

Town of Bon Accord
AGENDA
Regular Council Meeting
January 21, 2025 9:00 a.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. ADOPTION OF MINUTES**
 - 3.1.** December 17, 2024; Regular Council Meeting (enclosure)
- 4. DELEGATION**
 - 4.1.** 9:05 a.m. Chad Moore, Matt Roblin, and Susie Pestana – Sturgeon County Protective Services Report (enclosure)
- 5. DEPARTMENTS REPORT**
 - 5.1.** January 2025 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1.** Councillor Bidney Motion: Council Community Connections (enclosure)
 - 7.2.** Cemetery Memorial Bench Request (enclosure)
 - 7.3.** Office Chair Disposal (enclosure)
 - 7.4.** CSAB Appointments (enclosure)
 - 7.5.** Salt/Sand Storage (enclosure)
 - 7.6.** Transfer to Tax Roll (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1.** Community Services Advisory Board Bylaw 2024-17 – Second and Third Readings (enclosure)
 - 8.2.** Animal Control Bylaw 2024-16 – Second Reading (enclosure)
 - 8.3.** Council Remuneration Policy (enclosure)
 - 8.4.** Flag Protocol Policy (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
 - 9.1.** RMRF Municipal Law Seminar (enclosure)
 - 9.2.** Alberta Municipalities President’s Summit and Municipal Leaders’ Caucus (enclosure)
 - 9.3.** Agri-Tourism Mini Conference (enclosure)
- 10. COUNCIL REPORTS**
 - 10.1.** Mayor Holden (enclosure)
 - 10.2.** Deputy Mayor Larson (enclosure)
 - 10.3.** Councillor Bidney (enclosure)
 - 10.4.** Councillor Laing (enclosure)

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- 10.5.** Councillor May (enclosure)
- 11. CORRESPONDENCE**
11.1. Memos from Minister Nally and Minister Glubish – New FOIP Legislation
(enclosure)
- 12. NOTICE OF MOTION**
12.1. Mayor Holden – Per Diems (enclosure)
- 13. CLOSED SESSION**
13.1. 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*
13.2. 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*
- 14. ADJOURNMENT**

**Town of Bon Accord
Regular Meeting of Council Minutes
December 17, 2024 9:00 a.m.
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**COUNCIL
PRESENT**

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

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
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 9:00 a.m.

ADOPTION OF AGENDA

There were no objections to adding item 9.1 2025 Emerging Trends Seminar.

DEPUTY MAYOR LARSON MOVED THAT Council adopt the December 17, 2024 agenda as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-525

ADOPTION OF MINUTES

Public Hearing and Regular Meeting of Council; December 3, 2024

COUNCILLOR MAY MOVED THAT Council adopt the December 3, 2024 Public Hearing and Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-526

DELEGATION

S. Sgt. Darcy McGunigal – Morinville RCMP – Quarterly Report

Councillor May left the meeting at 9:46 a.m.
Councillor May returned to the meeting at 9:47 a.m.

DEPARTMENTS REPORT

COUNCILLOR BIDNEY MOVED THAT Council accept the report as information.

CARRIED UNANIMOUSLY RESOLUTION 24-527

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COUNCILLOR LAING MOVED THAT Council accept S. Sgt. Darcy McGunigal's delegation as information.

CARRIED UNANIMOUSLY RESOLUTION 24-528

UNFINISHED BUSINESS

Engineering Study Fees

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

CARRIED UNANIMOUSLY RESOLUTION 24-529

NEW BUSINESS

Parks and Trails Committee Appointments

DEPUTY MAYOR LARSON MOVED THAT Council appoints Joyce Curtis-Bonardi to the Parks and Trails Committee for a 1-year term ending December 31, 2025.

CARRIED UNANIMOUSLY RESOLUTION 24-530

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

CARRIED UNANIMOUSLY RESOLUTION 24-531

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

CARRIED UNANIMOUSLY RESOLUTION 24-532

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

CARRIED UNANIMOUSLY RESOLUTION 24-533

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

CARRIED UNANIMOUSLY RESOLUTION 24-534

Advance Vote Day and Appointment of Returning Officer and Substitute Returning Officer

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

CARRIED UNANIMOUSLY RESOLUTION 24-535

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

CARRIED UNANIMOUSLY RESOLUTION 24-536

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

CARRIED UNANIMOUSLY RESOLUTION 24-537

Mayor Holden called a short recess at 10:15 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-538

Mayor Holden called the meeting back to order at 10:25 a.m.

BYLAWS|POLICIES|AGREEMENTS

Animal Control Bylaw 2024-16 – First Reading

COUNCILLOR BIDNEY MOVED THAT Council gives first reading to Animal Control Bylaw 2024-16 as amended, including removing highlighted section 3.7(d).

CARRIED UNANIMOUSLY RESOLUTION 24-539

Rescind Cellular Phones and Communication Devices Policy

DEPUTY MAYOR LARSON MOVED THAT Council rescind the Cellular Phones and Communication Devices Policy.

CARRIED UNANIMOUSLY RESOLUTION 24-540

Use of Council Chambers Policy

COUNCILLOR MAY MOVED THAT Council approves the Use of Council Chambers Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-541

Community Services Advisory Board Bylaw 2024-16 – First Reading

DEPUTY MAYOR LARSON MOVED THAT Council gives first reading to Community Services Advisory Board Bylaw 2024-16.

CARRIED UNANIMOUSLY RESOLUTION 24-542

Tax Penalty Bylaw 2024-15 – Second and Third Readings

COUNCILLOR BIDNEY MOVED THAT Council gives second reading to Bylaw 2024-15 Tax Penalty Bylaw as amended.

CARRIED UNANIMOUSLY RESOLUTION 24-543

DEPUTY MAYOR LARSON MOVED THAT Council gives third and final reading to Bylaw 2024-15 Tax Penalty Bylaw as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-544

WORKSHOPS/MEETINGS/CONFERENCES

2025 Emerging Trends Seminar

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COUNCILLOR BIDNEY MOVED THAT Council approves the reallocation of \$500 from the 2025 administration supplies budget to the staff registration and memberships budget for two staff including the Town Manager or designate and one other staff to attend the Emerging Trends in Municipal Law Seminar hosted by Brownlee LLP.
CARRIED UNANIMOUSLY RESOLUTION 24-545

COUNCIL REPORTS

DEPUTY MAYOR LARSON MOVED THAT Council accept the Council reports as presented.
CARRIED UNANIMOUSLY RESOLUTION 24-546

CORRESPONDENCE

- ***Minister of Municipal Affairs – Response to School Road Paving and Stormwater Drainage Letter***
- ***Minister of Municipal Affairs – Response to Impacts of Carbon Tax Letter***

COUNCILLOR LAING MOVED THAT Council accepts the letters from Municipal Affairs as information.

CARRIED UNANIMOUSLY RESOLUTION 24-547

FCM Membership Renewal

COUNCILLOR BIDNEY MOVED THAT Council direct administration to renew the Town's FCM membership.

CARRIED UNANIMOUSLY RESOLUTION 24-548

Municipal Affairs – Minister McIver Meeting Request at Alberta Municipalities' Spring Municipal Leaders Caucus 2025

COUNCILLOR BIDNEY MOVED THAT Council direct administration to decline requesting a meeting with Minister McIver at the Alberta Municipalities' 2025 Spring Municipal Leaders Caucus.

CARRIED UNANIMOUSLY RESOLUTION 24-549

NOTICE OF MOTION

Council Community Connections – Councillor Bidney

CLOSED SESSION

- ***Intermunicipal Collaboration Framework (ICF) Negotiations – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Director of Emergency Management (DEM) Appointment – FOIP Act Section 17 Disclosure harmful to personal privacy***
- ***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***

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- ***Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy***
- ***Golden Gems Grant Request – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body***

COUNCILLOR LAING MOVED THAT Council enter into closed session to discuss *Intermunicipal Collaboration Framework (ICF) Negotiations – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, Director of Emergency Management (DEM) Appointment – FOIP Act Section 17 Disclosure harmful to personal privacy, 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, Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy and Golden Gems Grant Request – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body* at 11:12 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-550

There were no objections to the meeting continuing past 12:00 p.m., if necessary.

Councillor Bidney left the meeting at 12:38 p.m.

Councillor Bidney returning to the meeting at 12:39 p.m.

COUNCILLOR MAY MOVED THAT Council come out of closed session at 12:44 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-551

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

COUNCILLOR BIDNEY MOVED THAT Council directs administration to approve the request of the Golden Gems Society for \$1600 to be used toward insurance costs in 2025 AND FURTHER THAT administration is directed to reallocate this amount from the administration insurance expense in the 2025 operating budget to the FCSS budget as an operating grant for the Golden Gems Society. Please note that this is a one-year endeavor.

Councillor May requested a recorded vote.

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

Opposed: Councillor May

CARRIED RESOLUTION 24-552

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

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COUNCILLOR BIDNEY MOVED THAT Council directs administration to proceed with negotiations with the landowners to acquire the environmental reserve (ER) and public utility lots (PULs).

1 opposed

CARRIED RESOLUTION 24-553

COUNCILLOR MAY MOVED THAT Council continue the meeting past 12:30 p.m., with Councillor May leaving at 1:15 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-554

COUNCILLOR BIDNEY MOVED THAT Council enter into closed session to discuss *Intermunicipal Collaboration Framework (ICF) Negotiations – FOIP Act Section 21 Disclosure harmful to intergovernmental relations, Director of Emergency Management (DEM) Appointment – FOIP Act Section 17 Disclosure harmful to personal privacy and Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy* at 12:50 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-555

COUNCILLOR LAING MOVED THAT Council come out of closed session at 1:11 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-556

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

COUNCILLOR BIDNEY MOVED THAT Council direct administration to advise Sturgeon County that we wish to extend the ICF negotiations until March of 2027.

CARRIED UNANIMOUSLY RESOLUTION 24-557

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the December 17, 2024 Regular Meeting of Council adjourn at 1:13 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-558

Mayor Brian Holden

Jodi Brown, CAO

Protective Services Update

Manager Protective Services / Fire Chief



Sturgeon
C O U N T Y



Purpose

Provide an overview of the Protective Services Department activities in 2024.

Protective Service Staffing Levels

- Manager of Protective Services / Fire Chief
- Emergency Services Team
 - 2 - Deputy Fire Chiefs
 - 14 - full-time fire fighters
 - 77 - Paid-On-Call (POC) firefighters across the 5 County Fire Stations.
- Enforcement Services Team
 - 1 - Enforcement Supervisor (Peace Officer)
 - 1 - Enforcement Team Lead (Peace Officer)
 - 6 - Peace Officers
 - 2 - Animal Control Officers
 - Safe Communities Facilitator
- SREMP Coordinator

Collaborations

- **Provide Fire Services:**

- Bon Accord
- Redwater
- Legal
- Summer Villages of Sunrise and Sandy Beach

- **Sturgeon County fire service partnerships:**

- Morinville
- Gibbons

- **Provide Enforcement Services:**

- Bon Accord
- Legal
- Summer Village of Sandy Beach

- **Animal Control Contracts:**

- Edmonton Humane Society
- Second Chance Animal Rescue Society
- Parkland County

2024 Successes

- New tower apparatus purchased and operational
- Safe Communities Facilitator
- Launch of Fire Master Plan project
- Several joint exercises with industry
- Fire Service Awards
- Fire Prevention Week
- Expansion of Disaster Response Training
- Establishment of Critical Incident Stress Peer Group



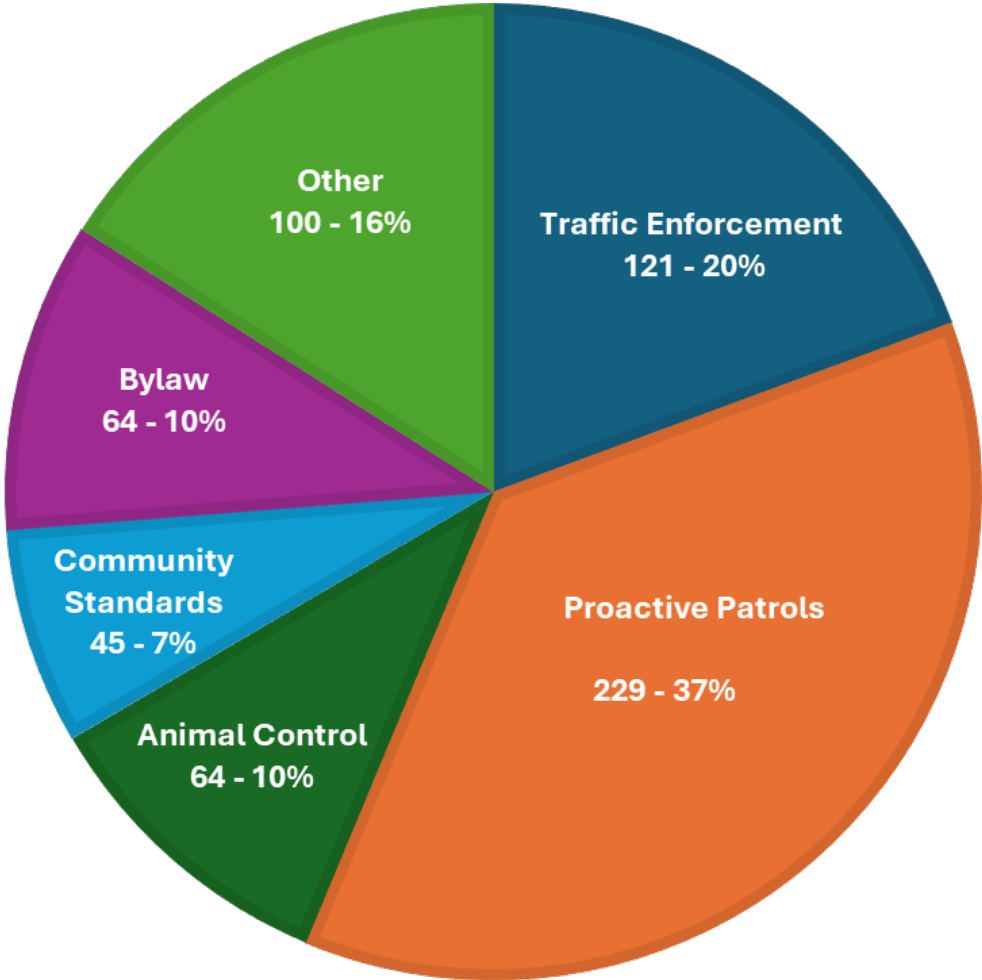
Enforcement Services – Bon Accord

Total incidents reported
623



NUMBER OF INCIDENTS BY TYPE

■ Traffic Enforcement ■ Proactive patrols ■ Animal Control ■ Community Standards ■ Bylaw ■ Other



