

**Town of Bon Accord
AGENDA
Regular Council Meeting
February 4, 2025 6:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. Pink Shirt Day (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. January 21, 2025; Regular Council Meeting (enclosure)
 - 4.2. January 29, 2025; Committee of the Whole Meeting (enclosure)
- 5. DELEGATION**
 - 5.1. Approx. 7:15 p.m. Gene Sobolewski and Bill Tonita – Capital Region Northeast Water Service Commission Presentation (enclosure)
- 6. UNFINISHED BUSINESS**
 - 6.1. Roseridge Waste Management Services Commission: Curbside Collection Program (enclosure)
 - 6.2. Alberta Municipalities Resolution: Police Funding Model (enclosure)
- 7. NEW BUSINESS**
 - 7.1. Economic Development Regional Working Group (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Municipal Borrowing Bylaw (Operating) (enclosure)
 - 8.2. Public Participation Policy (enclosure)
 - 8.3. Animal Control Bylaw Second Reading (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
- 11. NOTICE OF MOTION**
- 12. CLOSED SESSION**
 - 12.1. Lots 24 & 25, Block 7, Plan 5261BA – *FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials and Section 27 Privileged information*
 - 12.2. Cemetery Additional Fees – *FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body*

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12.3. Plan 7921533, Block 14, Lot 32 – *FOIP Act Section 17 Disclosure Harmful to Personal Privacy, Section 24 Advice from Officials, and Section 27 Privileged Information*

13. ADJOURNMENT

PROCLAMATION

PINK SHIRT DAY February 26, 2025

WHEREAS, Pink Shirt Day is observed on the last Wednesday of February each year across Canada and in countries around the world.

WHEREAS, the first Pink Shirt Day was established by Travis Price and David Shepherd of Berwick, Nova Scotia. In 2007, they bought and shared 50 pink shirts after Chuck McNeill, a male ninth grader, got bullied for wearing a pink shirt on the first day of school. The former Premier of Nova Scotia, Rodney MacDonald, then declared the second Thursday of September 'Stand Up Against Bullying Day' in commemoration of these events. The Premier of British Columbia in 2008, Gordon Campbell, finally announced February 27 to be the regional anti-bullying day, and that set the last Wednesday of every February as the national anti-bullying day in Canada. In 2009, Boys and Girls Clubs wore pink T-shirts that said 'Pink Shirt Day' and 'Bullying Stops Here' for Anti-Bullying Day.

WHEREAS, people wear pink shirts this day to signify the stand against bullying.

WHEREAS, Pink Shirt Day activities can take place at schools, workplaces, neighborhoods, or any peer group location. It usually involves abolishing bullying rallies, creating awareness, holding networking booths to help the community better understand the wrongs of bullying, and promoting anti-discrimination organizations. Other features include handouts, resources, and information promoting the message of the National Day of Action Against Bullying and Violence.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim February 26, 2025 as "Pink Shirt Day" in the Town of Bon Accord and encourage all citizens to observe this National Day of Anti-Bullying.

Mayor

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
January 21, 2025 9:00 a.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 – virtual

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Jay Nagra – Economic Development and Safe Communities Coordinator
Terry Doerkson – Infrastructure Manager
Jessica Spaidal – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:01 a.m.

ADOPTION OF AGENDA

There were no objections to move item 12.1 to 7.7 and adding item 13.3 Cemetery Plot Open/Close Fees – *FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body.*

DEPUTY MAYOR LARSON MOVED THAT Council adopt the January 21, 2025 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-001

ADOPTION OF MINUTES

December 17, 2024; Regular Council Meeting

COUNCILLOR BIDNEY MOVED THAT Council adopt the December 17, 2024 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-002

DELEGATION

Chad Moore, Matt Roblin, and Susie Pestana – Sturgeon County Protective Services Report

COUNCILLOR LAING MOVED THAT Council accept the delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 25-003

DEPARTMENTS REPORT

COUNCILLOR LAING MOVED THAT Council accept the report as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-004

**Town of Bon Accord
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January 21, 2025 9:00 a.m.
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NEW BUSINESS

Councillor Bidney Motion: Council Community Connections

COUNCILLOR BIDNEY MOVED THAT Council direct administration to hold Council Community Connections annually, during the “Meet the Community” event or as needed.

MOTION TO AMEND

MAYOR HOLDEN MOVED to amend the motion on the floor to add that Council direct administration to add policy discussions at our next Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-005

UPDATED MOTION

COUNCILLOR BIDNEY MOVED THAT Council direct administration to hold Council Community Connections annually, during the “Meet the Community” event or as needed AND FURTHER THAT Council direct administration to add policy discussions to our next Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-006

Cemetery Memorial Bench Request

DEPUTY MAYOR LARSON MOVED THAT Council approves the installation of a memorial bench, as requested, at the South side of the columbarium in the Bon Accord Cemetery with the signing of a waiver as recommended.

CARRIED UNANIMOUSLY RESOLUTION 25-007

Office Chair Disposal

DEPUTY MAYOR LARSON MOVED THAT Council directs administration to dispose of the chairs per Option 1 as presented AND FURTHER THAT Council directs administration to draft an Asset Disposal Policy.

CARRIED UNANIMOUSLY RESOLUTION 25-008

CSAB Appointments

COUNCILLOR BIDNEY MOVED THAT Council appoints Dwayne Betchuk to the Community Services Advisory Board as the rural representative for a two-year term ending December 31, 2026.

CARRIED UNANIMOUSLY RESOLUTION 25-009

COUNCILLOR LAING MOVED THAT Council appoints Steve Milne and Pamela Stuart to the Community Services Advisory Board as members at large for two-year terms ending December 31, 2026.

CARRIED UNANIMOUSLY RESOLUTION 25-010

Mayor Holden called a short recess at 10:32 a.m.

CARRIED UNANIMOUSLY RESOLUTION 25-011

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January 21, 2025 9:00 a.m.
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Mayor Holden called the meeting back to order at 10:39 a.m.

Salt/Sand Storage

DEPUTY MAYOR LARSON MOVED THAT Council approves the purchase and construction of the recommended salt/sand storage structure with \$28,153.00 funding from 2024 CCBF, \$18,000.00 from reserves, and the remainder of the cost out of 2024 salt/sand operating surplus budget.

CARRIED UNANIMOUSLY RESOLUTION 25-012

Transfer to Tax Roll

COUNCILLOR BIDNEY MOVED THAT Council directs that \$1183.24 be added to tax roll #52400 for the property at 4742 51st Avenue, legally described as Plan 7921533, Block 14, Lot 32 (the "Property"), representing the amount owed to the Town of Bon Accord under s. 549(5)(b) of the *Municipal Government Act* for expenses and costs incurred by the Town of Bon Accord up until November 06th, 2024, and from that date the invoices from Fast Fence Rental shall be added to the Property's tax roll on a monthly basis if unpaid.

CARRIED UNANIMOUSLY RESOLUTION 25-013

NOTICE OF MOTION

Mayor Holden – Per Diems

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

MAYOR HOLDEN rescinded his notice of motion.

MAYOR HOLDEN MOVED THAT Council postpone this discussion until the Committee of the Whole meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-014

BYLAWS|POLICIES|AGREEMENTS

Community Services Advisory Board Bylaw 2024-17 – Second and Third Readings

DEPUTY MAYOR LARSON MOVED THAT Council gives second reading to Community Services Advisory Board Bylaw 2024-17 as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-015

COUNCILLOR BIDNEY MOVED THAT Council gives third and final reading to Community Services Advisory Board Bylaw 2024-17 as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-016

Animal Control Bylaw 2024-16 – Second Reading

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COUNCILLOR BIDNEY MOVED THAT Council postpone second reading of the Animal Control Bylaw 2024-16 until the February 4, 2025 Regular Council Meeting.
CARRIED UNANIMOUSLY RESOLUTION 25-017

Council Remuneration Policy

COUNCILLOR MAY MOVED THAT Council direct administration to amend section 2(a) to add “or earlier if possible”.

CARRIED UNANIMOUSLY RESOLUTION 25-018

COUNCILLOR MAY MOVED THAT Council accept the Council Remuneration Policy as amended.

CARRIED UNANIMOUSLY RESOLUTION 25-019

COUNCILLOR LAING MOVED THAT the meeting continue past 12:00 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-020

Flag Protocol Policy

COUNCILLOR BIDNEY MOVED THAT Council approves the Flag Protocol Policy as presented.

MOTION TO AMEND

COUNCILLOR LAING MOVED to amend the motion on the floor to amend the policy by adding “any current Councillor from the Town” for circumstances requiring half-masting.

CARRIED UNANIMOUSLY RESOLUTION 25-021

UPDATED MOTION

COUNCILLOR BIDNEY MOVED THAT Council approves the Flag Protocol Policy as amended by adding “any current Councillor from the Town” for circumstances requiring half-masting.

CARRIED UNANIMOUSLY RESOLUTION 25-022

WORKSHOPS/MEETINGS/CONFERENCES

RMRF Municipal Law Seminar

COUNCILLOR LAING MOVED THAT Council accepts the RMRF Municipal Law Seminar as information.

CARRIED UNANIMOUSLY RESOLUTION 25-023

Alberta Municipalities President’s Summit and Municipal Leaders’ Caucus

COUNCILLOR LAING MOVED THAT Council directs administration to register Mayor Holden and Town Manager, Jodi Brown, for the President’s Summit and the Spring Municipal Leaders’ Caucus AND FURTHER THAT Council direct administration to transfer

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unused funds from Council's per diem budget to cover Town Manager Brown's registration costs.

CARRIED UNANIMOUSLY RESOLUTION 25-024

Agri-Tourism Mini Conference

COUNCILLOR BIDNEY MOVED THAT Council directs administration to register Mayor Holden and Jay Nagra to attend the full Agri-Tourism Mini Conference.

