provincial Local Government Fiscal Framework operating grant funds at a cost of \$42, 882.84 (plus 2 percent or CPI whichever is greater, annual increase).



## BYLAW ENFORCEMENT POLICY

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**SECTION:** Economic Development and Planning

**DEPARTMENT:** Economic Development and Planning

**COUNCIL APPROVAL DATE:** [date]

**LAST REVIEWED BY COUNCIL:** [date]

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### POLICY STATEMENT

The purpose of this policy is to set a consistent approach to municipal enforcement that can be supported by staff and communicated to members of the public.

### PURPOSE

The goal of this policy is to identify the Town's priorities relating to enforcement of municipal bylaws, including setting priorities for action and considerations for escalating enforcement.

### SCOPE

This policy will be enacted on a case-by-case basis to address municipal bylaw complaints and are separate from complaints filed under the Town's Complaint Policy.

### DEFINITIONS

"Bylaw Enforcement Officer" means a Peace Officer or Animal Control Officer duly appointed by Sturgeon County as per the Bylaw Enforcement Services Agreement with the Town.

"Complainant" the person who makes the complaint.

"Council" means the elected officials of the governing body of the Town of Bon Accord.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer of the Town of Bon Accord.

“Urgent Contravention” means a serious contravention that in the opinion of the Bylaw Enforcement Officer warrants proceeding directly to enforcement.

## **I. RESPONSIBILITIES**

### **1. Staff Responsibilities:**

This policy applies to any staff who has been delegated responsibility for administration or enforcement under a Town bylaw. This policy does not require any Town staff to report bylaw violations observed. Town staff are only responsible for addressing a bylaw violation when the bylaw violation occurs in the normal course of the person’s employment duties during normal working hours.

### **2. Council Responsibilities:**

The Mayor and Council are responsible for setting policies and priorities for the level and types of bylaw enforcement services available in the Town, including budgeting for these services. The Mayor and Council are not to be involved in the investigation of a complaint and may refer a matter to the appropriate Town department for resolution.

## **II. ENFORCEMENT STANDARDS**

1. Municipal bylaws are enacted by the Town, under the regulatory authority of the *Municipal Government Act*. Bylaws are enacted to establish agreed upon standards of conduct, as well as to maintain a safe and livable community. The Town does not have the resources or mandate to proactively determine whether its various bylaws are always being followed. Given this constraint, the Town, like most municipalities, relies primarily on public complaints to identify potential non-compliance. There is no duty to take enforcement action with respect to every contravention of a bylaw that may occur within the Town’s jurisdiction.

2. The Town’s enforcement philosophy is to seek voluntary bylaw compliance

through education, information and non-penalty enforcement including allowing reasonable compliance timeframes. The Town's objective is to create a process that gives alleged violators the opportunity to voluntarily comply or to comply after the least amount of enforcement. Under this policy, it is appropriate to escalate the Town's enforcement action(s) following progressively more forceful efforts to direct a person to comply with a Town bylaw.

3. Despite this priority, voluntary compliance is not always appropriate. Staff may directly proceed to any type of enforcement based on the circumstance of the alleged bylaw violation.
4. Circumstances where it may not be appropriate to attempt voluntary compliance include, but are not limited to the following descriptions of an Urgent Contravention:
  - 4.1. Imminent and significant risk to the environment;
  - 4.2. Imminent and significant risk to human health, safety, or security;
  - 4.3. Risk to vulnerable populations including children, seniors, or persons with disabilities;
  - 4.4. The Town faces significant liability if the violation is allowed to continue once it has become known;
  - 4.5. The alleged violator's conduct is reckless or dangerous;
  - 4.6. Council has prioritized enforcement to address a specific issue of significance to the community; or
  - 4.7. Any other factors, that, at the discretion of the Bylaw Enforcement Officer, warrant proceeding directly to enforcement.

### **III. COMPLAINT PROCESS**

1. All bylaw complaints are to be reported by the Complainant to the Town Office, preferably in writing using official complaint forms provided by the

Town. Complaints can also be e-mailed or called in by phone. All complaints should include:

- 1.1. The Complainant's name, address and telephone number and other relevant contact information.
  - 1.2. A description of the nature and location of the alleged bylaw violation; and
  - 1.3. Any attempts made to resolve the problem.
2. Anonymous complaints will generally not be investigated unless the Town determines that the alleged bylaw violation constitutes an Urgent Contravention.
  3. In response to a complaint, or acting in the regular course of their duties, staff will investigate to determine compliance with the Town's bylaws. A preliminary review of the complaint will be undertaken by the Bylaw Enforcement Officer to set a priority level and to ensure the complaint is credible. The investigation may include a bylaw and file review, contacting the alleged violator, contacting the Complainant and conducting a site inspection.
  4. The Town's staff will consider opportunities for voluntary compliance and public education. In the case of an Urgent Contravention, the bylaw violation may be addressed directly using an available enforcement process.
  5. All actions associated with investigations, including correspondence, are documented in a bylaw complaint filed by the Bylaw Enforcement Officer.