Enforcement Citations – Bon Accord

Total citations issued

111

Total fine amount

\$10,891

Citations by offence type



Speeding

35



Other traffic violations

48



Failing to obey traffic lights or signs

5



Other bylaw offences

7



Community standards-related offences

9



Animal-related offences

7



Rural Crime

- **Work with RCMP**

- Morinville Detachment – Services 80% of Sturgeon County
- Redwater Detachment – Services 15% of Sturgeon County
- Fort Saskatchewan Detachment – Services 5% of Sturgeon County

- **Proactive Patrols**

- Over 2285 proactive patrols conducted in 2024
- Covers rural areas, industrial parks and natural areas

- **Safe Communities Facilitator**

- Conducted numerous public engagements, education sessions, workshops, and built partnerships with external organizations.

Enforcement Services Challenges

- Resource Allocation & Prioritization
- Public Perception and Access to Enforcement
- Managing Public and Stakeholder Expectations
- Vehicle & Technology Integration and Management

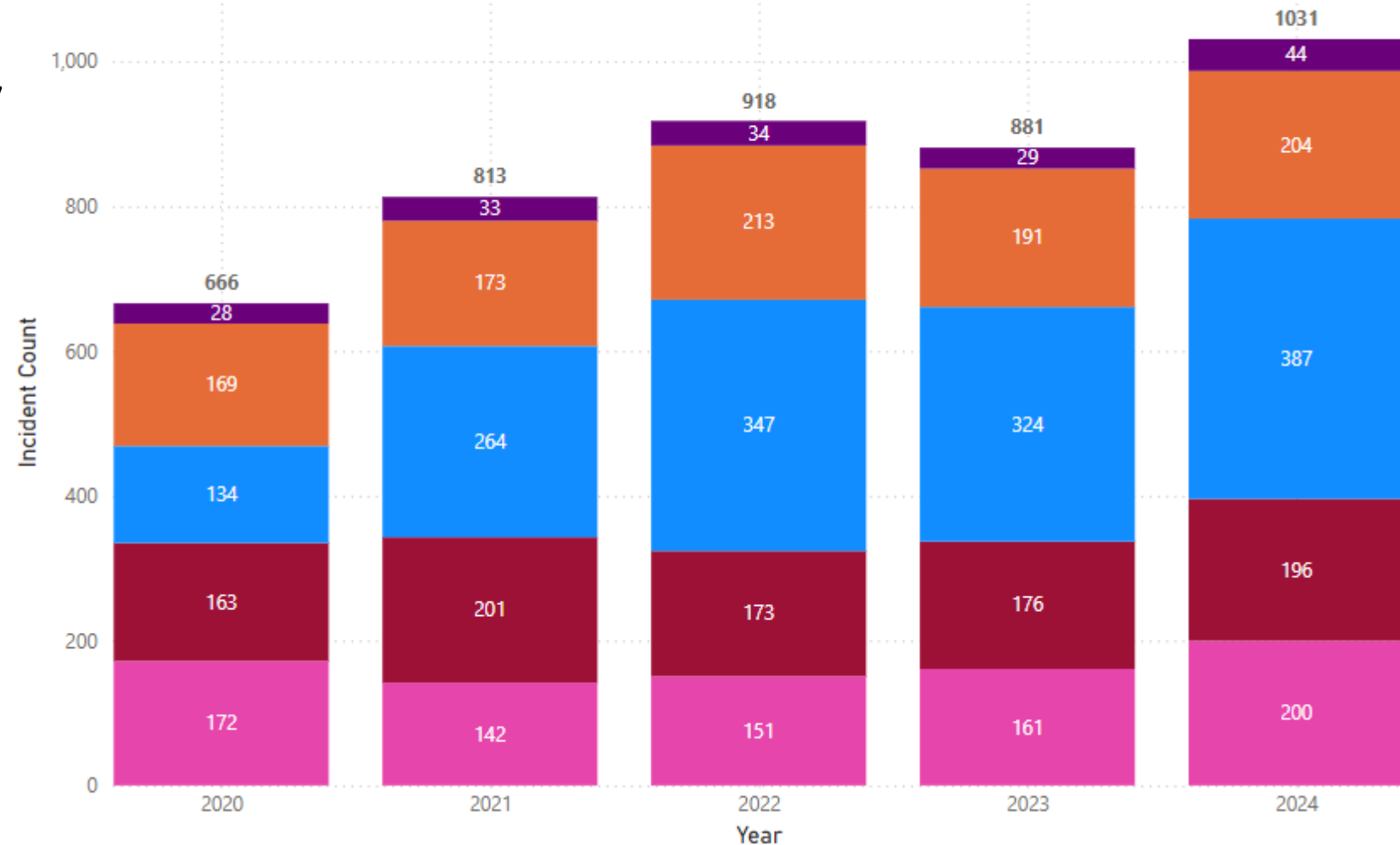
Emergency Services 2024

1031 Emergency Incidents in 2024

- Highest year on record
- 809 occurred in Sturgeon County
- Consisted of 1739 responses from stations and full-time crews

Incident Count By Year

● Alarm ● Fire ● Medical ● Motor Vehicle Collision ● Other Public Hazard / Rescue



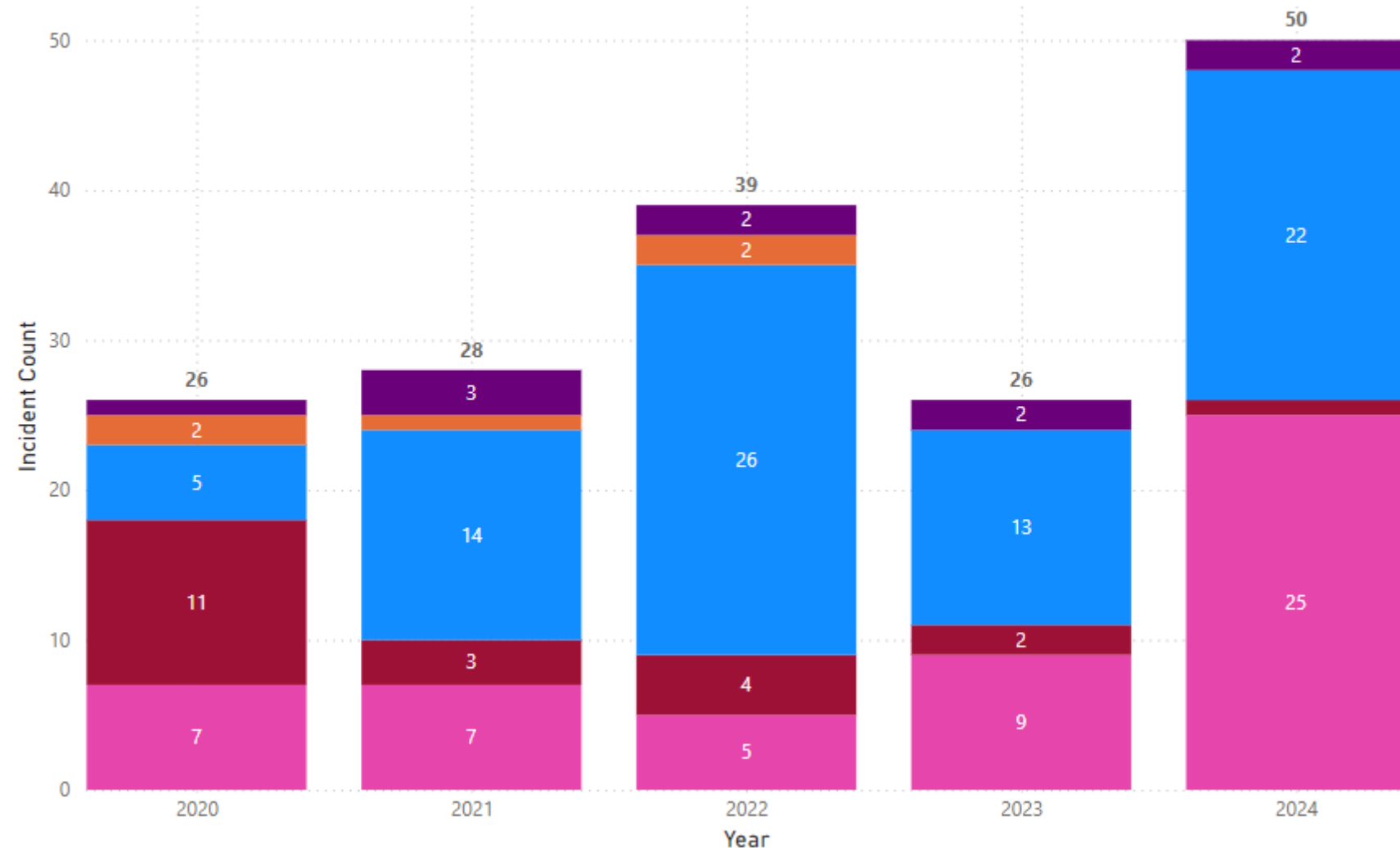
Emergency Services – Bon Accord

50 Emergency Incidents in 2024

- Highest year on record
- Consisted of 85 responses from stations and full-time crews

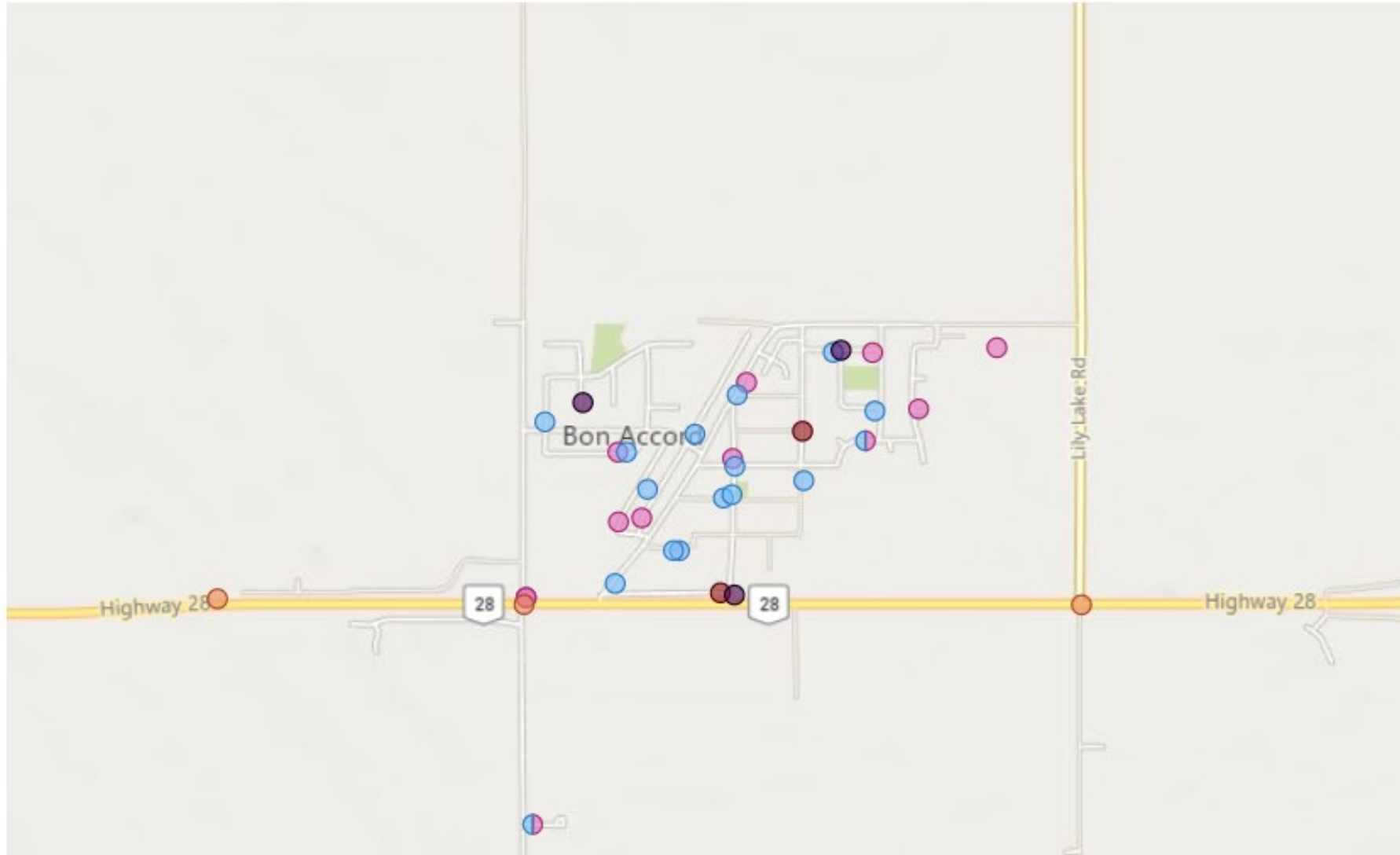
Incident Count By Year

● Alarm ● Fire ● Medical ● Motor Vehicle Collision ● Other Public Hazard / Rescue