CARRIED UNANIMOUSLY RESOLUTION 25-025

COUNCIL REPORTS

DEPUTY MAYOR LARSON MOVED THAT Council accept the Council reports as information.

CARRIED UNANIMOUSLY RESOLUTION 25-026

Mayor Holden called a 20-minute recess.

CARRIED UNANIMOUSLY RESOLUTION 25-027

Mayor Holden called the meeting back to order at 12:23 p.m.

CORRESPONDENCE

Memos from Minister Nally and Minister Glubish – New FOIP Legislation

COUNCILLOR BIDNEY MOVED THAT Council accepts the correspondence as information.

CARRIED UNANIMOUSLY RESOLUTION 25-028

CLOSED SESSION

- ***Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged Information***
- ***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***
- ***Cemetery Plot Open/Close Fees – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body***

DEPUTY MAYOR LARSON MOVED THAT Council enter into closed session to discuss *Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged Information; 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, and Cemetery Plot Open/Close Fees –*

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FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body at 12:24 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-029

COUNCILLOR LAING MOVED THAT Council come out of closed session at 1:06 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-030

Plan 9022300 Lot 2 – FOIP Act Section 16 Disclosure harmful to business interests of the third party, Section 24 Advice from officials, and Section 27 Privileged Information

COUNCILLOR BIDNEY MOVED THAT Council directs administration to approve the Level II Environmental Site Assessment cost of \$8,750 funded by the General Reserve.

CARRIED UNANIMOUSLY RESOLUTION 25-031

Cemetery Plot Open/Close Fees – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body

COUNCILLOR BIDNEY MOVED THAT Council reimburses the cemetery open and close fees of \$472.50 as discussed.

CARRIED UNANIMOUSLY RESOLUTION 25-032

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the January 21, 2025 Regular Meeting of Council adjourn at 1:09 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-033

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Committee of the Whole Meeting Minutes
January 29, 2025, 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown, Town Manager
Jay Nagra, Economic Development and Safe Communities Coordinator
Jessica Spaidal, Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Deputy Mayor Larson called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR MAY MOVED THAT Council adopt the agenda for January 29, 2025, as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-034

DELEGATION

Ken Allen, Public Library Services Branch – Municipal Library Board Appointments

UNFINISHED BUSINESS

Alberta Municipalities Resolution: Police Funding Model

The report was reviewed and discussed.

NEW BUSINESS

Invest Alberta Report

The report was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Public Participation Policy

The policy was reviewed and discussed.

Council Remuneration Policy

The bylaw was reviewed and discussed.

CLOSED SESSION

**Town of Bon Accord
Committee of the Whole Meeting Minutes
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- ***Plan 7921533, Block 14, Lot 32 - FOIP Act Section 17 disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***

COUNCILLOR MAY MOVED THAT Council enter into closed session to discuss *Plan 7921533, Block 14, Lot 32 - FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information* at 6:14 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-035

COUNCILLOR LAING MOVED THAT Council come out of closed session at 6:24 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-036

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the January 29, 2025 Committee of the Whole Meeting adjourn at 6:24 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-037