#### **IV. REPEAT COMPLAINTS**

1. The Town has limited resources to investigate complaints and all residents expect that bylaw services will be available to them when required. When a single resident uses a disproportionate amount of the Town's resources making frivolous, repeated or unfounded complaints,

the Town may restrict that person from making further complaints on the same or related matters. A decision to restrict an individual from making complaints:

- 1.1. May only be made by the Town Manager.
- 1.2. Must be clearly communicated to the person in writing outlining the nature of the restrictions, reasons for the restrictions, and when the restrictions will be reconsidered; and
- 1.3. Any restrictions imposed must not prevent or limit the person from other necessary contact with staff that is unrelated to the person's complaints.

#### **V. STAFF SAFETY**

1. The safety of staff and/or agents of the Town are of the utmost importance. If staff are verbally or physically threatened or assaulted while administering bylaws, then no further investigation action will be carried out until there are appropriate safety measures in place to protect the Town's representative, including having the support of a Peace Officer or other protective service including the RCMP.
2. Town staff will only enter property or building in accordance with and under the authority of the Municipal Government Act, a court order, or other statutory authority. Tenant rights as specified in the Residential Tenancy Act will be respected during any enforcement action.

#### **VI. CONFIDENTIALITY**

1. Confidentiality is important to ensure Complainants are not exposed to retaliation as a result of the complaint. The identity of the Complainant(s) and the written complaint itself shall not be disclosed to the alleged violator or any member of the public. The response of the alleged violator shall not be disclosed to the Complainant(s).

2. The anonymity and confidentiality as outlined this policy is not absolute and information about the complaint, including personal information, may be disclosed in the following circumstances:
  - 2.1. The investigation results in court proceedings;
  - 2.2. The information is subject to a request under the Freedom of Information and Protection of Privacy Act or other access to information legislation or pursuant to an order issued by the Information and Privacy Commissioner under the Freedom of Information and Protection of Privacy Act;
  - 2.3. Procedural fairness requires the disclosure of the information; or
  - 2.4. The Town is required by statute or common law to release the information.
3. Individuals can request the disclosure of personal information about themselves related to complaints under the Freedom of Information and Protection of Privacy Act.

## VII. PRIORITY OF INVESTIGATION

1. Upon receipt of a bylaw complaint, alleged infractions will first be investigated on the basis of the date the complaint was received and will then be assigned a priority level of:
  - 1.1. **Low Priority:** These bylaw violations shall be assigned the lowest priority in enforcement and are well suited to resolution through education, warnings, or the use routine enforcement protocols such as the issuance of a municipal tag. In this category are bylaw violations that are minor and transitory and are unlikely to place persons or property in danger or negatively impact the community or the environment. Examples of these types of priorities include parking and some community standards problems.
  - 1.2. **Medium Priority:** Additional municipal resources may be allocated to resolve these types of bylaw violations. In this category are situations in which there are multiple low priority violations or a bylaw violation with

limited potential to endanger persons or property or negatively impact the community or the environment. Other suitable situations to be considered medium priority include the alleged infraction is occurring routinely on public property or the bylaw violation follows a widespread public education campaign.

- 1.3. **High Priority:** Urgent Contraventions are included in this category. These types of bylaw violations may also include multiple serious bylaw violations or a single bylaw violation that creates the potential for an imminent and significant risk of endangering persons or important property. For high priority matters, staff may seek advice on the appropriate resolution of the bylaw violation and exercise discretion to prioritize the resolution of the circumstances creating an immediate and significant risk to people or important property.

## **VIII. ASSESSMENT CRITERIA**

1. When assessing the priority as above, the Bylaw Enforcement Officer may consider matters such as:
  - 1.1. The degree of risk to public health and/or safety;
  - 1.2. Magnitude, nature and duration of the contravention;
  - 1.3. History of non-compliance by the violator;
  - 1.4. Potential for setting a precedent;
  - 1.5. Resources available to resolve and/or deal with the matter;
  - 1.6. Potential costs associated with enforcement action; and
  - 1.7. Level of public interest in compliance.

## **IX. DISCRETION IN ENFORCEMENT**

1. Nothing in this policy is intended to change the Town's discretion in enforcement matters. Any decision to receive, investigate, take action, or

pursue enforcement remains at the sole discretion of the Town and is based on the specifics of a particular situation.

## **REFERENCES**

Municipal Government Act

FOIP Act

Town of Bon Accord Complaint Policy

DRAFT