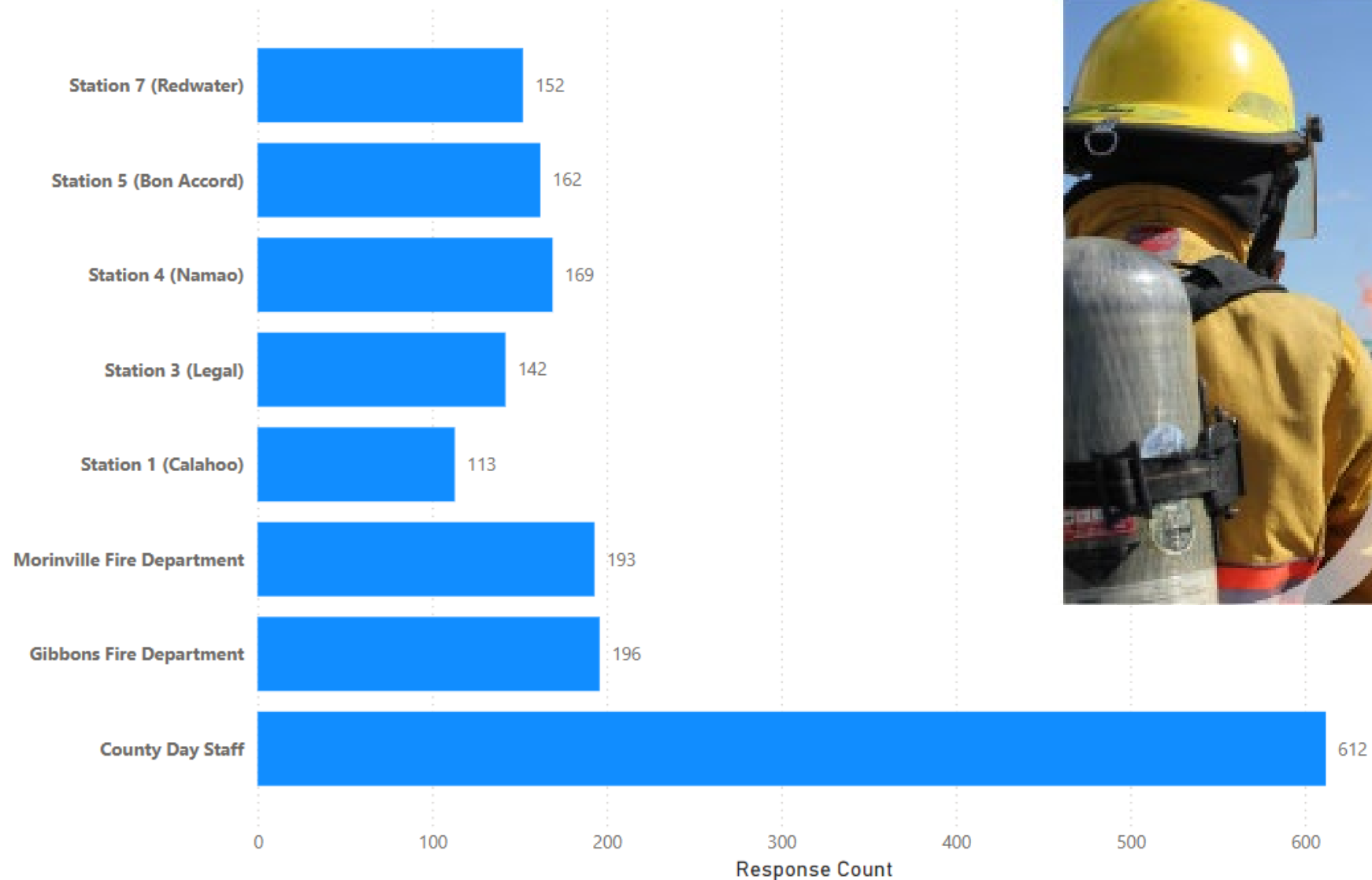
Emergency Services – Bon Accord

Incident Type Grouping ● Alarms ● Fire ● Medical ● Motor Vehicle Collision ● Other Public Hazard / Rescue



Fire Station Activity 2024

Incident Responses By Station



Emergency Services Challenges

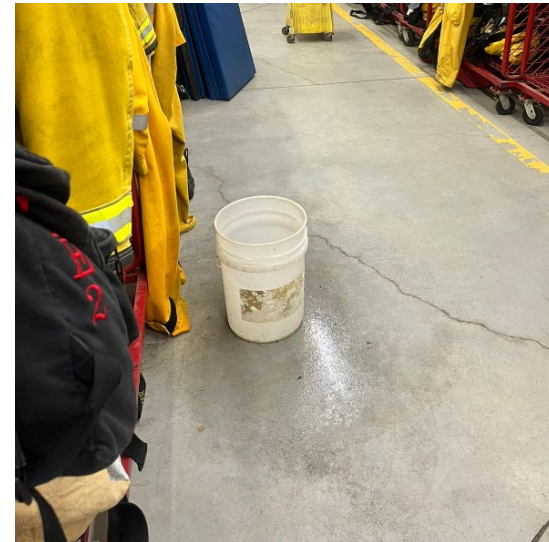
- Firefighter recruitment and retention
- Daytime response capacity
- Increase development and evolving hazards
- Increasing Incident volume
- Infrastructure challenges with aging fire stations
- Organizational capacity to support growth

Protective Services 2025 Initiatives

- Fire Master Plan
- Safe Communities Facilitator Pilot completion
- Critical Incident Stress Peer Group Development
- Review and update of mutual-aid agreements with neighbouring municipalities.

Bon Accord Fire Station

- As the fire services delivery model has evolved, full-time firefighters incorporated during the day on a rotational basis.
- Over the years, this has exacerbated existing workplace issues within the aging building.



Issues / Immediate Needs

- Work environment requires attention in the short term to maintain firefighters working at this location.
- Reoccurring issues with sewer gas and leaking roof.
 - We have been working closely with Town to have problems assessed and attempt resolution.
- On several occasions, staff have been moved to other locations.
- Lack of facilities for cooking or washing - simple tasks such as washing dishes are difficult to complete.
- The internet has performed inconsistently.
- Concerns also highlighted within recent County staff engagement survey

Mitigation Strategy

Sturgeon County is pursuing a multi-pronged approach to create a stable workspace for firefighters in the coming years:

1. Seeking to locate a portable office building (ATCO type trailer) on the existing parking lot to expand workspace and rest area.
2. Conduct basic renovation to small area of existing building to incorporate a kitchen sink, dishwasher, and proper cabinets for meal preparation.
3. Replace/reconfigure existing furniture to better utilize existing space.
4. Upgrade network and add meeting room technology and computers for modern office space connectivity.

Portable Office Trailer



Kitchen Improvements





Thank You

News | Projects | Events

News

- The Town is hosting a Crime Prevention by Environmental Design seminar for local business owners on February 12th from noon – 1:30 PM.
- Electoral candidate information for the 2025 municipal election slated for October 20th, 2025, is on the Town's website. For more information, residents may contact Returning Officer, Jessica Spidal, at the Town Office.
- Summer student positions with the Town will be advertised in February including Summer Programs, Music in the Park, and Parks staff.

Projects

- The first meeting of the Parks and Trails Committee is being scheduled for February due to scheduling complexities.
- The first report for the Drought and Flood Protection Program grant (stormwater project) has been submitted outlining plans for the RFP for Engineering Services.
- The Resilient Rurals Program reached out to the Town in early January with an invitation to attend an information session on "A No-Cost Climate Adaptation Model for Small and Rural Communities". A date has not yet been set for this session.

Events & Programs

- January 16th Sherwood Park Primary Care Network Session – Finding Balance.

Key Meetings

- Monthly Staff Safety Meeting
- Leadership Team Meeting
- ICF Committee Meeting (Jan 10)
- SREMP Agency Meeting (January 20th)

Conferences and Training

- N/A

Department Highlights

Administration | Town Manager

- Administration is working with regional partners to review the new legislation and regulations that establish Policing Committees. A report will be forthcoming to Council.
- Conducted a review of the Community Standards Bylaw and the Traffic Bylaw. These two bylaws will be reviewed with Council at the January Committee of the Whole Meeting to consider potential revisions.
- Working with MPE to move forward with the engineering RFP required for the Stormwater Project and contingent on the acquisition of the land needed for the project.
- The Town is working on planning/hosting the upcoming CAO Regional Meeting and the SREMP Agency Meeting this month.
- Administration reached out to Ducks Unlimited and verified that Stormwater Park is not an eligible project for funding through this organization. Ducks Unlimited assists private landowners with wetland revitalization.
- Met with fire department staff and the Infrastructure Manager to review maintenance issues such as lighting fixture replacement, bathroom fan replacement, and heater issues.
- Working with Bylaw Services and the Development Officer relating to regulations regarding parking on front lawns.
- Working on intermunicipal projects and preparation for committee meetings.
- Preparation of staff annual performance reviews.

Community Services

- Upcoming events include:
 - February 5: Adult Field Trip to the Muttart Conservatory from 6-10 PM
 - February 12: Community Art Night Out at the Jewel Box from 6:30-9 PM
 - February 15: Family Day Weekend Glow Dance Party at the Community Hall from 1-3 PM.
- Planning is still on-going for 2025 events; community service staff will begin booking performers for the Music in the Park line-up.
- With the Sturgeon School Division CUPE Local 4625 Full Action Strike, all joint-use activities have been suspended (i.e. use of the Lilian Schick or Bon Accord Community School is currently unavailable). This means that pickleball is cancelled/on hold until further notice.
- The FCSSAA Board is seeking a second representative for our area (Edmonton Evergreen). It's an opportunity for a board member or elected official to be actively engaged with the FCSSAA board at the regional level.
- Sturgeon County has released the recreation partnership logos so administration can utilize them on all official materials related to the partnership going forward

as well as begin the process of putting recognition plaques/signage within our facilities.

Corporate Services

- Resolution #24-375 2025 NLLS Levy: Council direct administration to contact NLLS to get our current population number added to our budget and that Council approve our 1.5% levy increase.
 - Administration contacted James MacDonald at NLLS to have them update our current population. We received the following explanation:
 - As per our membership agreement, the Northern Lights Library System (NLLS) is required to use the same population list that the Government of Alberta utilizes to calculate the public library operating grant, which is the 2019 Municipal Affairs Population. (Bon Accord population is 1,529 in this list).
 - In some cases, a municipality's population in 2019 may be higher than more recent estimates, resulting in a slightly higher levy. (Current 2021 population for Bon Accord is 1,461). However, it's important to note that the provincial government's operating grant is also based on the 2019 population data. For context:
 - The levy charged is \$5.47 per capita.
 - The provincial operating grant provided is \$5.60 per capita.
 - This ensures that while the levy reflects the 2019 population figures, the community benefits from a corresponding grant amount.
 - Should a municipality wish to propose a change to the membership agreement regarding the population list used, this can be brought forward for discussion at the NLLS Board. Per the agreement, any amendment would require a 2/3rds vote of approval by the Board. It has been brought forward a couple of times in the last few years and has thus far resulted in general agreement to continue with this method of calculating the levy.
- The Alberta Utilities Commission reapproved our existing gas distribution franchise agreement. This was required by new legislation implemented by the Government of Alberta in 2024 (Utilities Affordability Statutes Amendment Act, 2024). The reapproval confirms that the agreement is compliant and does not change anything in the contract or extend term expiry dates. The term of our gas distribution franchise agreement expires in January of 2031.
- We have been preparing for the 2024 audit. This will occur during the week of February 10th.