Deputy Mayor Larson – Chair

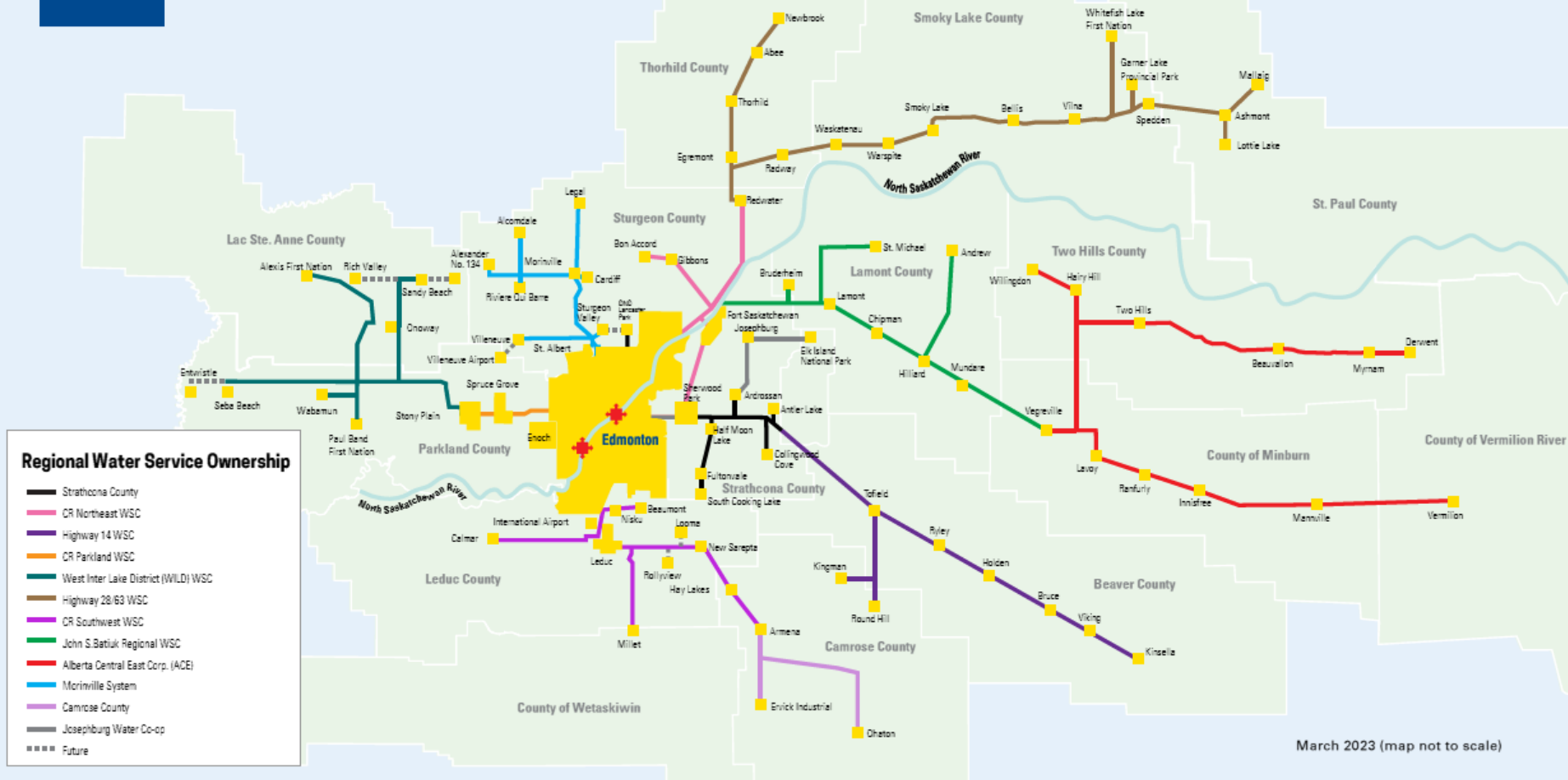
Jodi Brown, CAO

Presentation to **Town of Bon Accord**

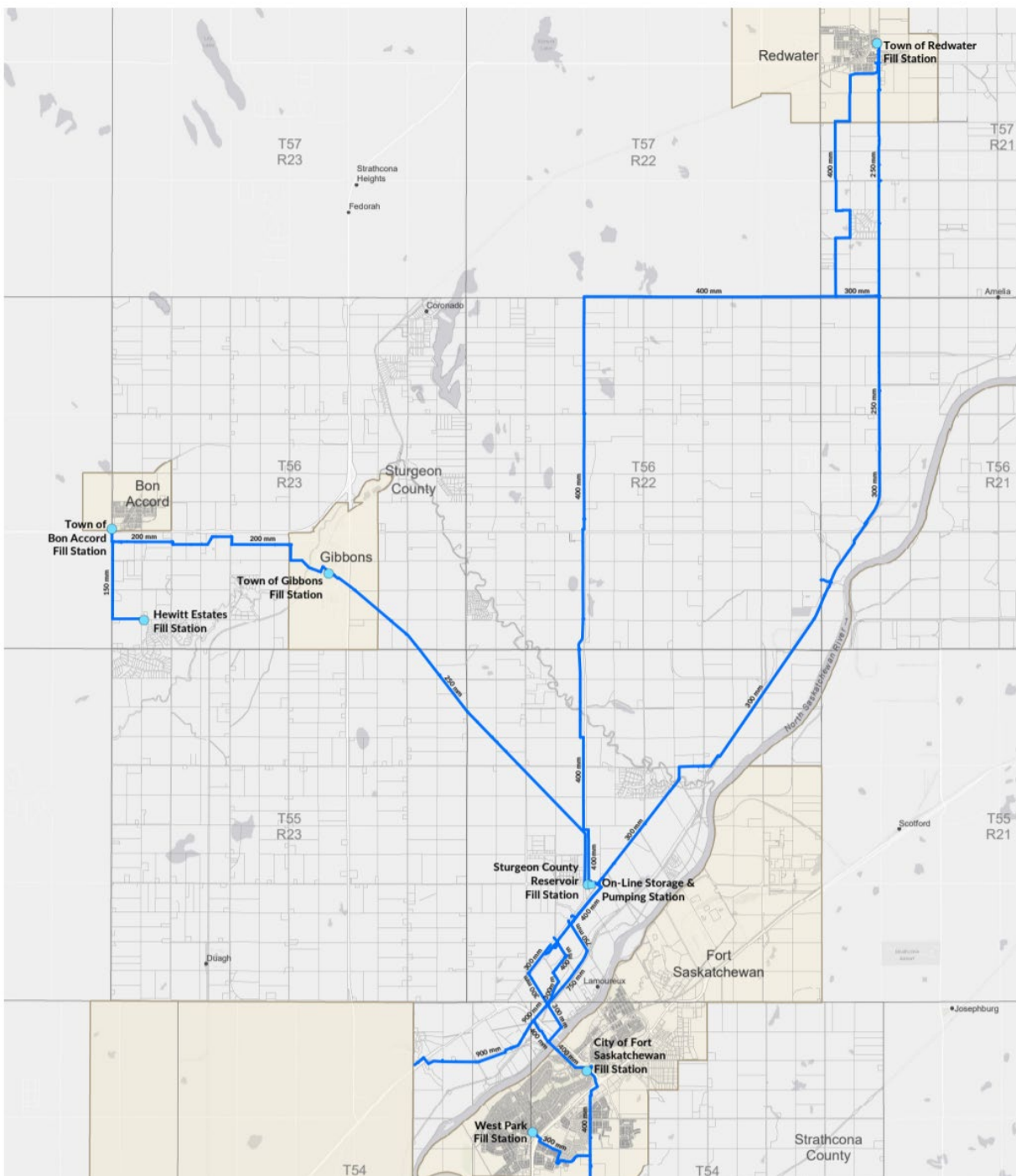
A Brief Overview Of The Commission



EDMONTON REGION WATER SERVICE AREA

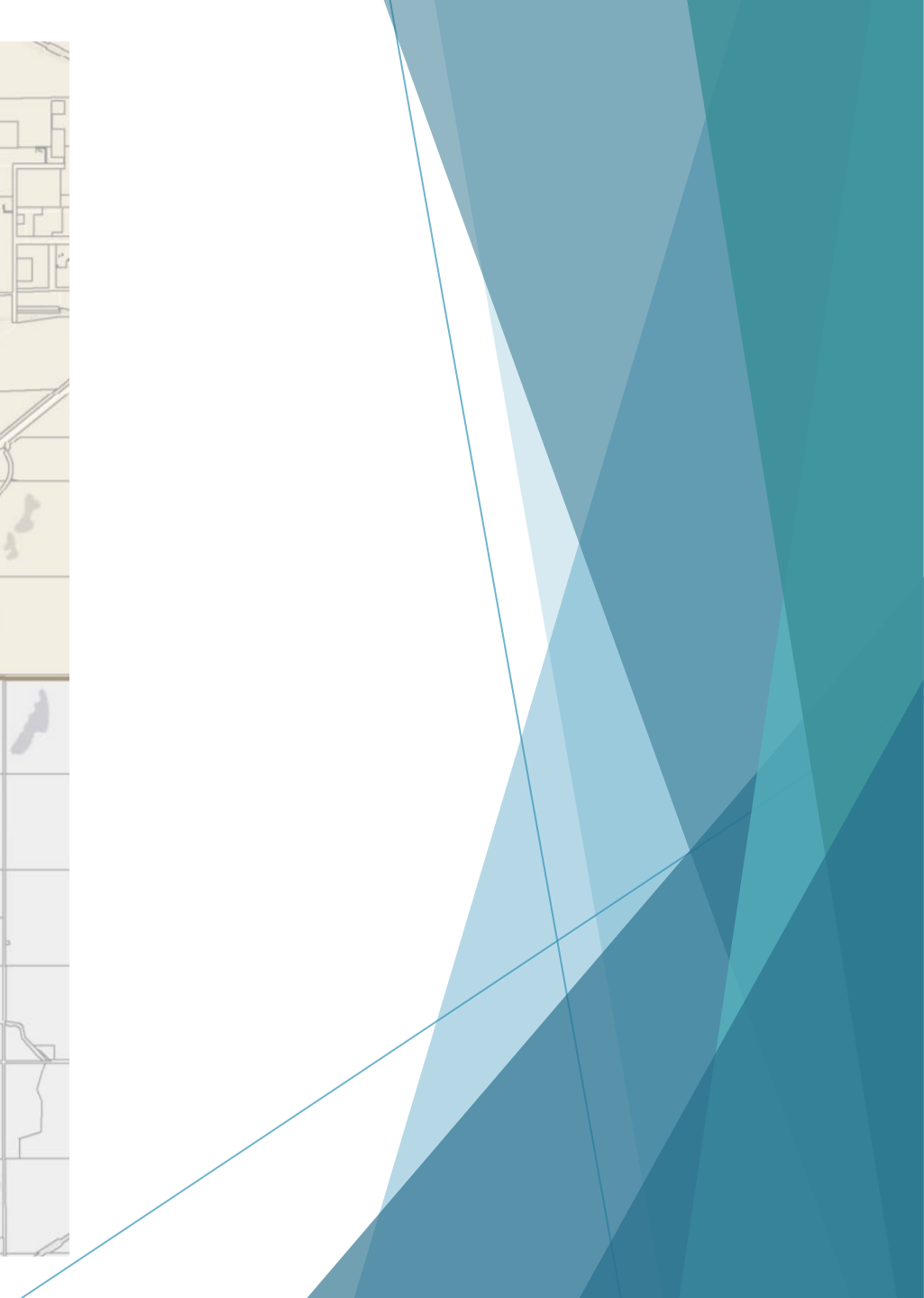
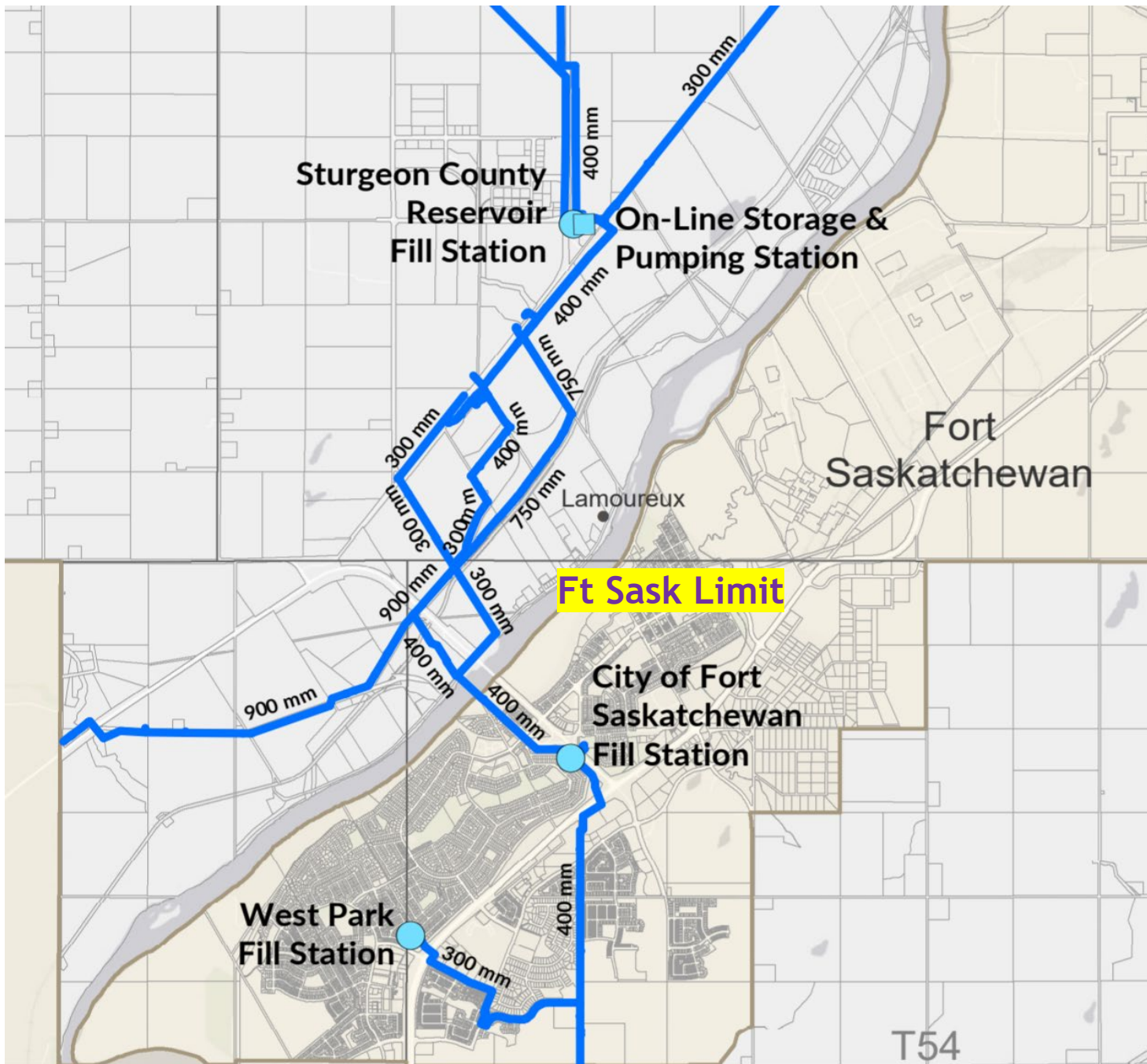


Approximate Population Served By The Commission = 280,000



CRNWSC Fun Facts:

- 109.13 km of Pipe
- 9.4 km PCCP pipe (1984)
- 28.1 km AC Pipe (1970)
- 73.5 km PVC, HDPE, Steel



CRNWSC Board of Directors



BILL TONITA (CHAIR)

COUNCILLOR – STRATHCONA COUNTY



DAVE MCRAE (DEPUTY-CHAIR)

MAYOR – TOWN OF REDWATER



NEAL COMEAU

COUNCILLOR – STURGEON COUNTY



GORD HARRIS

COUNCILLOR – CITY OF FORT
SASKATCHEWAN



TIMOTHY LARSON

COUNCILLOR – TOWN OF BON ACCORD



NORM SANDAHL

COUNCILLOR – TOWN OF
GIBBONS

CRNWSC Historical Management/Managing Partners

- 1969 to Dec 2008 CITY OF FORT SASKATCHEWAN
- Jan 2009 to Nov 2013 STURGEON COUNTY
- Nov 2013 to Oct 2016 STRATHCONA COUNTY
- Oct 2016 to Nov 2023 Lyle Clarke (Management Contract)
- Nov 2023 to Present Gene Sobolewski (Employee)