Economic Development | Safe Communities

- CPTED for Business is scheduled for February 12th, 2025, at 12 – 1:30 pm with Jennifer Penner, Sturgeon County Safe Communities Facilitator, in Council Chambers.
- Quarterly Business Meeting with special guest speaker Rob Lajoie, Vice President

of Financing & Consulting to take place on January 24th, 2025 @ 1 pm in Council Chambers.

- Collected and submitted data for Dark Sky report for the year of 2024.
- Safe Skating for the winter season sponsored by Pembina Pipelines has begun.
- Researched & began brainstorming layout & design for Community Profile Booklet. Connected with Public Works department to collect infrastructure information relevant to developers looking to invest for the Community Profile Booklet.
- Further researched & reviewed surrounding municipalities/communities Business Expansion & Retention Plans.
- In communication with Sturgeon County Safe Communities Facilitator, Jennifer Penner, regarding a potential Fraud Prevention presentation during the month of March 2025, also known as Fraud Prevention Month, as indicated on the Government of Canada website.
- Continued research for new grant opportunities in both Safe Communities & Economic Development for 2025.
- Following up with business leads from 2024.

Operations | Public Works

- Due to the holiday season, and with some staff on time off, the work period this report covers is shorter than normal. That said, the Public Works team was able to stay busy.
- The Public Works staff are steadily working to stay on top of the winter road conditions. The freeze/thaw cycle continues to add to the ice buildup on the main arteries and intersections. Residential roads presently have about a 5cm snowpack. As the threat of freezing rain persists, the thought is that the packed roads will be a better base to have down in the event of rain as opposed to bare roads. Roads are monitored daily and any clearing cycle initiated will be communicated on the Town's website.
- Street sanding is being completed on an "as needed" basis concentrating on main arteries, intersections, and highway approaches. Extra time and planning are expended to secure salt/sand material from a source that is further from town than it was in previous years.
- Recent inspections of municipal buildings have resulted in identifying various repairs being needed. Staff time has been spent fixing door handles, locks, light fixtures, plumbing issues, bathroom fans, etc. Several issues have been brought up regarding the fire hall. Along with new fixtures installed in the back storage room and multiple bulb replacements in the truck bays, it was indicated that an overhead natural gas heater needs replacing (approximately \$1500.00) and a fire rated interior door had to be installed between the bays and the office area at a cost of around \$3000.00.
- The sewage pump that was removed from service from the final lift station at the end of October has been overhauled and is being returned and back in service January 22. There were no issues arising from operating with only one pump during this period.

- The arena has been operating without any major issues throughout this winter season. Roof inspections are ongoing, as are prioritizing plans for future arena upgrades.
- The Infrastructure Manager participated in an ICF committee meeting.
- Public Works staff are being kept busy with safety courses, employee evaluations, and project planning for the 2025 season.

Attachments

- Town Manager:
 - Action List
- Corporate Services Manager:
 - Variance Report



Town Manager Action List

Date: January 21st, 2025
Reporting Period: December 18th, 2024 – January 21st, 2025
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST:

Action Item	Status
Flag Protocol Policy Resolved that Council directs administration to bring back the Flag Protocol Policy with amendments for discussion.	January 21, 2025, RCM
Roseridge Grand Opening Invitation Resolved that Council direct administration to register Deputy Mayor May and Councillor Larson for the Roseridge Grand Opening on October 20, 2024.	This event has been cancelled. There will not be a public event.
Mayor Holden Motion: Town Security Resolved that Council directs administration contact the presenters of our recent CPTED session on October 22 to inquire about a presentation regarding businesses.	In-Progress February 12 th —Noon – 1:30 PM
Animal Control Bylaw BYLAWS POLICIES AGREEMENTS Council gives first reading to Animal Control Bylaw 2024-16 as amended, including removing highlighted section 3.7(d).	January 21 st , 2025 RCM 2 nd Reading as amended 3 rd and Final Reading planned February 04 th , 2025 RCM
Boundary Tree Policy Resolved that Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.	The "Trees on Municipal Property" Policy draft is scheduled for review at the January Committee of the Whole Meeting.

<p>Stormwater Park Project Resolved that Council directs administration to proceed with landowner negotiations and related agreements as directed.</p>	<p>In-Progress</p>
<p>Engineering Study Fees Resolved that Council directs administration to include the engineering study fees in the final 2025 proposed budget for Council review per resolution 24-355.</p>	<p>Final Budget Review (spring 2025)</p>
<p>Community Services Advisory Board Bylaw 2024-16 – First Reading Resolved that Council gives first reading to Community Services Advisory Board Bylaw 2024-16.</p>	<p>2nd and 3rd Reading January 21st RCM</p>
<p>2025 Emerging Trends Seminar Resolved that Council approves the reallocation of \$500 from the 2025 administration supplies budget to the staff registration and memberships budget for two staff including the Town Manager or designate and one other staff to attend the Emerging Trends in Municipal Law Seminar hosted by Brownlee LLP.</p>	<p>The Town Manager and the Corporate Services Manager/Acting CAO have been registered for this seminar.</p>
<p>FCM Membership Renewal Resolved that Council direct administration to renew the Town’s FCM membership.</p>	<p>Completed</p>
<p>Municipal Affairs Invitation: School Tax Collection Resolved that Council direct administration to have Municipal Affairs attend a Council meeting to clarify the Alberta School Foundation Fund and the fees regarding the Greater St. Albert Roman Catholic Separate School District No. 734.</p>	<p>In-Progress Staff have reached out to both Municipal Affairs and Alberta Education.</p>
<p>Municipal Affairs Invitation: Social Media Advertisement Resolved that Council direct administration to advertise widely on social media and signage to the public that we are having Municipal Affairs come in to talk about the school taxes.</p>	<p>In-Progress—as noted above.</p>

<p>Community Asset Sponsorship Package – Resolved that Council directs administration to bring back more information.</p>	<p>In progress Administration reached out in November for more information as directed and again in January 2025.</p>
<p>Local Growth and Sustainability Grant (LGSG) Resolved that Council directs administration to proceed as directed.</p>	<p>In-Progress</p>
<p>Arena Advertising Agreement Resolved that Council directs administration to bring back more information.</p>	<p>In-Progress Administration reached out in November for more information as directed and again in January 2025.</p>
<p>Alberta Municipalities – Grants in Lieu of Taxes and Election Changes Resolved that Council and administration work to develop a resolution for the 2025 Spring Leadership Caucus to reduce policing costs for communities under 5000 in light of reduced LGFF funding.</p>	<p>In-Progress</p>
<p>Golden Gems Grant Request – FOIP Act Section 24 Advice from officials and Section 25 Disclosure harmful to economic and other interests of a public body Resolved that Council directs administration to approve the request of the Golden Gems Society for \$1600 to be used toward insurance costs in 2025 AND FURTHER THAT administration is directed to reallocate this amount from the administration insurance expense in the 2025 operating budget to the FCSS budget as an operating grant for the Golden Gems Society. Please note that this is a one-year endeavor.</p>	<p>Complete</p>
<p>Sand and Salt Storage Facility Resolved that Council directs administration to proceed with the construction of the sea can structure, for the cost of up to \$25,000.00 to be funded from the Canada Community Building Fund.</p>	<p>January 21st, 2025</p>

<p>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</p> <p>Resolved that Council directs administration to proceed with negotiations with the landowners to acquire the environmental reserve (ER) and public utility lots (PULs).</p>	<p>In Progress</p>
<p>Intermunicipal Collaboration Framework (ICF) Negotiations – FOIP Act Section 21 Disclosure harmful to intergovernmental relations</p> <p>Resolved that Council direct administration to advise Sturgeon County that we wish to extend the ICF negotiations until March of 2027.</p>	<p>Complete</p>



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

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	
General Municipal	2,656,828	2,516,071	140,757	425,861	405,769	20,092	2,230,967	2,110,302	120,665	5%
TOTAL MUNICIPAL	\$ 2,656,827.68	\$ 2,516,071.00	\$ 140,756.68	\$ 425,861.06	\$ 405,769.00	\$ 20,092.06	\$ 2,230,967	\$ 2,110,302	\$ 120,665	6%
Election	-	-	-	-	2,000	- 2,000	-	(2,000)	2,000	#DIV/0!
Council	-	-	-	123,806	128,224	- 4,418	(123,806)	(128,224)	4,418	-4%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 123,806	\$ 130,224	-\$ 6,418	-\$ 123,806	-\$ 130,224	\$ 6,418	5%
Administration	27,826	18,015	9,811	578,300	624,256	- 45,956	(550,474)	(606,241)	55,767	-10%
TOTAL ADMINISTRATION	\$ 27,826	\$ 18,015	\$ 9,811	\$ 578,300	\$ 624,256	-\$ 45,956	-\$ 550,474	-\$ 606,241	\$ 55,767	9%
Fire Services	10,709	10,149	560	50,874	47,817	3,057	(40,166)	(37,668)	(2,498)	6%
Emergency Services	-	-	-	15,839	23,877	-8,038	(15,839)	(23,877)	8,038	-51%
Bylaw	48,652	45,092	3,560	16,006	142,173	-126,167	32,646	(97,081)	129,727	397%
TOTAL PROTECTIVE SERVICES	\$ 59,361	\$ 55,241	\$ 4,120	\$ 82,719	\$ 213,867	-\$ 131,148	-\$ 23,358	-\$ 158,626	\$ 135,268	85%
Municipal Planning	26,478	7,000	19,478	155,304	137,051	18,253	(128,826)	(130,051)	1,225	-1%
Economic Development	-	5,850	- 5,850	93,597	106,141	- 12,544	(93,597)	(100,291)	6,694	-7%
TOTAL PLANNING & DEVELOPMEN	\$ 26,478	\$ 12,850	\$ 13,628	\$ 248,901	\$ 243,192	\$ 5,709	-\$ 222,423	-\$ 230,342	\$ 7,919	3%
Public Works - Roads	11,929	8,800	3,129	398,622	442,912	- 44,290	(386,693)	(434,112)	47,419	-12%
Storm Sewer & Drain	-	-	-	40,720	41,849	-1,129	(40,720)	(41,849)	1,129	-3%
Water	567,880	544,107	23,773	536,106	570,315	-34,209	31,773	(26,208)	57,981	182%
Sewer	355,594	350,869	4,725	351,154	403,811	-52,657	4,440	(52,942)	57,382	1292%
Garbage	107,294	100,693	6,601	131,506	135,771	-4,265	(24,213)	(35,078)	10,865	-45%
Cemetery	30,950	8,000	22,950	12,736	15,865	-3,129	18,214	(7,865)	26,079	143%
TOTAL PUBLIC WORKS	\$ 1,073,646	\$ 1,012,469	\$ 61,177	\$ 1,470,844	\$ 1,610,523	-\$ 139,679	-\$ 397,197	-\$ 598,054	\$ 200,857	34%
FCSS	45,462	61,543	- 16,081	109,275	141,140	- 31,865	(63,813)	(79,597)	15,784	-25%
TOTAL FCSS	\$ 45,462	\$ 61,543	-\$ 16,081	\$ 109,275	\$ 141,140	-\$ 31,865	-\$ 63,813	-\$ 79,597	\$ 15,784	20%
Parks	64,882	58,308	6,574	121,410	171,382	- 49,972	(56,528)	(113,074)	56,546	-100%
Arena	235,411	248,716	- 13,305	329,709	341,468	- 11,759	(94,298)	(92,752)	(1,546)	2%
Recreation	198,726	190,703	8,023	218,221	232,906	- 14,685	(19,495)	(42,203)	22,708	-116%
TOTAL REC & COMMUNITY SERVIC	\$ 499,020	\$ 497,727	\$ 1,293	\$ 669,340	\$ 745,756	-\$ 76,416	-\$ 170,321	-\$ 248,029	\$ 77,708	31%
Library	-	-	-	59,886	59,189	697	(59,886)	(59,189)	(697)	1%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 59,886	\$ 59,189	\$ 697	-\$ 59,886	-\$ 59,189	-\$ 697	1%
Total Excl. General Municipal	\$ 1,731,794	\$ 1,657,845	\$ 73,949	\$ 3,343,072	\$ 3,768,147	-\$ 425,075	-\$ 1,611,278	-\$ 2,110,302	\$ 499,024	-31%
Total Incl. General Municipal	\$ 4,388,622	\$ 4,173,916	\$ 214,706	\$ 3,768,933	\$ 4,173,916	-\$ 404,983	\$ 619,688	-\$ 0	\$ 619,688	

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

Variance Report Notes

Reporting Period: up to December 31, 2024

Municipal:

To date, 97% of taxes have been received compared to 98% at this time last year.

Franchise fees are \$2,775 higher than budgeted and return on investments is \$93,720 higher than expected.

Protective Services:

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

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

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

In review:

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

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

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

Water & Sewer:

Bulk water sales are under budget by \$2,841.

Water sales are over budget by \$9,765.

Sewer sales are over budget by \$6,765.

Garbage sales are over budget by \$7,664.

Final invoices from contractors are still coming in and being entered.

Economic Development & Planning

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

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

Cemetery:

Plot sales are over budget by \$15,700 and open/close revenue is over budget by \$7,250.