CRNWSC Interesting Historical Facts

- **Original NE Committee Members 1970:**
 - Town of Fort Saskatchewan
 - Strathcona County
 - Sturgeon County
 - Town of Redwater
 - Town of Gibbons
 - Thorhild County
- **1970: Waterline Constructed From Strathcona County to Redwater**
- **1977: Gibbons Waterline Constructed**
- **1982: 900 mm Waterline/Online Constructed To Accommodate Vegreville Commission, Fort Saskatchewan and Other Members. Thorhild County Was Signatory To Agreement.**

CRNWSC Interesting Historical Facts

- **1984: Capital NE Commission Formed:**
 - Town of Fort Saskatchewan
 - Strathcona County
 - Sturgeon County
 - Town of Redwater
 - Town of Gibbons
 - Town of Bon Accord
- **1993: Waterline Constructed From Redwater To Thorhild County (Formed Separate Commission At That Time)**
- **2003: Bon Accord Waterline Constructed**
- **2013: Heartland Waterline Constructed - Sized For Proposed/Projected Heartland Industrial Developments**
- **2013: Thorhild Commission Dissolved, Hwy 28/63 Commission Formed**

EMPLOYEES and STRATEGIC PARTNERSHIPS

Management and Operating Services

CEO/Commission Manager	Gene Sobolewski, C.E.T.
Executive Clerk	Tara Harder
Operator	Kana Environmental - Ken Buhagiar
Financial agency	Royal Bank of Canada (RBC)
Accountant	Givens LLP - Shellian Larmond
Auditor	METRIX Group LLP
Engineering services	Associated Engineering Alberta Ltd.
Solicitor	Brownlee LLP
Investment agency	Alberta Treasury Branch (ATB) Financial

TOTAL 2024 CONSUMPTION and TOTAL % USED

City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater	Hwy 28/63 Thorhild	John S Batiuk Vegreville	Total
223,411.26	66,439.00	23,620.00	11,138.00	18,262.20	35,477.00	180,060.00	558,407.46
173,285.26	61,435.00	18,302.00	7,961.00	13,344.97	27,446.00	144,788.00	446,562.23
175,013.28	64,372.00	18,097.00	8,250.00	13,403.67	29,421.00	146,757.00	455,313.95
239,395.54	78,967.00	25,352.00	11,823.00	19,147.95	40,716.00	201,525.00	616,926.49
194,240.44	59,858.00	19,648.00	10,186.00	15,405.46	35,910.00	166,014.00	501,261.90
202,335.80	60,456.00	21,037.00	10,557.00	15,702.71	39,842.00	159,027.00	508,957.51
298,675.27	81,125.00	32,039.00	15,280.00	23,773.10	58,060.00	274,090.00	783,042.37
212,539.80	78,295.00	19,527.00	9,127.00	15,512.01	35,920.00	159,303.00	530,223.81
260,413.07	71,511.00	25,009.00	14,044.00	21,116.52	42,302.00	207,672.00	642,067.59
203,944.82	72,231.00	19,966.00	9,907.00	16,017.19	31,939.00	161,613.00	515,618.01
192,494.35	54,220.00	19,118.00	9,067.00	16,728.29	29,338.00	152,928.00	473,893.64
212,420.47	61,300.00	21,744.00	10,890.00	17,221.93	32,946.00	170,857.00	527,379.40
2,588,169.35	810,209.00	263,459.00	128,230.00	205,636.00	439,317.00	2,124,634.00	6,559,654.34
39.46%	12.35%	4.02%	1.95%	3.13%	6.70%	32.39%	-145,077.84

TOTAL 2024 WATER SALES and TOTAL % Paid

City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater	Hwy 28/63 Thorhild	John S Batiuk Vegreville	Total
360,250.65	107,132.89	38,087.25	17,960.03	29,447.80	57,206.66	186,902.28	796,987.56
279,422.48	99,063.94	29,511.98	12,837.11	21,518.76	44,256.68	150,289.94	636,900.89
282,208.92	103,799.85	29,181.41	13,303.13	21,613.42	47,441.36	152,333.77	649,881.85
386,025.31	127,334.29	40,880.10	19,064.59	30,876.07	65,654.55	209,182.95	879,017.85
313,212.71	96,521.03	31,682.40	16,424.93	24,841.30	57,904.88	172,322.53	712,909.78
326,266.47	97,485.30	33,922.16	17,023.16	25,320.62	64,245.23	165,070.03	729,332.97
481,613.86	130,814.06	51,662.89	24,639.00	38,334.12	93,621.75	284,505.42	1,105,191.11
342,720.42	126,250.69	31,487.29	14,717.29	25,013.12	57,921.00	165,356.51	763,466.31
419,916.07	115,311.49	40,327.01	22,645.95	34,050.39	68,211.98	215,563.54	916,026.42
328,861.03	116,472.49	32,195.18	15,975.04	25,827.72	51,501.64	167,754.29	738,587.37
310,397.13	87,429.75	30,827.78	14,620.54	26,974.37	47,307.53	158,739.26	676,296.36
342,528.01	98,846.25	35,062.20	17,560.13	27,770.36	53,125.43	177,349.57	752,241.93
\$ 4,173,423.07	\$ 1,306,462.01	\$ 424,827.64	\$ 206,770.88	\$ 331,588.04	\$ 708,398.67	\$ 2,205,370.10	\$ 9,356,840.39
1.6125	1.6125	1.6125	1.6125	1.6125	1.6125	1.038	
44.60%	13.96%	4.54%	2.21%	3.54%	7.57%	23.57%	

WATER RATES

The 2025 water rates established by the Commission were based on Option #2, as follows:

- The equalized base rate (all Members and Customers as equal rate) equals: \$1.42/m³. To address a major concern of Ft. Sask. was to recognize that the City is only served by a smaller portion of the total system, therefore would contribute a smaller portion of the overall capital.
- Wholesale water rates: **\$1.483 per m³** for member municipalities (except Ft. Sask) and Hwy 28/63 Water Commission
- **\$1.395 m³** for the City of Ft. Saskatchewan John S. Batiuk Water Commission.

RELATIVE PIPE CAPACITIES – To Date 2024

	Sum	Q (l/s)	Peak	Pipe Dia. (m)	Pipe Capacity (l/s)	% Capacity (ADD)	% Capacity (Peak)	
City of Fort Saskatchewan (400mm)	2,588,169.35	2,588,169.35	81.85	114.58	0.40	188.40	43.44%	60.82%
Sturgeon County Line 1	2,060.00	2,327,216.00	73.59	103.03	0.75	662.34	11.11%	15.56%
W4 Reservoir	184,809.00							
Sturg0	15,713.00							
John S. Batiuk Regional Water Commission	2,124,634.00	1,215,501.00	570,548.00	8.70%				
Town of Gibbons	263,459.00	263,459.00	8.33	11.66	0.20	47.10	17.69%	24.76%
Town of Bon Accord	128,230.00							
2B (+Hewitt)	22,890.00	165,309.00	5.23	7.32	0.25	73.59	7.10%	9.94%
2G	14,189.00							
Line 3	570,548.00				.4 + (.3+.25)/2			
Town of Redwater	205,636.00	1,215,501.00	38.44	53.81	0.19	278.18	13.82%	19.34%
Hwy 28/63 RWSC	439,317.00				-			
Total Sold	6,559,654.35	7,775,155.35	245.87	344.22	0.90	953.78	25.78%	36.09%
Total Meter Read From Strathcona County								
	Days =	366	1.40 = 2024 Peak					

RELATIVE ALLOCATIONS – 2023/2024

1984 SYSTEM

Municipality/Commission	igpm	Adjusted (Hwy 28/63) m3/min	l/s	m3/hr	m3/yr	2023 Consumption	% of Total Allocation	Actual 2024	% of Member Allocation
1984 Agreement System	14,804		1,122.64	4,041.49	35,403,469.9	6,329,289.84	17.88%	6,559,654	18.53%
1984 Agreement - 900 mm Pipe Only	12,704	57.75	963.39	3,468.19	30,381,361.9	6,329,289.84	20.83%	6,559,654	21.59%
Strathcona County (exist 1970)	150		11.38	40.95	358,722.0				
Ft Sask (exist 1970)	1,950		147.88	532.35	4,663,386.0				
Theoretical Ft Sask (1970 +1984 total)							15.17%		15.94%
Ft Sask (1984)	4,994.00	22.02	366.93	1,320.95	11,571,527.46	2,463,252.12	21.29%	2,588,169	22.37%
Sturgeon County	1,572.00	6.93	115.50	415.81	3,642,459.19	732,905.00	20.12%	810,209	22.24%
Gibbons	1,111.00	4.90	81.63	293.87	2,574,282.54	385,791.00	14.99%	391,689	15.22%
(Bon Accord)			-	-	-				
Redwater	694.00	3.06	50.99	183.57	1,608,057.68	203,898.02	12.68%	205,636	12.79%
JSB	4,333.00	19.70	328.30	1,181.89	10,353,378.11	2,109,415.00	20.37%	2,124,634	20.52%
Per 2013 WSA		1.15	19.20	69.13	605,549.0	435,549.00	71.93%	439,317	72.55%

The Commission has adopted a new Strategic Plan

- Will set direction and goals to embrace new opportunities
- Enhance our collaborative and cooperative efforts with members in 2025
- Address the City of Ft Saskatchewan Issues in 2025 (Rates/Governance Model)
- Review and Update Bylaws and Policies
- Resolve the JSBRWSC Issue in 2025
- Move forward with Capital Planning model
- Adopted 12 Goals with 23 Actions - measurable targets/goals



Key Governance Issues:

1. Imbalance in Contribution and Benefit

- 2024: Ft. Sask Consumption (39.46%) vs Total Revenue Contribution (44.60%)
- 2024: JSB Consumption (32.39%) vs Total Revenue Contribution (23.57%)

2. Ft. Sask Representation (Governance)

- Largest Contributor
- 1/6 Vote - Unwanted Budget/Consequences

3. Bylaw 2022-004 is Punitive (Adding/Removing Members)



PRELIMINARY GOVERNANCE MODEL

Based on the EU (European Union Council):

- 1) Simple Majority.** The vote structure of a simple majority could be based on quorum (50% +1)
- 2) Qualified Majority.** The vote structure could be a mathematical threshold based on some form of established weighting assigned to a member
- 3) Unanimous Vote.** The unanimous vote would be required for major matters of the corporation requiring all members to vote in favour of a motion

PRELIMINARY GOVERNANCE MODEL(s)

Qualified Vote (Weighted - Non Auto)								
	Strathcona County	City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater		
	-12,898.50	2,588,169.35	810,209.00	263,459.00	128,230.00	205,636.00	3,995,703.34	Threshold
	0%	65%	20%	7%	3%	5%	100%	
Adjust Option 1	10	40	20	10	10	10	100	65 Pass
	10	0	20	10	10	10	60	65 Fail
	0	40	0	10	10	0	60	65 Fail
	0	40	20	0	0	0	60	65 Fail
	0	40	20	10	0	0	70	65 Pass
	0	40	0	10	10	10	70	65 Pass
	10	40	0	10	10	10	80	65 Pass

Table 1.0 – Option – 65 Point Threshold

Qualified Vote (Weighted - Non Auto)								
	Strathcona County	City of Fort Saskatchewan	Sturgeon County	Town of Gibbons	Town of Bon Accord	Town of Redwater		
	-12,898.50	2,588,169.35	810,209.00	263,459.00	128,230.00	205,636.00	3,995,703.34	Threshold
	0%	65%	20%	7%	3%	5%	100%	
Adjust Option 1	10	40	20	10	10	10	100	75 Pass
	10	0	20	10	10	10	60	75 Fail
	0	40	0	10	10	0	60	75 Fail
	0	40	20	0	0	0	60	75 Fail
	0	40	20	10	0	0	70	75 Fail
	0	40	20	10	10	0	80	75 Pass
	10	40	0	10	10	10	80	75 Pass

Table 2.0 – Option – 75 Point Threshold



Are there any Questions/Comments?

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 4, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Roseridge Waste Management Services Commission: Curbside Collection
Agenda Item No.	6.1

BACKGROUND/PROPOSAL

On January 9, 2025, Roseridge Waste Management Services Commission passed the following resolution: “To direct administration to request member municipalities participate in phase 2 of the regional residential curbside waste collection program.”

Subsequent to the presentation made on September 19, 2024 to Bon Accord Council, Roseridge is requesting member participation to move forward with phase two of the residential curbside waste collection program through a formal Request for Decision.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To facilitate discussion and an informed decision, Executive Director, Susan Berry, has shared the attached draft fact sheet.

Roseridge has drafted the following recommended motion: “Town of Bon Accord enter into conversations with Roseridge Waste Management Services Commission to explore coordinating waste collection across the region.”

STRATEGIC ALIGNMENT

Value Statement: Service Excellence

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

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council directs administration to enter into conversations with Roseridge Waste Management Services Commission to explore coordinating waste collection across the region.

Curbside Collection Fact Sheet



Where We Are Now

The Sturgeon Region serves a population of approximately 40,000 people.

Waste management services are delivered by six (6) municipalities and one (1) waste commission, offering a variety of programs to residents:

Urban areas: GFL provides curbside collection under five separate contracts for all five urban municipalities.

Rural areas: Waste collection is provided through subscription services by various waste haulers.

The combined municipal waste management budget exceeds **\$2 million** annually.

MUNICIPALITY	WASTE HAULER	ROSERIDGE
Waste Management Bylaw and fee schedule	 <p>Curbside collection of up to three streams in urban municipalities</p>	Transfer Station Operation
Curbside collection		Landfill Operation
Large item pick up		Compost Facility
		Household Hazardous Waste Events

Where We Could Go

Simplified Services: A single provider – Roseridge – would manage all residential waste programs and services, reducing complexity and administrative burden.

Consistent Standards: Harmonizing service levels and material acceptance lists across the Sturgeon region ensures fairness and clarity for all residents.

Improved Efficiency: Leveraging economies of scale can lower costs and enhance the performance of curbside collection programs.

Clear Communication: Standardized public education and communication materials will help residents better understand waste management programs and participate effectively.

What This Will Achieve

Lower Costs: Reduce urban and rural residential waste management costs.

Better Landfill Management: Guaranteed and predictable volumes to support stable disposal rates.

Clear Goals and Reporting: Set regional waste reduction targets and regularly report on progress to municipalities.

Less Waste in Landfills: Reduce the amount of organic waste going to the landfill, helping the environment and extending landfill life.

Improved Services for Businesses: Expand waste services to support schools, businesses, and other regional organizations.

How We'll Get There

Smooth Transition: Contractual obligations will shift gradually, with proven steps, measured progress, and no cost to municipalities. Hauler and cart ownership will remain unchanged in the short term.

Flexibility for Municipalities: Member municipalities have full autonomy and can choose to opt in or opt out of the regional service levels while still remaining part of the Commission.

Maintained Service Levels: No municipality will see a reduction in service for its current customers.

Tailored Transition: Sturgeon region residents would follow a separate but aligned timeline to ensure a smooth transition.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	February 4, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Alberta Municipalities Resolution: Police Funding Model
Agenda Item No.	6.2

BACKGROUND/PROPOSAL

At the November 5, 2024 RMC:

*COUNCILLOR BIDNEY MOVED 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. **Carried Resolution #24-467, amended by #24-469***

The attached “Police Funding Regulation Information Sheet” provides information on the police funding model, including calculation of costs and history. The Police Funding Regulation distributes policing costs to all Alberta municipalities. Prior to this regulation, small municipalities’ policing costs were subsidized by the province.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Alberta Municipalities [website](#) indicates that Council may put forward a resolution at the fall convention (Jun 30 deadline) OR submit an RFD for urgent matters at the Municipal Leaders’ Spring Caucus (Feb 18 deadline). The RFD process is outlined on [this page](#) and the RFD template is attached.

As per section 19(b) of the Alberta Municipalities [Municipal Leaders’ Caucus Meetings Policy](#), administration has reached out to confirm whether an RFD or resolution opposing the police funding model already exists. The Resolutions Library does not show any resolution opposing the police funding model. Alberta Municipalities has confirmed that no resolution exists.

OPTIONS

- 1. Draft an RFD for Alberta Municipalities Municipal Leaders’ Spring Caucus:**
Council may wish to proceed with an RFD, however, page 7 “*Before You Create a Resolution*” in the [Guide for 2025 Resolutions document](#) provides additional considerations prior to bringing forward an RFD or resolution.

2. **Draft a resolution for November's Alberta Municipalities Convention:** The resolution would require a seconder in a higher population category (over 2500). More information on seconding can be found on page 9 "*Requirements for the Seconder*" in the [Guide for 2025 Resolutions document](#).
3. **Administration could draft a letter on behalf of Council opposing the police funding model:** This letter would be sent to the Minister of Public Safety and Emergency Services, Mike Ellis; our MLA, Minister Dale Nally; and Alberta Municipalities' Director of Towns East and Vice President of Towns, Trina Jones, requesting their advocacy, as well as our municipal neighbours requesting a letter of support.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

Priority #5: Collaboration:

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council direct administration to draft an RFD for the February 18, 2025 deadline to present at the Alberta Municipalities Municipal Leaders' Spring Caucus.

OR

THAT Council direct administration to draft a resolution for the June 30, 2025 deadline to present at the Alberta Municipalities 2025 Fall Convention.

OR

THAT Council direct administration to draft a letter on behalf of Council opposing the police funding model and send the letter to the Minister of Public Safety and Emergency Services, Mike Ellis; our MLA, Minister Dale Nally; and Alberta Municipalities' Director of

Towns East and Vice President of Towns, Trina Jones, requesting their advocacy, as well as our municipal neighbours requesting a letter of support.

OR

THAT Council direct administration to...

Police Funding Regulation Information Sheet

What is it?

The *Police Funding Regulation* came into force on April 1, 2020 and was created to implement two separate initiatives, both of which address police funding and resourcing matters. These are:

- 1) The implementation of the Police Funding Model (PFM), and
- 2) The absorption of Option 1 Enhanced Policing Positions (EPPs).

The Police Funding Model

What is it?

Providing adequate and effective policing services in the province of Alberta is the responsibility of the provincial government under the *Police Act*.

The police funding model (PFM) takes the total cost of frontline officers and redistributes a portion of those costs to municipalities who receive the services of the Provincial Police Service (RCMP).

The new PFM requires those communities that have not previously paid for frontline policing to begin contributing a portion of the costs.

The Model

The model includes five variables that are used in calculations to distribute the province's costs:

- equalized assessment;
- population;
- crime severity;
- shadow population; and
- detachment location.



Engagement

Stakeholders were able to provide feedback on the test model during webinars and by responding to a survey.

Stakeholders included representatives from:

- Alberta Urban Municipalities Association;
- Rural Municipalities of Alberta; and
- Elected and administrative municipal representatives.

Stakeholders offered valuable perspectives on the costs of policing in Alberta. Feedback from the engagement highlighted several areas of stakeholder concerns.

Based on feedback, JSG amended the test model.

The formula for distribution of costs

Each municipality will have their costs calculated according to a formula comprised of a base amount adjusted by modifiers, where appropriate.