***Year-end is still in progress, so final invoices and adjusting entries may still impact the numbers for each department.*

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Councillor Bidney Motion: Council Community Connections
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Councillor Bidney brought forward a Notice of Motion at the December 17, 2024, Regular Meeting of Council regarding Council Community Connections.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Councillor Bidney's Notice of Motion is enclosed.

STRATEGIC ALIGNMENT

N/A

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

That Council direct administration to....

NOTICE OF MOTION

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Cemetery Memorial Bench
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

In December, administration received a request from a family member of someone buried within the columbarium at the Bon Accord Cemetery to have a memorial bench placed at the columbarium on the South side (facing the highway).

The sizing of the proposed bench is as follows:

Outdoor Bench Dimensions



A 10 by 10 stainless steel plaque would be mounted to the centre of the bench and inscribed with “A place to rest your feet and talk”.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Per Section 2. (j) of the Cemetery Bylaw 2020-04, Benches of a style approved by the Town may be permitted in the cemetery under such conditions as the Town may order.

Given that the wording of this section is ambiguous as to who from the Town may permit the placing of benches in the cemetery, this decision is being brought to Council.

Administration has consulted with public works, and clearance for the bench is available in the area so long as the bench is on the grass/ground and not the concrete pad that

the columbarium sits on. If the bench faces the columbarium, the person would still be sitting fairly close to the columbarium.

Considerations:

- The bench will cause minimal hindrance to grass-cutting in that area. Currently, the mower has full clearance.
- The Town should have the bench owner sign a waiver that indicates the following:
 - The owner releases and indemnifies the Town from any liability for damages caused to the bench.
 - The Town is not responsible for bench maintenance, upkeep, and/or repair.
- Section 2 (b) of Bylaw 2020-04 states that: The Town shall have authority to remove any weeds, or grass, funeral designs or floral pieces which may become wilted, or any other article or thing, which is, in its opinion, unsightly.
 - If, in the future, the bench becomes unsightly if the owner does not provide proper maintenance or repairs, this clause should give future Council's authority to decide to have the bench removed.
- The Cemetery bylaw charges a \$100 grave marker permit fee; there is no permit fee for any columbarium markings or engravings on the doors. The bylaw has no named fee for a bench or other memorial.

STRATEGIC ALIGNMENT

Value Statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

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.

Or

THAT Council does not approve the installation of a memorial bench as requested in the Bon Accord Cemetery.

Or

THAT Council directs administration....

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Office Chair Disposal
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

In December, administration received the new office chairs as approved per resolution #24-464 at the November 5th regular meeting of Council. Now that the new chairs are in place, the old chairs need to be disposed of. There are (6) chairs to be disposed of, as administration kept (2) for our summer recreation program staff.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The chairs, as a whole, are an asset of the Town; however, given their age, they have been fully depreciated and are no longer valued on the Town’s capital asset listing. The chairs are old and have some wear and tear. They may still have minimal use, but the Town has nowhere to store them.

Options for disposal include the following:

Option #1: Offer the chairs at no cost to any interested resident or staff/Council member. Administration would prepare a waiver stating that the chairs are accepted as is, at no cost, releasing and indemnifying the Town from any liability. Should there be no interest by February 18th, any remaining chairs will be thrown away.

Option #2: Immediately take the chairs to the landfill.

STRATEGIC ALIGNMENT

Value Statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

THAT Council directs administration to dispose of the chairs per [insert Option here] as presented.

Or

THAT Council directs administration....

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	CSAB Advisory Board Appointments
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

The Community Services Advisory Board received three member applications, which were reviewed at the board's most recent meeting on December 18th, 2024.

There is currently one (1) rural representative position open, one (1) member at large position open, and two (2) youth membership positions open.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The board reviewed the three applications to discuss recommendations to Council. One application came from a rural Sturgeon County resident, and two from residents within Bon Accord.

The board moved to recommend that Dwayne Betchuk’s application be forwarded to Council for membership as the rural representative.

The remaining two (2) applications are from adult volunteers: Steve Milne and Pamela Stuart. The board recommended that the two applications be given to Council for discussion so that Council may decide whether to keep the two youth membership spots or open one of the spaces for a second adult member.

Section 4 (c)(ii) of the Community Services Advisory Board Bylaw states: within the eight (8) members of the community at large, the board shall endeavour to include the following representation...Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.

Given this statement, Council can determine to utilize one (1) of the youth representative positions to appoint both of the remaining applicants as members at large.

Administration has endeavoured to liaise with Lillian Schick School to recruit youth members within the past year and will continue our recruitment efforts. We will also

contact Sturgeon Composite High School as many of our Bon Accord and rural Sturgeon youth are students there.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Resolution #1

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

Resolution #2

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.

Or

THAT Council directs administration....

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Terry Doerkson, Infrastructure Manager
Title:	Salt/Sand Storage
Agenda Item No.	7.5

BACKGROUND/PROPOSAL

In 2024, Council approved funds for up to \$25,000 in CCBF grant funding for the purchase and installation of a covered sea can salt/sand storage facility in the Public Works yard. Further investigation into this kind of structure revealed challenges to the safety certification and the completion of building permit requirements. Therefore, it became necessary to look at other types of storage structures available. The search resulted in structures with higher project costs than the original idea. As per the Purchasing Policy 22-518, two quotes were obtained from companies who could offer a suitable building structure for our needs. After comparing the buildings features, administration selected a design of a steel framed, fabric building that, along with overhead and man doors, came complete with the required engineer stamped drawings and certifications. Except for a hard surface floor, this building comes fully complete and installed by the contractor. Action started now can ensure its current price and construction completed by early summer of this year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The total cost of this structure is \$33,063.03 plus an install price of \$8500.00. Previous quotes for paving 1000 sq/ft floor are approximately \$6,000.00. All in for \$47,563.03 plus tax.

Previously, \$25,000.00 from the CCBF grant has been approved by Council for this project. The 2024 approved budget allowed \$30,000.00 from reserves to fund a new truck for the fleet. The truck was purchased for \$12,000.00. Therefore, there is an extra \$18,000.00 in unused funding which could be used towards the structure. This together would cover \$43,000.00 of the structure cost.

In addition, deferred revenue from the 2024 CCBF grant, which totals \$3153.00, could be used towards the structure cost, leaving only \$1,410.03. This amount could be made up from the 2024 operating salt/sand budget surplus and the final structure total price could be achieved.

As the structure has a fabric covering, there will be the expectation of fabric replacement at some point in the future (roughly 15-20 years?).

The necessity of a salt/sand storage facility in the Public Works department has been acknowledged in the past and as per a time limit on the quote received for the building package, administration recommends moving forward on this project.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

CCBF (2024) - \$28,153.00 (previous \$25,000 approved, plus remaining \$3,153.00)

Reserves - \$18,000.00 (unused from new truck purchase already approved in the 2024 capital budget, and re-allocated to this project)

2024 Salt/Sand (12-3200-251) operating surplus – for the remaining balance (approx. \$1,410.03). There is an estimated \$7,000 in surplus for this operating line.

RECOMMENDED ACTION (by originator)

Choose one of the following:

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.

OR

THAT Council approves the purchase and construction of the recommended salt/sand storage structure with the \$25,000.00 in CCBF funding formerly approved for the sea can structure and the remaining funding from ...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Transfer to Tax Roll
Agenda Item No.	7.6

BACKGROUND/PROPOSAL

Section 546 of the Municipal Government Act addresses municipal orders to remedy dangers and unsightly property.

On October 28th, 2024, the Town issued an order to remedy under Section 546 of the MGA for the property at 4742 51st Avenue and legally described as Plan 7921533, Block 14, Lot 32 (tax roll # 52400).

The Town issued the enclosed invoice on December 02nd, 2024 to the property owner for the costs of the install of the fencing and the first month rental of the fencing panels. This invoice has not been paid.

Section 549(5)(b) of the Municipal Government Act addresses the requirements for municipalities to remedy contraventions, dangers and unsightly property as such:

549(1) Subject to subsection (2), a municipality may take whatever actions or measures are necessary to

(a) remedy a contravention of this Act, an enactment that the municipality is authorized to enforce or a bylaw or to prevent a reoccurrence of the contravention, or

(b) eliminate the danger to public safety caused by a structure, excavation or hole or to deal with the unsightly condition of property.

(2) No action or measure shall be taken under subsection (1) unless

(a) the municipality has first given a written order under section 545 or 546 that contains a statement referred to in section 545(2)(d) or 546(2)(b), as the case may be,

(b) the person to whom the order is directed has not complied with the order within the time specified in the order, and

(c) the appeal periods respecting the order have expired or, if an appeal has been made, the appeal has been decided and the decision allows the municipality to take the action or measures.

(5) The expenses and costs of an action or measure taken by a municipality under this section are an amount owing to the municipality

(a) in the case of an action or measure taken under subsection (1)(a), by the person who contravened the enactment or bylaw, or

(b) in the case of an action or measure taken under subsection (1)(b), by the person who did not comply with the order under section 546(1) within the time specified in the order.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The invoice in the amount of \$1183.24 (enclosed) for the related costs (pick up, install, and first month rent) have remained unpaid to date.

As per s. 549(5)(b) of the Municipal Government Act noted above, administration recommends that the outstanding amount of \$1183.24 is transferred to the tax roll for this property.

Should Council resolve to apply these costs to the tax roll, the property owner will be notified in writing and has 60 days to appeal the decision from the date of mailing (postage date stamp).

The ongoing costs of the rental of the fencing will be invoiced to the property owner now that the mail strike is over.

If unpaid, within one month of mailing (as per postage date stamp), unpaid invoices for the fencing rental will be added to the tax roll.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Fencing Related Costs to November 06th, 2024: \$1183.24 (including GST).

Monthly Rental Fee: \$121.13 per month (including GST).

RECOMMENDED ACTION (by originator)

Choose one of the following options:

That Council directs that \$1183.24 be added to tax roll # 52400 for the property at 4742 51st Avenue, legally described as (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 Rence Rental shall be added to the Property's tax roll on a monthly basis if unpaid.

OR

THAT Council directs administration to..

TOWN OF BON ACCORD
Box 779
5025 50 Avenue
Bon Accord, AB T0A0K0
(780) 921-3550



Invoice #	S. 17
GST #	108125204RT0001
Date	2024-Oct-30
P.O. #	
Location	
Account #	S. 17

S. 17

4742 - 51 AVENUE
 BON ACCORD, AB T0A0K0

AR Invoice

Service Provided: Fencing and Labor Costs							
Date of Service: 2024-10-30							
Code	Description	Quantity	Price	GST	Extended	GST	
MISC	Fast Fence Rental: 28 Days Oct9-Nov6	1.00	372.86	18.64	391.50	<input checked="" type="checkbox"/>	
MISC	Hourly Labor: 2 for pickup, 4 for install	11.00	65.00	35.75	750.75	<input checked="" type="checkbox"/>	
MISC	Mileage: to/from 9004 Yellowhead Trail NW	64.00	0.61	1.95	40.99	<input checked="" type="checkbox"/>	
Subtotal					1,126.90		
Total GST					56.34		
Invoice Total					1,183.24		

Terms : Net 30 Days

A rate of 24.00% per annum (2.00% per month) interest will be charged on overdue accounts.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Community Services Advisory Board Bylaw 2024-17, 2nd & 3rd Readings
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

At the December 17th regular meeting of Council, Council gave first reading to the Community Services Advisory Board Bylaw. Resolution #24-542.

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Following first reading, administration noted that the bylaw number was the same as the Animal Control Bylaw, which was also going through first reading (Bylaw 2024-16). It was determined that the numbering error likely occurred because the Community Services Advisory Board bylaw was first reviewed by Council at a Committee of the Whole meeting in June, however, it was not on a follow-up agenda for first reading. Because the Animal Control Bylaw has been advertised publicly it was determined it would be more transparent to maintain that bylaw's numbering. Therefore, the Community Services Advisory Board Bylaw has been updated to Bylaw number 2024-17.

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

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

Bylaw 2024-17 will repeal and replace the previous Bylaw 2021-07.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

NA

RECOMMENDED ACTION (by originator)

Resolution #1

THAT Council gives 2nd reading to Community Services Advisory Board Bylaw 2024-17 as amended.

Resolution #2

THAT Council gives 3rd and final reading to Community Services Advisory Board Bylaw 2024-17 as presented.

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

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

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

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

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

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

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

1. TITLE:

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

2. DEFINITIONS

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

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- e) "Community Services" shall mean the provision of family and community support services and the provision of recreation and cultural services.
- f) "Council" shall mean the Council of the Town of Bon Accord.
- g) "Municipality" shall mean the Town of Bon Accord.