- Base cost (total share of policing costs) formula:
Weighted equalized assessment (50%) + weighted population (50%) = base
- Modifier (subsidies) formulas:
 - **Shadow population:** Subsidy given (max 5%) if officially recognized by the Government of Alberta or according to the President of Treasury Board and Minister of Finance.
 - **Crime Severity Index (CSI):** Subsidy given (0.05% per CSI point) if a municipality's three year average is above the rural three year municipal average.
 - **Detachment:** Subsidy of 5% given for municipalities that do not have a detachment in their community.

Invoicing

Each January, starting in 2021, municipalities will receive an invoice stating the amount that the municipality will pay for that fiscal year.

The invoice a municipality receives for their PFM amount is the amount to be paid. Any modifiers to the amount have already been accounted for in the PFM formula.



Reinvestment

The new police funding model will generate revenue that will be reinvested into policing, with a priority on increasing core policing.

Funds need to be collected in order to do this.

The RCMP and JSG have a plan to invest in RCMP officers and civilian staff that will:

- support rural detachment enhancement (this is the priority in the first few years of reinvestment);
- expand aerial observation capability;
- undertake methamphetamine and opioid initiatives;
- address auto theft;
- continue to advance the Call Management Initiative;
- enhance General Investigative Services; and
- further support vulnerable persons, missing persons, and homicide investigations.

Enhanced Policing

As part of overall efforts to address police resourcing needs in rural Alberta, all EPP Option 1 agreements in existence last fall were terminated as of April 1, 2020. The Government of Alberta has now absorbed the cost of these **full-time policing** positions starting on that date.

As a result of this decision, municipalities that had these EPP Option 1 agreements *retain* the additional resource, but they are *no longer paying for that resource*. They will *not* receive an invoice going forward for EPP Option 1 services after April 1, 2020.

Municipalities still receive the services of the prior EPP Option 1 resource in the same way and purpose as they did prior to the enactment of the *Police Funding Regulation*, at least until such time as the PFM is reviewed.

No Invoice

PFM invoicing is distinct from EPP costs. EPP changes do not affect PFM amounts.

This change effects only EPP Option 1 agreements and municipalities *cannot* enter into any new EPP Option 1 agreements. Seasonal and temporary enhanced policing agreements (Option 2 EPPs) are still accommodated.



Police Advisory Board

The establishment of the new Alberta Police Advisory Board will give communities policed by the RCMP a forum to discuss provincial policing priorities.

The advisory board consists of representatives from the Rural Municipalities of Alberta, the Alberta Urban Municipalities Association, and the Alberta Association of Police Governance.

Through this venue, municipalities will be able to provide valued advice in matters related to the provincial police strategic and financial plans and further advocate for the resources their communities need to the leadership at the Ministry and RCMP.

Questions can be directed to the Public Security Division at: jsg.PSDEngagement@gov.ab.ca

MEMBER REQUEST FOR DECISION

SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

xxxx

TOPIC:

[Briefly identify the topic of the RFD]

RECOMMENDATION:

[Explain the action or request that you are proposing that Alberta Municipalities members support. Typically, actions include asking Alberta Municipalities to take advocacy action on an issue or to investigate a municipal challenge.]

To present the RFD at Municipal Leaders' Caucus, the RFD must be endorsed by Council and worded as such (see below). Additionally, a representative from your Council must attend the Municipal Leaders' Caucus to speak to the RFD.]

"The Council from the City/Town/Village/Summer Village of _____ requests that the Alberta Municipalities Board _____."

BACKGROUND:

[Provide background information on the issue or opportunity.]

The background should include:

- How the issue affects Alberta Municipalities members throughout the province.
- How the Alberta Municipalities can add value to the issue.
- Any connections to government legislation and policies and/or Alberta Municipalities initiatives or projects.

The RFD including the background should no longer than 2 pages. An additional enclosure can be provided for further background but should also be no longer than an additional 2 pages. Links to further reading can also be included.]

ENCLOSURES:

[List each one but refrain from lengthy enclosures or say "None".]

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 4, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Regional Economic Development Working Group
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The Sturgeon Region Partnership Committee is established as an advisory Committee to provide advice and make recommendations to the member municipalities including Redwater, Gibbons, Bon Accord, Sturgeon County, Morinville and Legal. The Committee consists of the Mayor or designate and Town Manager or designate from each of the participating municipalities.

During the December 11th, 2024, Sturgeon Region Partnership Committee Meeting, the Committee resolved that the Terms of Reference for the Regional Economic Development Initiative be accepted and shared for decision in February (unapproved minutes).

The draft Terms of Reference for the Regional Economic Development Working Group are enclosed for Council review and consideration.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The enclosed Terms of Reference outlines the following information about this working group: Purpose, Authority, Membership and Roles, Guiding Principles, Working Group Objectives, Meetings, Monitoring and Reporting and Terms and Withdrawal.

STRATEGIC ALIGNMENT

Priority 1: Economy

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

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget—staff time

If any projects or initiatives are developed by the Regional Economic Development Working Group that require funding from the Town, administration will bring the funding request to Council for approval.

RECOMMENDED ACTION (by originator)

Choose one of the following actions:

1. THAT Council approves the Terms of Reference for the Regional Economic Development Working Group as presented.
2. THAT Council approves the Terms of Reference for the Regional Economic Development Working Group as amended (list amendments) ...
3. THAT Council directs administration to provide more information about the Regional Economic Development Working Group at the next Regular Council Meeting or Committee of the Whole Meeting.
4. THAT Council directs administration to advise the Sturgeon Region Partnership Committee that Bon Accords declines to participate in this initiative at this time.

TERMS OF REFERENCE

STURGEON REGIONAL PARTNERSHIP ECONOMIC DEVELOPMENT WORKING GROUP

This Terms of Reference document outlines the purpose, objectives, structure, and responsibilities of the *Sturgeon Regional Partnership Economic Development Working Group*.

1.0 DEFINITIONS

- 1.1 “Consensus” means a simple majority of those present.
 - 1.2 “Council” means the elected officials of a Member Municipality.
 - 1.3 “Chair” means the appointed presiding officer of Working Group meetings.
 - 1.4 “Vice Chair” means the presiding officer of Working Group meetings in the absence of the Chairperson.
 - 1.5 “Member Municipality” means the municipalities participating in the Sturgeon Regional Partnership Committee (Sturgeon County and the towns of Morinville, Legal, Redwater, Gibbons and Bon Accord).
 - 1.6 “MOU” means Memorandum of Understanding.
 - 1.7 “SRPC” means the Sturgeon Regional Partnership Committee
 - 1.8 “SRP EDWG” means the Sturgeon Regional Partnership Economic Development Working Group.
-

2.0 PURPOSE

- 2.1 As a temporary Working Group, the SRP EDWG is established as a recommending body of the SRPC, focused on shared service opportunities between the Member Municipalities to achieve better economic development outcomes in the face of increasingly tight budgets and scarce resources.
-

3.0 AUTHORITY

- 3.1 This Terms of Reference has been authorized by the SRPC and by the respective municipal councils of each Member Municipality.

- 3.2 Decisions by the SRP EDWG shall be consensus based. In the event consensus cannot be reached, the matter will be referred to the SRPC with contrasting Member Municipality opinions noted for consideration.
- 3.3 The SRP EDWG has no authority to direct or otherwise bind a Member Municipality.
- 3.4 Each Member Municipality shall take individual and joint responsibility for ensuring the success of proposed sub-regional initiatives.
- 3.5 Individual Member Municipalities may pursue economic development initiatives independently when required.

4.0 MEMBERSHIP AND ROLES

- 4.1 Membership of the SRP EDWG shall consist of the Chief Administrative Officers of each Member Municipality, or their designate.
 - 4.2 Other administrative staff from the Member Municipalities may be invited to attend and participate on the SRP EDWG in a support or facilitative capacity, at the discretion of the SRP EDWG member.
 - 4.3 A Chair and Vice Chair of the SRP ECWG shall be designated, in alignment to the current SRPC Chair and Vice Chair rotation.
 - 4.4 The Chair shall be responsible for compiling SRP ECWG agendas in consultation with other Member Municipalities, presiding over SRP EDWG meetings, and providing for meeting facilitation and other requirements (if necessary, and with the agreement and support of all Member Municipalities). The Vice Chair shall be responsible to act for the Chair in his/her absence.
-

5.0 GUIDING PRINCIPLES

The SRP ECWG and its individual members commit to the following guiding principles for their actions:

- 5.1 Collaboration
 - a. Discussions and consensus-based efforts are aligned to the goals and priorities of respective Member Municipalities.
 - b. Debate is positive and constructive, with a focus on achieving shared benefits beyond what each municipality could achieve alone.
 - c. Reviews shall focus on an evolutionary approach to coordinate resources, initiatives, and activities related to sub-regional municipal economic development – achieving benefits beyond what each municipality could accomplish alone.
 - d. Individual and shared responsibility for achieving public value for each Member Municipality.
- 5.2 Transparency
 - a. Clear and connected communication channels are fostered between Member Municipalities.

- b. Communication of, and adherence to, a work plan with clear identification of goals, milestones, and responsibilities.
- 5.3 Innovation**
- a. Innovative approaches to sub-regional economic development are actively explored and encouraged.
- 5.4 Data-Driven and Informed Decisions**
- a. Data-informed decision making is fostered.
 - b. Emerging trends and best practices are identified and shared.
 - c. Expertise and data is shared to enhance the accuracy and relevance of analyses.
- 5.5 Sustainability**
- a. Sustainability is prioritized, aiming for lasting / long-term benefits for the sub-region.
- 5.6 Regional Mindsets**
- a. Regional thinking in local decision making is encouraged.
 - b. Regional prosperity through collaborative efforts is fostered.
 - c. A collective voice to provincial and federal governments is expressed where possible, on shared priorities.
 - d. A collective interface with other economic development agencies, where practical.
-

6.0 WORKING GROUP OBJECTIVES

The SRP ECWG shall consider the following sub-regional economic development opportunities, and each Member Municipality is expected to allocate the appropriate human and financial resources to accomplish each objective:

- 6.1 General information sharing and collaboration**
- a. Development of general economic data sharing protocols between Member Municipalities.
 - b. Development of methods to efficiently assess scope and timing and cost requirements for shared objectives, in addition to the identification of governance requirements, processes to assess and allocate human and financial resources, funding opportunities, and other measures to support successful execution.
- 6.2 Investment attraction collaboration**
- a. Identification of each Member Municipality's target business sectors (excluding proprietary analyses), land use and allocation, and available investment or business incentive programs.
 - b. Development of an Investment Lead Sharing Protocol amongst the members, including associated roles, responsibilities, procedures, and other considerations.
 - c. Exploration of joint economic marketing potential, for key target markets.

- 6.3 Business retention and expansion collaboration**
 - a. Development of a recommended approach and platform for a Regional Business Directory, with ongoing administration and contributions.
 - 6.4 Strategic Initiatives and Reviews**
 - a. Identification of economic goals and objectives, to help inform strategic initiatives and alignments.
 - b. Identification of areas where sub-regional synthetic data modelling tools and analytics could be utilized to further common interests.
 - c. Recommendation of policy or regulatory matters that would benefit from shared advocacy to other government(s).
 - 6.5 Joint economic events and external relations**
 - a. Review of economic events offered or supported by each Member Municipality, and the potential for joint involvement and contribution.
-

7.0 MEETINGS

- 7.1 Confidentiality**
 - a. Meetings shall be private and confidential, for the purpose of open sharing and debate, and all materials related to meetings are to be kept confidential.
 - b. All recommendations and advice to the SRPC shall be public, pursuant to the SRPC's public nature, unless otherwise restricted by access to information legislation.
 - 7.2 Frequency of meetings**
 - a. The SRP EDWG shall meet on a bi-monthly basis, unless all members agree to meet more or less regularly.
 - b. SRP EDWG members may request an ad hoc meeting. To request a meeting a member shall contact the Chair, who shall request agreement from all Member Municipalities and select an appropriate date.
 - c. All members will be given at least two weeks' notice for proposed meetings.
 - d. Meeting agenda/information will be circulated for review one week prior to the scheduled meeting.
 - 7.3 Quorum**
 - a. Quorum shall require representation from all six (6) members of the SRP EDWG, noting delegates are permitted.
-

8.0 MONITORING AND REPORTING

- 8.1 The SRP EDWG shall provide the SRPC with recommendations on a regular basis, in alignment with its Section 6.0 Objectives.
 - 8.2 The SPR EDWG shall maintain a Work Plan and Tracking Sheet for each of its objectives, based on a template provided as **Schedule "A"**, and maintain the list as a living document.
 - 8.3 Performance measures shall be proposed to track the success of each of the SRP EDWG's recommendations.
-

9.0 TERM AND WITHDRAWAL

- 9.1 The SRP EDWG shall remain in place until such time as the SRPC dissolves it; however, is forecast to conclude by Q4 2025.
 - 9.2 The SRP EDWG objectives shall be reviewed by the SPRC at least annually until the conclusion of its mandate.
 - 9.3 The SRPC may adjust the terms of reference for the SRP EDWG at any time. Individual Member Municipalities may also raise individual recommendations for EDWG amendment to the SRPC, at their discretion.
 - 9.4 Participation in the SRP EDWG is optional. Member Municipalities may discontinue participation in the SRP EDWG by providing the Chair of the SPRC with at minimum one (1) months' notice.
-

SCHEDULE "A"

STURGEON REGIONAL PARTNERSHIP ECONOMIC DEVELOPMENT WORKING GROUP PRIORITY OBJECTIVES WORKPLAN / TRACKING SHEET

Priority Item	Discussion Items	Action Items	Lead Member	Timing	Decisions to Date
Objective 6.1					
Objective 6.2					
Objective 6.3					
Objective 6.4					
Objective 6.5					

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 4, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Municipal Borrowing - Operating Bylaw 2025-01
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Municipal Borrowing – Operating Bylaw 2025-01 gives the Town authorization to borrow from Alberta Treasury Branches (“ATB”) up to the principal sum of \$230,000 for emergency operating expenditures if necessary, repayable upon demand at the rate of interest of 6.45% per annum from time to time as established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.

The interest rate is the rate set by ATB. Last years rate was 8.2%.

Currently the Town has a Municipal Revolving Loan with a zero (0) balance owing.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Municipal Borrowing – Operating Bylaw 2025-01 is a standard document that is updated yearly and submitted to the bank as part of their documentation requirements.

Per Section 256 in the Municipal Government Act:

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

Given that this operating municipal borrowing bylaw is a standard document and updated yearly, administration is recommending that Council give the bylaw all three readings in one meeting.

STRATEGIC ALIGNMENT

Values statement of Stewardship: Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

2025 Operating Budget

RECOMMENDED ACTION (by originator)

Resolution #1

THAT ...Council gives 1st reading to Municipal Borrowing – Operating Bylaw 2025-01 .

Resolution #2

THAT ...Council gives 2nd reading to Municipal Borrowing – Operating Bylaw 2025-01 .

Resolution #3

THAT ...Council gives unanimous consent to hear all three readings of Municipal Borrowing – Operating Bylaw 2025-01 in one meeting.

Resolution #4

THAT ...Council gives 3rd and final reading to Municipal Borrowing – Operating Bylaw 2025-01.

TOWN OF BON ACCORD
BYLAW ~~2025-01~~ ~~2024-03~~
MUNICIPAL BORROWING - OPERATING

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE SPECIFIED IN SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT

WHEREAS the Council of Town of Bon Accord (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of: Operating Loan for the period ending December 31, ~~2024~~2025.

NOW THEREFORE pursuant to the provisions of the *Municipal Government Act*, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation may borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$230,000.00 repayable upon demand at a rate of interest per annum of ~~6.458-2%~~ established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month, for a term not exceeding three (3) years.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB
 - b. As security for any money borrowed from ATB
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promise and ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfer to and in favor of ATB of all or any property, real or personal; moveable or immoveable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest~~ing~~ owing under the borrowing from ATB are: taxes, reserves, or grants.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extensions, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document, or security.
6. Bylaw ~~2023-04~~2024-03 is hereby repealed.

TOWN OF BON ACCORD
BYLAW ~~2025-01~~ ~~2024-03~~
MUNICIPAL BORROWING - OPERATING

7. This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME THIS ~~16th day~~ 4th day of ~~January 2024.~~ February 2025.

READ A SECOND TIME THIS 4th day of February 2025. ~~16th day of January 2024.~~

READ A THIRD TIME THIS 4th day of February 2025. ~~16th day of January 2024.~~

SIGNED AND PASSED THIS 4th day of February 2025. ~~16th day of January 2024.~~

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	February 4, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Public Participation Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

During the Regular Meeting of Council held on January 21st, 2025, Council resolved that Council direct administration to hold Council Community Connections annually, during the “Meet the Community” event or as needed AND FURTHER THAT Council direct administration to add policy discussions to our next Committee of the Whole meeting. **(Resolution #25-006)**

The draft Public Participation Policy was brought forward for discussion at the January 29 Committee of the Whole meeting. Based on this discussion, the public engagement session “Council Community Connections” to has been amended to “Meet Your Council”.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has made amendments to the Public Participation Policy (red) to reflect the above Council resolution. Note, the “Meet the Community Night” is now called Bon Accord Connects and takes place in the fall.

For consideration:

The policy also includes the clause below (highlighted yellow in the draft).

The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, “Council Community Connections”.

If the Council Community Connections events only take place during the fall Bon Accord Connects event or as needed, this clause may be removed as this would not be necessary.

Any additional Council Community Connections events during the year would be planned at the direction of Council “when needed”.

STRATEGIC ALIGNMENT

Value Statement: Collaboration

- Discussion is welcome from all levels of government, neighbouring 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.

COSTS/SOURCES OF FUNDING

Annual Operating Budget (Council supplies)

RECOMMENDED ACTION (by originator)

THAT Council approves the Public Participation Policy as presented.

OR

THAT Council approves the Public Participation Policy as amended [list amendments].

PUBLIC PARTICIPATION POLICY

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: July 3, 2018

LAST REVIEWED BY COUNCIL: March 15, 2022

POLICY STATEMENT

Council and Administration recognize that quality Public Participation is a critical component of good governance and as such, adequate resources will be allocated and the appropriate level of Public Participation undertaken. The Town is committed to Public Participation activities that are founded on the following principles:

- **Shared Responsibilities and Commitment:** Public Participation leads to better decisions and is a shared responsibility of Council, Administration and the community.
- **Transparent and Accountable:** The Town communicates clearly and openly about Public Participation opportunities and processes, providing factual and evidence-based information. It shares the outcomes of Public Participation, including how the information was used in the decision-making process and makes decisions in the best interest of the community.
- **Inclusive and Accessible:** The Town endeavors to provide opportunities for Public Participation that take into account the diversity of needs, abilities and viewpoints of the members of the community.
- **Appropriate and Responsive:** Public Participation activities need to be appropriate to the stated goals, and reflective of the varied preferences and needs of community members for receiving and sharing information.
- **Evaluation and Continual Improvement:** Public Participation is a dynamic and evolving process that needs frequent evaluation and adjustment to continuously improve and address the changing needs of the community.

PURPOSE

In accordance with Section 216.1 of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of Public Participation and create opportunities for meaningful Public Participation in decisions that directly impact the public.

SCOPE

This policy will be enacted on a case-by-case basis.

DEFINITIONS

“Town Manager” means the chief administrative officer of the Municipality or their delegate.

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations, or persons that may have an interest in, or are affected by, a decision made by the Municipality.