3. PURPOSE

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

4. MEMBERSHIP

- a) The Board shall consist of up to nine (9) members appointed by resolution of Council.
- b) Membership shall include:
 - i. One (1) member of Council shall be appointed annually at the Organizational Meeting of Council.
 - ii. Up to eight (8) members from the community at large representing a cross section of varied backgrounds of the community.
- c) Within the eight (8) members of the community at large, the board shall endeavour to include the following representation:
 - i. One (1) member from the rural Bon Accord community residing within Sturgeon County Division V.
 - ii. Two (2) youth members residing within the Town of Bon Accord or Sturgeon County (Division V) 14 to 18 years of age and attending Junior or Senior High School.
 - iii. One (1) Seniors' representative (defined as an adult 60 years of age or older) residing within the Town of Bon Accord

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

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

5. TERMS OF OFFICE

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

6. RESIGNATIONS AND TERMINATIONS

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

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

7. OFFICERS

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

8. MEETINGS

- a) The Board shall hold four (4) regular meetings in a year, and the time and place of such meetings are to be determined by the Board.
- b) Any special meeting may be called by the Chairperson, or at the request of four (4) Board Members, on 48 hours' notice. Such notices will be distributed by email to all Board Members and followed up by phone call if no response is received within 8 hours.
- c) A quorum of the Board shall be a simple majority of Board Members.
- d) Regular Board meetings shall be open to the public.
- e) All Board Members, including the Chairperson, shall vote on all motions before the Board, and in the event of a tie, the motion shall be lost.
- f) Board Members having a direct pecuniary interest in any item under discussion by the Board are exempt from the previous clause (e), must declare pecuniary interest and shall abstain from all discussion and voting on any resolution relating to that item.

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- g) Minutes shall be taken of all meetings by the Town's administration representative or a designate. A copy of such minutes shall be signed by the Chairperson and the administration representative or designate and shall be filed with the CAO in the Town Office.
- h) The Board shall establish such rules and regulations as its members may agree upon as are necessary to govern the conduct of the Board meetings, providing such rules or regulations are not inconsistent with powers herein conferred or in the Alberta Municipal Government Act. Copies of all such rules and regulations shall be filed with the CAO in the Town Office.
- i) All correspondence and records of the Board shall be filed with the Town Office.

9. ACCOUNTABILITY

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

10. POWERS AND DUTIES

- a) The Board shall recommend any form of FCSS (Family and Community Support Services) or recreational programs or events that serve the community's needs. These may include but are not limited to programs or events for children, youth, seniors, adult learning, recreation, leisure, cultural and/or those that are preventative as per the Family and Community Support Services provincial legislation.
- b) An annual report shall be completed and provided to Council and other reports as needed or requested.
- c) The Board shall act as an advisor to the Community Services Coordinator with regard to Community Services by assisting in:

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

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

11. BUDGETS AND FINANCE

- a) On behalf of the Board, the Community Services Coordinator shall submit to the CAO (no later than October 31st each year) a budget of expenditures and revenues for the next budget year concerning all matters over which the Board has jurisdiction. The budget will be reviewed and submitted to Council with the town's annual operating budget for approval. If the Council has concerns with the budget as submitted, it shall be referred back to the Board with additional guidelines to assist the Board in redrafting the budget, or portions of it. The Council approves the final budget.
- b) The Council reserves the right to amend the proposed budget or approved budget at any time during the year. The Council shall notify the Board on any amendments prior to the amendment being voted on by Council.

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

- c) If the Board determines a need to make an expenditure that has not been approved in the final budget, approval from Council must be given before such expenditure can be made. Council will consider the changes at the earliest possible meeting. If approved, the changes will take effect immediately.

12. LIMITATIONS OF POWER

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

13. SEVERABILITY

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

14. REPEAL BYLAWS

- a) Bylaw 2021-07 Community Services Advisory Board is hereby repealed upon the third and final reading of this bylaw.

15. COMING INTO FORCE

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

**TOWN OF BON ACCORD
BYLAW 2024-17
COMMUNITY SERVICES ADVISORY BOARD BYLAW**

READ A FIRST TIME THIS 17th of December 2024.

READ A SECOND TIME THIS 21st of January 2025.

READ A THIRD TIME THIS 21st of January 2025.

SIGNED AND PASSED THIS 21st of January 2025.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

DRAFT

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	January 21, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Animal Control Bylaw 2024-16
Agenda Item No.	8.2

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.

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 amended.

**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;

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

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

**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.

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

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(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
BYLAW 2024 -16
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;
- (oo)(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 licenced 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 licenced 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

**TOWN OF BON ACCORD
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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

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

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

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

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

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	January 21, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Council Remuneration Policy 05-315
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

The Council Remuneration Policy #05-315 requires updating due to the honorarium changes approved within the interim 2025 budget.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council approved a 2% cost of living (COLA) adjustment to Council honorariums within the interim 2025 budget, which was passed at the November 5th, 2024 regular meeting of Council.

The honorarium per year for the Mayor will increase to \$20,136 from \$19,740, and the honorarium per year for each Councillor will increase to \$10,068 from \$9,871.

Per diem rates remain the same at \$75 for a half day and \$150 for a full day (four hours or more). Per diems are paid, including travel time (excluding travel mileage, accommodations, and/or meals which are paid out as a separate expense) for attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries, for Town of Bon Accord Workshops including budget and strategic planning, and for committees and boards that are not otherwise paying the elected official a per diem for attendance.

Schedule A, attached to the policy, outlines the types of activities for which per diems are eligible or ineligible.

Should Council wish to consider other eligible or ineligible activities for per diems, these can be added to Schedule A at this time.

STRATEGIC ALIGNMENT

Value Statement of Stewardship – Administration and Council embody the responsible planning and management of our resources.

Value Statement of Service Excellence – Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

2025 operating budget

RECOMMENDED ACTION (by originator)

Choose one of the following:

THAT Council approves the Council Remuneration Policy as presented.

Or

THAT Council approved the Council Remuneration Policy with the following amendments: [list amendments].

COUNCIL REMUNERATION

SECTION: Council

DEPARTMENT: Administration / Finance

COUNCIL APPROVAL DATE: December 6, 2005

LAST REVIEWED BY COUNCIL: January 16, 2024

PURPOSE AND INTENT

The purpose of this policy is to establish the remuneration to be paid to elected officials.

POLICY STATEMENT

Council shall receive remuneration and ~~re-imbusement~~ reimbursement for expenses incurred while acting in an official capacity as an elected official for the Town of Bon Accord.

Members of Council shall receive compensation for their roles as elected officials via honorarium, per diem, and expenses.

Honorarium fees paid to Council shall be as follows:

1. ~~\$19,740~~ \$20,136 per annum paid to the Chief Elected Official of the Town of Bon Accord for attending to and performing the duties and services of the Chief Elected Official, including but not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.
2. ~~\$9,871~~ \$10,068 per annum paid to each Councillor of the Town of Bon Accord for attending to, and performing the duties and services of Councillor, including but

not limited to meeting with staff, dealing with and responding to the residents, Regular and Special Council meetings (including preparation for), Committee of the Whole Meetings, staff functions, and Town-related activities not specifically covered by per diem rates.

- a. Council members are obligated to notify the CAO/Town Office before the close of business on that day if unable to attend any scheduled monthly meetings.
 - b. Council members who are absent from any scheduled monthly meeting without providing notification may be subject to a withholding of not more than 50% of their monthly honorarium, at the discretion of the Chief Elected Officer.
3. Per diems shall be paid including travel time (excluding travel, accommodations, and/or meals) for the following:
- a. Attending events, seminars, conventions, retreats, and/or other meetings/events, and committees as sanctioned by Council located outside the Town of Bon Accord boundaries.
 - b. Town of Bon Accord Workshops: budget, strategic planning, etc.
 - c. Where the Committee/Board is otherwise not paying the elected official a per diem for attendance.
 - d. Per diem rates are to be as follows:
 - i. \$150.00 for a full day (four hours or more)
 - ii. \$75.00 for a half day
4. Intermunicipal Subdivision and Development Appeal Board Council remuneration
- a. \$220 per day for a meeting over 4 hours in duration
 - b. \$110 per day for a meeting 4 hours or less in duration
5. A maximum per diem of \$300 per person shall be paid for any one day when

- attendance at more than one activity occurs on that day.
6. Notwithstanding (5.), activities extending beyond a regular working day shall be included as part of a full day rate.
 7. There will be no direct remuneration paid for any member of Council serving on Boards, Committees, or Commissions where remuneration is paid from another source.
 8. Honorariums shall be considered for adjustment by Council after an administrative review of the annual AMSC Wage and Compensation Survey results have been received and any indicated changes in the Consumer Price Index.
 9. Council members are eligible to claim meal costs while attending meetings within or outside the Town as per the receipted amount, up to a maximum of \$100 per day. When a receipt is not available, claims shall be limited to the following rates:
 - a. Breakfast \$15.00
 - b. Lunch \$20.00
 - c. Supper \$25.00
 10. Spousal tickets, or expenses claimed for spouses (defined as “adult interdependent relationships”) shall be at the discretion of Council.
 11. Mileage shall be paid at \$0.61/km.
 12. See Schedule A for a listing of common types of activities and whether these are eligible for per diems or reimbursement.

Schedule “A”

Type of Activity	Per Diem Eligibility
Attendance at Town events i.e.: Volunteer Appreciation, Meet the Community, Family Day	No
Board/Committee/Commission Meetings where remuneration is paid from another source	No
Board/Committee/Commission Meetings where remuneration is not paid from another source (i.e.: Edmonton Salutes, NLLS)	Yes
Breakfast, Lunch or Dinner in Town (i.e.: Communities in Bloom Judging Day)	No
Breakfasts, Lunch or Dinners out of Town (i.e.: Mayor’s Breakfast in another community, regional dinners—except during conferences)	Yes
Budget Workshops, other Training, or Education Workshops (in or out of Town)	Yes
Community Services Advisory Board Meetings	No
Conventions and Conferences	Yes
Committee of the Whole Meeting	No
Council orientation sessions (in/or out of Town)	Yes
Council retreat/planning session (in/or out of Town)	Yes
Golf events	Yes
Library Board Meeting	No
Meetings with residents	No
Official meetings with other elected officials outside of Town	Yes
Official meetings with other elected officials in Town	No

Parades (other than Harvest Days)	Yes
Regular or Special Council Meetings (including Public Hearings)	No
Scheduled and non-scheduled meetings with the Town Manager	No
Signing of cheques and documents	No
Subdivision and Appeal Board	Yes

DRAFT

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Council Meeting
Meeting Date:	January 21, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Flag Protocol Policy
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

The Flag Protocol Policy was approved on June 15, 2021. Administration reviewed this policy to ensure it reflects current processes and addresses circumstances that were not included in the existing policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Changes to the existing policy include:

- New format consistent with existing policies
- A dedicated half-masting section that includes
 - A provision to avoid overtime/on-call for raising/lowering of flags
 - A provision to address when a flag must remain at full mast, and
 - A provision that ensures administration follows Government of Alberta half-mastings
- A dedicated section outlining the specific flags that will be flown on Town property, giving the Gibbons Legion discretion for flags at the Veterans' Memorial Park
- A section outlining proper use of the Town of Bon Accord flag
- Provisions surrounding the condition of flags flown and their disposal
- Provisions surrounding the replacement and raising/lowering of flags at the Veterans' Memorial Park
- Additional guidelines to ensure flag best practices

At the December 3, 2024 RMC, Council resolved for administration to make amendments to the policy and bring these back for discussion. The attached policy includes the following amendments:

- Removal of the Sturgeon County flag on the list of flags flown at the Town office, as this flag is not being flown in this location.
- Addition of half-masting provisions to half-mast in the following circumstances:
 - When the Government of Alberta directs all Government of Alberta buildings to half-mast;

- In accordance with the Government of Alberta Flags and Flag Use: Half-Masting Guidelines, which includes annual half-mastings on National Day of Mourning, National Day for Truth and Reconciliation, and Remembrance Day, as these days are the only recurring annual dates where all Government of Alberta buildings half-mast (see excerpt chart attached).

Administration has also highlighted the following sections for Council's consideration:

- Section I Half-Masting, subsection 5
- Section IV Responsibilities, subsections 1.1 and 2.4

These sections allow the Mayor to make the final determination on half-masting. Council may wish to keep, amend, or remove these or other provisions in the policy.

STRATEGIC ALIGNMENT

Value Statement: Professionalism

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

Value Statement: Service Excellence

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

One of the following:

THAT Council approves the Flag Protocol Policy as presented.

OR

THAT Council approves the Flag Protocol Policy as amended, including: [by removing the highlighted provisions as noted, and/or list any other amendments].

Appendix 2: Table

Legend

- A. From notification of death through to sunset on the day of the funeral or memorial regardless of length of interval.
- B. From the time of notification of death and on the days following notification until sunset on the day of the funeral. If a memorial service will occur after the seventh day after the day of notification, on the eighth day the flag will be returned to full-mast and lowered to half-mast from sunrise to sunset on the day of the memorial service.
- C. From sunrise to sunset on the day of the funeral or memorial service.
- D. From the time of notification of death to sunset the following day, and from sunrise to sunset on the day of the funeral or memorial service.
- E. From sunrise to sunset on this day.

Note: At or near cenotaphs/memorials from 11:00 a.m. to sunset or if practicality requires, sunrise to sunset.

Occurrence and whom	Duration	Locations				
		All GOA Locations.	Legislature	McDougall (when the individual is from Southern Alberta)	Riding Specific	Building Specific
Sovereign	A.	√				
Member of the Royal Family, related in the first degree to the Sovereign	A.	√				
Governor General	A.	√				
Former Governor General	A.	√				
Prime Minister	A.	√				
Former Prime Minister	A.	√				
Lieutenant Governor of Alberta	B.	√				
Former Lieutenant Governor of Alberta	B.	√				
Premier of Alberta	B.	√				
Former premier of Alberta	B.	√				
Alberta Cabinet Minister	B.		√	√	√	
Member of the Legislative Assembly of Alberta	B.		√	√	√	
Federal Cabinet Minister from Alberta	B.		√	√		
Privy Councillor from Alberta	B.		√	√	√ (if applicable)	
Senator representing Alberta	B.		√	√		
Member of the House of Commons representing Alberta	B.				√ (Federal riding)	
Chief Justice of the Alberta Court of Appeal	B.		√	√		√ (all courthouses)

Occurrence and whom	Duration	Locations				
		All GOA Locations.	Legislature	McDougall (when the individual is from Southern Alberta)	Riding Specific	Building Specific
Chief Justice Court of King's Bench	B.		√	√		√ (all courthouses)
Chief Justice, Alberta Court of Justice	B.		√	√		√ (all courthouses)
Former Chief Justice Alberta Court of Appeal	C.					√ (all courthouses)
Former Chief Justice Court of King's Bench	C.					√ (all courthouses)
Former Chief Justice Alberta Court of Justice	C.					√ (all courthouses)
Associate Chief Justice Alberta Court of Appeal	B.					√ (all courthouses)
Associate Chief Justice Court of King's Bench	B.					√ (all courthouses)
Deputy Chief Justice, Alberta Court of Justice	B.					√ (all courthouses)
Justice of Court of Appeal	B.					√ (Bldg. where presided)
Justice of Court of King's Bench	B.					√ (Bldg. where presided)
Justice of the Alberta Court of Justice	B.					√ (Bldg. where presided)
Retired member of the Alberta Judiciary	C.					√ (Bldg. where presided)
Premier of another Province or Territory of Canada	B.		√			
Former Alberta Cabinet Minister	C.		√	√		
Former Member Legislative Assembly of Alberta	C.		√	√		
Foreign Head of State	C.		√	√		
Current Mayor or Reeve	D.					√
Canadian soldiers and police killed in the line of duty	C.		√	√		
Current provincial gov't. employees killed in the line of duty	Variable, DM working with Protocol					√
Special Days						
April 9, National Day of Remembrance Battle of Vimy Ridge	E.		√	√		
April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)	E.	√				
June 23, National Day of Remembrance for Victims of Terrorism	E.		√	√		
Second Sunday in September Firefighters' National Memorial Day	E.		√	√		
Last Sunday in September Police and Peace Officers' National Memorial Day	E.		√	√		
September 30, National Day for Truth and Reconciliation	E.	√				
November 11 Remembrance Day	F.	√				
December 6 National Day Remembrance & Action on Violence Against Women	E.		√	√		

FLAG PROTOCOL

SECTION: Administration

DEPARTMENT: Administration / Public Works / Community Services

COUNCIL APPROVAL DATE: June 15, 2021

LAST REVIEWED BY COUNCIL: [DATE]

POLICY STATEMENT

The flags flown on Town Property are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honored. Flying flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens; therefore, the Town will lower flags to half-mast to commemorate solemn occasions in accordance with this policy.

PURPOSE

To ensure that all flags flown on Town Property are displayed in an appropriate and consistent manner by outlining protocol for when flags are raised, lowered, flown, and disposed.

SCOPE

This policy applies to flags located on Town Property with respect to raising, lowering, flying, and disposing of flags, as well as maintenance of flag poles in accordance with the **Canadian Heritage Guidelines on Flag Etiquette in Canada and Rules for Flying the Flag**.

DEFINITIONS

“Council” means the elected officials of the Town of Bon Accord.

“Half-mast” means lowering the flag to half-way down the mast.

“Town” means the Town of Bon Accord.

“Town Property” means the Town of Bon Accord office building and Veterans’ Memorial Park.

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

I. HALF-MASTING

1. The protocol outlined below will be followed to the extent possible which prevents Town staff overtime or on-call callouts for flag raising and lowering.
2. Flags must be flown at full-mast on Canada Day and Victoria Day, unless the flag is at half-mast for the death of a British monarch, the Canadian Prime Minister, or the Governor General (Holidays Act R.S.C. c. H-5).
3. The Town will lower flags to half-mast at the Town office at the direction of the Government of Alberta [where all Government of Alberta buildings are required to half-mast and in accordance with the Government of Alberta Flags and Flag Use: Half-Masting Guidelines](#).
4. [The Town will lower flags to half-mast at the Town office in recognition of:](#)
 - 4.1. [National Day of Mourning, April 28, annually](#)
 - 4.2. [National Day for Truth and Reconciliation, September 30, annually](#)
 - 4.3. [Remembrance Day, November 11, annually](#)
 - 4.5. [The Mayor may direct flags to be half-masted at any or all Town Properties and facilities, for such time and under such circumstances as the Mayor directs.](#)

II. FLAGS FLOWN

1. Town office outdoor flag poles will be used only to fly the flags of Canada, Alberta, [Sturgeon County](#), and the Town of Bon Accord.
2. Town indoor flag poles will be used only to display the flags of Canada, Alberta, Métis, Treaty Six Territory, and the Town of Bon Accord.
3. Other flags may be flown at the above locations upon approval from Town Council.
4. Flags flown at the Veterans’ Memorial Park will be at the discretion of the Gibbons Legion.

III. TOWN FLAG

1. The Town flag will not be used for commercial purposes by any group or organization.
2. The Town flag may be displayed in Council Chambers, during parades where members of Council are participating, and at functions or events where the Town flag may be required.

IV. RESPONSIBILITIES

1. The Mayor shall:

1.1. Direct that flags at Town Properties be half-masted in circumstances deemed appropriate by the Mayor and when not otherwise required by this Policy.

2. Administration shall:

2.1. Ensure that all flags flown on Town Property are kept in good condition, with no holes, tears, or other visible damage.

2.2. Ensure that flags are disposed of in accordance with Canadian Heritage protocol.

2.3. Ensure flagpoles and equipment on Town Property are in good operating condition.

2.4. Bring to the Mayor's attention circumstances under which consideration should be given to half-masting flags on Town Property.

2.5. Half-mast flags in accordance with this policy and communicate to the public the purpose for half-masting flags on social media platforms.

2.6. Arrange for the replacement of flags at the Veterans' Memorial Park in consultation with the Gibbons Legion.

2.7. Raise or lower flags at the Veterans' Memorial Park under the direction of the Gibbons Legion, as Military protocols and etiquette differs from federal, provincial, and municipal flag protocols and etiquette.

3. The Town is not responsible for flags and/or banners of community groups, charitable organizations, or any other outside groups flown on Town Property.

4. This policy shall be carried out in accordance with:

4.1. Canadian Heritage Online Guidelines: Flag Etiquette in Canada

4.2. Canadian Heritage Online Guidelines: Rules for Flying the Flag

- 4.3. Government of Alberta Flag Etiquette Guidelines
- 4.4. Government of Alberta Flags and Flag Use: Half-Masting Guidelines
- 4.5. Veterans' Memorial Park Committee Bylaw

DRAFT

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: 2025 Municipal Law Seminars
Date: January 6, 2025 2:39:24 PM

From: Reynolds Mirth Richards & Farmer LLP <clientrelations@rmrf.com>
Sent: January 6, 2025 10:14 AM
To: cao <cao@bonaccord.ca>
Subject: 2025 Municipal Law Seminars

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[Calgary Registration](#)

Who Should Attend?

Administration, leadership and elected officials.

What Will I Learn?

We've put together a packed agenda designed to provide you with practical insights and tools to help you navigate the latest trends affecting your municipality. You'll leave with actionable tools and resources to take back to your municipality and peers.

Networking with fellow municipalities can also help you glean valuable insights from a large pool of experiences, ideas and solutions.

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Reynolds Mirth Richards & Farmer LLP
Suite 1800 | Stantec Tower
10220 103 Avenue NW
Edmonton, AB T5J 0K4
Canada

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Join me at ABmunis President's Summit and Municipal Leaders Caucus
Date: January 14, 2025 11:42:47 AM
Attachments: [Draft Agenda for 2025 Spring Municipal Leaders' Caucus.pdf](#)
[Draft Agenda for 2025 President's Summit.pdf](#)

From: Tyler Gandam <president@abmunis.ca>
Sent: January 10, 2025 12:25 PM
To: cao <cao@bonaccord.ca>
Subject: Join me at ABmunis President's Summit and Municipal Leaders Caucus

Dear Mayors, Councillors and CAOs,

As a Mayor and President of Alberta Municipalities, I know firsthand the pressure you face as a leader and member of your community. We are facing increased conflict with our constituents, as well as our peers in the council chambers. That's why our 2025 Alberta Municipalities President's Summit is focused on the topic of civility.

Our President's Summit on March 5 provides the opportunity for in-depth, in-person discussions on various aspects of civility in municipal leadership, including promoting a civil social media landscape, harassment in council chambers and the workplace, and ways to look after yourself and others.

By attending, you will have the opportunity to learn from experts and peers, as well help shape the future of municipal leadership across our province to ensure safe and healthy workplaces for years to come.

To help save on travel costs, we're holding President's Summit alongside Spring Municipal Leaders Caucus (MLC) which follows the Summit on March 6 & 7. Over those two days, you will engage with your colleagues on important topics including resources for the upcoming municipal election, a session dedicated to policing, and breakout session specific to your municipality type. MLC also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, and Leader of the Opposition.

It's going to be fun. It's going to be informative. It's going to be engaging. Don't miss out.

[Register today!](#)

Tyler Gandam | President

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Agenda for Spring 2025 President's Summit
March 5, 2025
Westin Hotel, 10135-100 Street NW, Edmonton
Subject to Change

Wednesday, March 5		
Time	Topic	Session Description
8:00 a.m.	Registration and Breakfast	
9:00 a.m.	Opening remarks	President Tyler Gandam to bring remarks on civility.
9:15 a.m.	Plenary: Common Ground Toolkit	<p>Common Ground Politics has been undertaking significant research into Alberta's political landscape over the past few years. The initiative includes a toolkit which builds common vocabulary for problems facing civil dialogue in politics.</p> <p>Dr. Wesley will speak to the Common Ground Toolkit and how to effectively use the kit in local government. ABmunis is a supporting partner of the Common Ground initiative.</p>
10:15 a.m.	Break	
10:30 a.m.	Breakout session: From Discord to Harmony: Mastering Conflict in Local Government	<p>Municipal elected officials often face conflicts in decision-making and interpersonal dynamics.</p> <p>This session will explore practical strategies for managing disagreements, fostering collaboration, and maintaining professional relationships in the face of political tension.</p> <p>Participants will gain tools for effective communication, conflict resolution, and navigating reactions in real time.</p>
10:30 a.m.	Breakout session: Promoting a civil social media landscape	<p>Social media plays a key role in political discourse and has been blamed for degradation in community conversations and abuse of elected officials and staff.</p> <p>Join our speakers to gain insight into developing strategies to help manage social media and how current elected officials are engaging and utilizing AI.</p> <p>This session will bring key take-aways to shaping a more positive political environment.</p>
12:00 p.m.	Lunch	

1:00 p.m.	Plenary – Canadian Barometers Project	<p>The Canadian Barometers research partnership focuses on understanding and improving municipal democracy by routinely surveying local elected officials on their experience with abuse and their level of satisfaction in the role.</p> <p>The plenary will dive into preliminary insights into their more recent survey and the ways in which this data helps support community leaders.</p>
1:20 p.m.	Plenary – Harassment in the Council Chamber and Workplace	<p>Municipal councillors are facing increased levels of harassment both in and outside of council chambers. Due to the unique nature of their role, they are not protected under workplace laws in the same way as a municipal employee. It is also challenging to hold councilors accountable should they create an unsafe workplace for municipal staff.</p> <p>This session will feature legal, law and policy perspectives on harassment in the municipal workplace.</p>
2:20p.m.	Break	
2:30 p.m.	Breakout sessions: Looking after yourself and your colleagues	<p>Leaders are often called on to support others, but they also need to look after themselves.</p> <p>This session will focus on concrete ways to care for yourself and others during times of difficulty.</p>
2:30 p.m.	Breakout Session: Acting in the moment: How, when and why	<p>This session aims to help participants identify harm that happens in their workplaces and council activities, and considerations for addressing that harm in real-time or after the fact.</p> <p>Through practical tools and discussions, participants will gain confidence in being a positive bystander, helping to prevent harm and fostering a culture of accountability and respect in their communities.</p>
4:00 p.m.	Break	
4:15 p.m.	Preparing Alberta’s Future Municipal Leaders	<p>A session focused on the realities of running for municipal office. This panel will feature unique perspectives including:</p> <ul style="list-style-type: none"> - Living through tumultuous times at the council level - Choosing to run for council during difficult transitions - Hiring a new CAO and developing a relationship
4:45 p.m.	Closing remarks	

Agenda for Spring 2025 Municipal Leaders' Caucus
March 6 and 7, 2025
Westin Hotel, 10135-100 Street NW, Edmonton
Subject to Change