“Municipality” means the Town of Bon Accord.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- In-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, roundtables, town halls, open houses and

workshops.

- Digital participation may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys.
- Written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- Representative participation which may include being appointed to an advisory committee, ad hoc committee, or citizen board.

COUNCIL RESPONSIBILITIES

Council shall:

1. Review and approve Public Participation Plans developed by the Town Manager in accordance with this policy or as directed by Council.
2. Consider input obtained through Public Participation.
3. Review this policy to ensure the policy complies with all relevant legislation, municipal policies, and the spirit and intent of Public Participation.
4. Ensure appropriate resources are available to solicit Public Participation in accordance with this policy.
5. Promote and support Public Participation; and
6. Request and review information from the Town Manager on the scope, timing, appropriate methods, and resources required for Public Participation prior to directing the development of a Public Participation Plan.

ADMINISTRATION RESPONSIBILITIES

The Town Manager shall:

1. In accordance with this policy or as directed by Council, develop Public Participation Plans, for Council approval;
2. Implement approved Public Participation Plans.
3. Report on the findings of Public Participation to Council.
4. Consider timing, resources and engagement when developing and modifying Public Participation Plans.

5. Evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance.
6. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used.
7. Develop the necessary procedures to implement this policy; and
8. Assess this policy and make recommendations to Council about the Public Participation and resourcing.

PUBLIC PARTICIPATION OPPORTUNITIES

The Town Manager may develop and implement a Public Participation Plan in the following circumstances or as directed by Council:

1. When new programs or services are being established.
2. When existing programs and services are being renewed.
3. When identifying Council priorities.
4. When gathering input or formulating recommendations with respect to budget.
5. When gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans.
6. When gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan.

~~COUNCIL COMMUNITY CONNECTIONS~~ MEET YOUR COUNCIL EVENTS:

~~1. The Town Manager shall present an annual Public Participation Plan for Public Participation sessions entitled, "Council Community Connections". REMOVE~~

1. ~~Council Community Connections Events~~ Meet Your Council events will be held annually during the fall Bon Accord Connects event.
2. Council may hold additional ~~Council Community Connections~~ Meet Your Council events during the calendar year as needed and as directed by Council. ~~4 times per calendar year.~~
3. The ~~Council Community Connections~~ Meet Your Council events will be held in person where possible unless extenuating circumstances require the event to be

held virtually.

POLICY EXPECTATIONS

1. Legislative and Policy Implications

- a. All Public Participation will be undertaken in accordance with the Municipal Government Act, the Freedom of Information and Protection of Privacy Act and any other applicable legislation.
- b. All Public Participation will be undertaken in accordance with all existing municipal policies.
- c. This policy shall be available for public inspection and shall be posted to the Municipality's website.
- d. This policy will be reviewed at least once every four years.

2. Public Participation Standards

- a. Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b. Public Participation activities will be conducted in a professional and respectful manner.
- c. Public Participation plans will consider early, ongoing, and diverse opportunities to provide input.
- d. Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate, or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

3. Public Participation Plans

- a. When so directed by this policy or Council, the Town Manager shall develop a Public Participation Plan for approval by Council which shall consider the following:

- i. The nature of the matter for which Public Participation is being sought.
 - ii. The impact of the matter on Municipal Stakeholders.
 - iii. The demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, the level of engagement, and time for input.
 - iv. The timing of the decision and time required to gather input.
 - v. What information is required, if any, to participate; and
 - vi. Available resources and reasonable cost.
- b. Public Participation Plans will, at minimum, include the following:
- i. A communication plan to inform the public about the Public Participation Plan and opportunities to provide input.
 - ii. Identification of which Public Participation Tools will be utilized.
 - iii. Timelines for participation.
 - iv. Information about how input will be used; and
 - v. The location of information required, if any, to inform the specific Public Participation.

4. Reporting and Evaluation

- a. Information obtained in Public Participation will be reviewed by the Town Manager and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. An overview of the Public Participation Plan and how it was developed.
 - ii. An assessment of the effectiveness of the plan based on the level of engagement and the quality of input.
 - iii. A summary of the input obtained; and
 - iv. May include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 4, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Animal Control Bylaw 2024-16
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

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.

Council gave first reading to Animal Control Bylaw 2024-16 at the December 17, 2024 RMC.

At the January 21, 2025 RMC, Council resolved to postpone second reading until the Feb 4, 2025 RMC. This allowed for public advertising and correction of section (x), which was illegible at the January 21st meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Initial revision of the bylaw included:

- 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.

Following discussions during the December 17, 2024 RMC, revisions after first reading include:

- Removed highlighted section 3.7(d) per Council resolution #24-539
- Removed “insect” from the definition of “Animal” in section 2.1(a)
- Updated definition of “Kennel” to align with the LUB

- Added definition of “Small Animal Breeding and Boarding Establishment” to align with the LUB
- Removed the length of leash from the definition of “Permitted Leash” in section 2(ii)
- Updated section 3.20(b) to read:
 - 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 operation of a Small Animal Breeding and Boarding Establishment;
- Added section 3.21 to clarify that licenses are still required for dogs and cats that are personal pets of the kennel owners:
 - Section 3.20(b) does not apply to Dogs and Cats that reside permanently at a Kennel or Small Animal Breeding and Boarding Establishment.
- Added section 3.20(e) to provide for the maximum length of time an animal is in Foster Care to be eligible for an exemption:
 - persons caring for a Dog or Cat in temporary Foster Care of no longer than 1 year.
- Added “This section does not apply to Domestic Animals.” to section 6.13 for clarity.

Administration has enclosed the updated Animal Control Bylaw 2024-16 for second 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)

THAT Council gives second reading to Animal Control Bylaw 2024-16 as presented.

**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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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;

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

~~(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;

~~(u)~~~~(v)~~ “FOSTER CARE” means temporary care to animals in a home environment prior to their adoption or reunion with their guardians as arranged by a designated animal rescue agency.

~~(w)~~~~(w)~~ “HENHOUSE” means a structure that houses Laying Hens at night and includes a secure place for Laying Hens to lay eggs and eat;

#

~~(w)~~~~(x)~~ “HUMANE REASONS” means for reasons that show kindness, care and sympathy towards the Animal;

~~(x)~~~~(y)~~ “KENNEL” means a development in which more than two (2) dogs are maintained, boarded, bred, trained, cared for, or kept for purposes of sale or in which more than two (2) dogs not owned by the resident of the lot on which the kennel is located are kept or cared for; ~~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)~~~~(z)~~ “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)~~~~(aa)~~ “LARGE ANIMAL” means an Animal, other than a Domestic Animal, which will weigh in excess of 15 kilograms as an adult;

~~(aa)~~~~(bb)~~ “LAYING HENS” means female chickens of at least sixteen (16) weeks of age, raised primarily for the production of eggs;

~~(bb)~~~~(cc)~~ “LAYING HENS LICENCE” means a licence issued pursuant to Part 6 of this Bylaw for the keeping of Laying Hens;

~~(cc)~~~~(dd)~~ “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)~~~~(ee)~~ “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)~~~~(ff)~~ “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)~~~~(gg)~~ “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;

**TOWN OF BON ACCORD
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ANIMAL CONTROL BYLAW**

- ~~(gg)~~(hh) _____ “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;
- ~~(hh)~~(ii) “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;
- ~~(#)~~(jj) “POUND KEEPER” shall include the Animal Control Officer and any person or persons duly authorized to operate the Animal Shelter;
- ~~(jj)~~(kk) “PROHIBITED ANIMALS” means those Animals that are not allowed to be kept or housed, whether temporarily or permanently, within the Town;
- ~~(kk)~~(ll) “PUBLIC PROPERTY AREA” means all property owned by or under the control and management of the Town and located within the Town;
- ~~(#)~~(mm) _____ “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)~~(nn) _____ “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)~~(oo) _____ “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;
- ~~(pp)~~ _____ “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;
- ~~(ee)~~(qq) _____ “SMALL ANIMAL BREEDING AND BOARDING ESTABLISHMENT” means a development where domestic pets are bred, boarded, or trained. Small Animal Breeding and Boarding Establishments include Kennels but do not include animal hospitals or veterinary clinics;
- ~~(pp)~~(rr) “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)~~(ss) _____ “TOWN” means the municipal corporation of the Town of Bon Accord or the geographic area contained within the boundaries thereof as the context requires;

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

~~(rr)~~(tt) “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)~~(uu) “URBAN BEEKEEPING LICENCE” means a licence issued pursuant to Part 6 of this Bylaw for Urban Beekeeping;

~~(tt)~~(vv) “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;

~~(uu)~~(ww) “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)~~(xx) “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)~~(yy) “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)~~(zz) “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)~~(aaa) “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)~~(bbb) “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.

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

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:
- 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)d~~ e) tattoo or implanted Chip number (if available);
 - ~~f)e~~ f) the Licence number of the Dog or Cat (if applicable); and

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g)f) 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.
- 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.

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- 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

- 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 operation of a Small Animal Breeding and Boarding Establishment 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; or-

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e) persons caring for a Dog or Cat in temporary Foster Care of no longer than 1 year.

d)3.21 Section 3.20(b) does not apply to Dogs and Cats that reside permanently at a Kennel or Small Animal Breeding and Boarding Establishment.

Special Permits

3.243.22 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.

3.223.23 Restrictions and or time limits may be included in Special Permits at the discretion of the CAO.

General Licence Obligations

3.233.24 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.

3.243.25 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.

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- 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.
- 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

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- 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;
 - 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;

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- 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 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.

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- 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
 - 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:

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- 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.

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

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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
 - 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;

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- 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;
- 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;

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- 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;
- 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:

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- 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.
- 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

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- 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.
- 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. This section does not apply to Domestic Animals.

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- 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
 - 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.

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- 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.
- 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

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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.

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