Thursday, March 6	
8:30 a.m.	Registration and Breakfast/CAO Breakfast
9:30 a.m.	President's Opening Remarks and Transition from President's Summit
9:45 a.m.	Minister of Municipal Affairs' Remarks
10:00 a.m.	Update from Federation of Canadian Municipalities
10:05 a.m.	Break
10:20 a.m.	Plenary Session on Water
11:20 a.m.	Plenary Session on Resources for Municipal Election
11:50 a.m.	Opposition Leader's Remarks
12:00 p.m.	Lunch
1:00 p.m.	Municipal Breakout Sessions: <ul style="list-style-type: none"> • Cities • Towns • Villages & Summer Villages – (healthcare to be one topic among other interactive discussions)
2:20 p.m.	Premier's Remarks
2:35 p.m.	Ministers Dialogue Session I
3:35 p.m.	Break
3:45 p.m.	Ministers Dialogue Session II
4:45 p.m.	Closing Remarks
5:00 - 6:30 p.m.	Ministers' Reception sponsored by RMRF

Friday, March 7	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Plenary Session on Municipal Finance Research Project
9:25 a.m.	Plenary Session on Resolutions
9:50 a.m.	Requests for Decision
10:05 a.m.	President's Report and Update from AMSC
10:30 a.m.	Break
10:45 a.m.	Plenary Session on Policing
11:45 a.m.	Closing Remarks and Lunch to Go

From: [Jessica Spaidal](#)
To: [Jessica Spaidal](#)
Subject: FW: Game Changer Agri-tourism Mini Conference
Date: January 16, 2025 9:30:47 AM

Pricing:

Conference Only \$25

Dinner Only \$50

Conference & Dinner \$75

From: Tam Andersen <tam@prairiegardens.org>
Sent: January 16, 2025 9:14 AM
To: cao <cao@bonaccord.ca>
Cc: Christina Fedorak <christina.fedorak@gmail.com>; Jay Nagra <ecdev@bonaccord.ca>; Heather Edwards <potterybyheather@hotmail.com>
Subject: Game Changer Agri-tourism Mini Conference

Hello Jodi, Christina and Jay - Please find below the link to attend the Friday, January 31st Game-Changer Agri-tourism Mini Conference and FAM Tour, co-hosted by Explore Edmonton, Go-East of Edmonton and the Bon Accord Agricultural Society.

Game Changer Agri-tourism Mini-Conference and FAM Tour

<https://goeastofedmonton.com/products/game-changer-mini-agri-tourism-conference/>

Please Share! Please share this conference registration link. with any town and area businesses and rural tourism entrepreneurs that you think would benefit from attending. We have a special subsidized rate for them to attend thanks to the Bon Accord Agricultural Society of just \$25.00

We would love to have you join us for the day and to be a panelist presenter. If you'd like to have a resource table - please let me know!

Please confirm if you are able to attend for the day, or for the panel?

A Made in Alberta Breakfast, Farm Lunch and Farm-to-Table Dinner are all included in your ticket - please register and let us know if you have any special dietary needs?

Game Changer Agri-tourism Mini Conference and FAM TOUR

Itinerary:

Set up 7am - 7:45am

Resource Tables / Banners

- Explore Edmonton
- Go-East of Edmonton
- Vendors (Share Tables to Showcase their Wares)
- Local Attractions / Towns / Museums / Accommodation Partners etc

Game Changer Agri-tourism Mini-Conference- Itinerary

8am - 8:45am Made in Alberta Breakfast and Registration Sign in at Prairie Gardens

9am Hop on the Bus!

Agri-tourism FAM Tour (Starts at Prairie Gardens following the Made-in-Alberta Breakfast)

Early Dawn Busline will provide transportation.

Notes: If there are more than 20 people, we will rotate the tours between Pottery by Heather and the new winery - Reverseque, as both can accommodate 20 people max at a time.

FAM TOUR: 9am - 11am

Starts at Prairie Gardens at 9am

Locations:

- Pottery by Heather 4740 - 50St Bon Accord (45 min per site x 2 rounds)
- Reversque Winery 23507 HWY 28, Sturgeon County (1/2 hour per site x 2 rounds)
- Prairie Gardens 56311 Lily Lake Road, Sturgeon County 1/2 hour per group

11:30 am Networking Break upon Return to Prairie Gardens / Tour

11:45am - 12:15pm Welcome Address (Explore Edmonton and Go-East of Edmonton)

Networking Farm Lunch

12:30 - 1:30pm Ploughman's Lunch, Networking

Scottish Agri-tourism Scene highlights - Pierre and Keliagh Cormier - Clear Think Agri-tourism Consulting Experts

1:45 Refreshment Break (Visit Resource Tables)

2pm Professional Development Workshop: Creating a Compelling Visual

Experience: Ensure that your digital efforts get noticed. Create a visually appealing online experience for your audiences and catch their attention. Strong Coffee Marketing (Sponsored by Go-East of Edmonton)

3:30 Refreshment Break (Visit Resource tables)

3:45pm Go East & Explore Edmonton Team Updates

4:15 pm **Panel & Roundtable Discussion**

Future Opportunities for Local & Agri-Tourism Driving Routes

Panelists: Keleigh and Pierre, Clear Think Inc;

Economic Development Specialists

Thompson Acres

Explore Edmonton

Go East

4:45 Conference Wrap-Up, Next Steps Meeting Feb 28

5pm **Farm to Table Dinner**

Fireroasted Appetizers, Lakeside Dairy Cheeserie & Hot Apple Cider Mocktail

5:30 Mocktail Bar / Networking Time

6:00pm Planked Salad & Sourdough

6:30pm Mains

7:00pm Herb Rub Networking

7:30 pm Dessert and Farm-to-Table Dinner Networking

8:00pm Departure

Warm Regards, Tam

Prairie Gardens

--

Tam Andersen

Director of Fun & Horticulturalist

Prairie Gardens

Celebrating 67 Years of Growing Trees for the Prairies

Specializing in Hardy Zone 1-3

Fruits and Ornamental Trees

**EXPLORE
EDMONTON**

go east
of Edmonton.com

GAME-CHANGER AGRITOURISM MINI CONFERENCE & TOUR



LOCATION:

PRAIRIE GARDENS
56311 LILY LAKE RD
780-909-6601

Register



TODAY
GOEASTOFEDMONTON.COM



**FRI. JANUARY 31
8AM - 8PM**

**9AM MORNING TOUR TO
POTTERY BY HEATHER
REVERESQUE WINERY
PRAIRIE GARDENS**

**12 PM TOURISM EXPERTS
FARMER'S LUNCH**

**STRONG COFFEE MARKETING
2 PM WORKSHOP**

5 PM FARM-TO-TABLE DINNER

**MADE IN ALBERTA
BREAKFAST 8AM**

COME MEET &
LEARN WITH LIKE-MINDED
ENTREPRENEURS
OFFERING FARM,
WINE, ART, NATURE
BERRY, GREENHOUSE,
ATTRACTIONS &
AGRI TOURISM
EXPERIENCES



TOWN OF BON ACCORD

Mayor Report – for period December 11, 2024-January 14, 2025

December 11, 2024	Attended Sturgeon Regional Partnership Meeting
December 12, 2024	Attended Coffee With a Cop. Attendance was less than usual but very interesting conversations.
December 12, 2024	Attended Agenda Committee Meeting
December 12, 2024	Attended Monthly Roseridge Meeting. This meeting started earlier than usual as there was a Christmas Dinner before the meeting. Wrapped up 1 st Phase of Curbside Pick-up discussions.
December 13, 2024	Attended Town of Bon Accord Christmas Celebration. Great time as usual. It's really nice for all of the Town's employees and Council to spend a fun time together.
December 17, 2024	Chaired Regular Meeting of Council
December 18, 2024	Attended Community Services Advisory Board Meeting. Discussed 2025 Calendar as well as upcoming new Board Members. This will be brought to council at the January 21 st Council Meeting for approval.
January 3, 2025	Attended Intermunicipal Collaboration Framework Briefing. This was a meeting with our CAO and our ICF Committee to discuss the upcoming ICF Meeting with Sturgeon County ICF Committee.
January 9, 2025	Attended Monthly Roseridge Meeting. Our discussions were based on bringing forward Phase 2 of our Curbside Pick-up plan.
January 10, 2025	Chaired Intermunicipal Collaboration Framework meeting with Sturgeon County. This meeting went very well, Lots of positive discussion.

It's good to be back. I hope that everyone had a great Christmas and New Year Holiday!

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Deputy Mayor Report –Dec 10, 2024-Jan 14 2025

December 12, 2024	Attended Coffee With a Cop. Conversations are always good.
December 12, 2024	Attended Agenda Committee Meeting
December 12, 2024	Attended monthly Roseridge Meeting.
December 13, 2024	Attended the Capital Regional Northeast Water Service Commission board meeting.
December 13, 2024	Attended Town of Bon Accord Christmas celebration. This has always been one of my favorite gatherings. Good to see and appreciate all of council and staff
December 17, 2024	Attended Regular Meeting of Council
January 9, 2025	Attended monthly Roseridge Meeting. Learning experience.

Note: Some meetings have had low turnout, but I believe its due to the holiday season. Back to business. Thought we had a good year and hoping for the best this year for everyone

Timothy LARSON
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD
Councillor Report – Dec 11 to Jan 15, 2025

Dec 12, 2024	Attended the Homeland Housing board meeting.
Dec 13, 2024	Attended the Town Staff Christmas luncheon.
Dec 17, 2024	Attended the Regular Meeting of Council
Jan 3, 2025	Attended the ICF committee briefing.
Jan 10, 2025	Attended the ICF committee meeting with Sturgeon County ICF committee

Note: Next Transportation and Infrastructure Committee meeting will be January 17 with Minister Nally.

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – for period December 12, 2024-January 14, 2025

December 17	Attended Regular Council Meeting
January 3	Attended ICF Briefing Meeting in chambers
January 10	Attended ICF Meeting in Bon Accord

Note:

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD

Councillor report – December 11, 2024 – January 16, 2025

December 12 CRASC Board Meeting.

December 17 Regular Meeting of Council.

Note:

Tanya May
Councillor
Town of Bon Accord

Memorandum

From: Honourable Dale Nally
Minister of Service Alberta and Red
Tape Reduction
103 Legislature Building

Our File Reference: 50402

Your File Reference:

Date: November 5, 2024

To: Public Bodies

Telephone: 780-422-6880

Subject: Bill 34 - Access to Information Act

Bill 34, Access to Information Act, was tabled in the Alberta Legislative Assembly on November 6, 2024. This bill is part of the Government of Alberta's ongoing efforts to modernize access to information legislation in the province. This proposed bill will largely replace Part 1: Freedom of Information of the existing *Freedom of Information and Protection of Privacy Act* (FOIP Act) and other provisions related to the Office of the Information and Privacy Commissioner. The new bill incorporates both existing provisions in the FOIP Act, as well as new or revised provisions that focus on increased clarity, regulatory accountability, and administrative updates.

Specifically, Bill 34 includes amendments to existing FOIP Act provisions such as updated reasons and processes for extensions for responding to requests; clarifying terminology and exceptions related to documents prepared for decision-makers; and empowering public bodies to proactively disclose information outside formal requests. It also clarifies and enhances regulatory functions for the Office of the Information and Privacy Commissioner, including setting out clear timelines for the completion of inquiries.

The Act will not come into force until late Spring 2025 when the supporting Regulation is approved. In the interim, the FOIP Act will continue to apply to all public bodies' daily access to information operations. Further information about the bill is available at [insert web link].

Prior to the bill coming into force, the Government of Alberta will provide further information to public bodies, including new and updated reference guides, resources, and interpretive materials to support the implementation of the new Act and Regulation.

.../2

The bill is the result of several years of engagement with Albertans, public bodies, and the Office of the Information and Privacy Commissioner. The input provided by Albertans and stakeholders was integral to helping government modernize this legislation and improve clarity for public bodies.

Sincerely,



Honourable Dale Nally
Minister of Service Alberta and Red Tape Reduction

Memorandum

From: Honourable Nate Glubish
Minister of Technology and Innovation
419 Legislature Building

Our File Reference: AR12115

Your File Reference:

To: All Public Bodies

Date: November 7, 2024

Telephone: 780-644-8830

Subject: Bill 33 - Protection of Privacy Act

The protection of privacy is of the utmost importance. Albertans expect public bodies to protect their personal information. Bill 33 - Protection of Privacy Act was tabled in the Alberta Legislative Assembly on November 6, 2024. This bill is part of the Government of Alberta's ongoing efforts to modernize the protection of privacy in the province. This proposed bill will replace Part 2 Protection of Privacy of the existing *Freedom of Information and Protection of Privacy Act* (FOIP Act). The new bill incorporates existing provisions from the FOIP Act as well as new or revised provisions that are aimed at strengthening protection of personal information and data in an increasingly digital world.

Bill 33 will require public bodies to create new programs and services with a privacy by design approach, requiring the use of tools such as privacy management programs, privacy impact assessments, and privacy breach reporting to aid in increasing Albertans' confidence on how public bodies are protecting their personal information. The Bill will facilitate data-driven innovation by enabling the use of non-personal data to support research and analysis. It also will clarify the ability for public bodies to work together to ensure the right information is in the right hands at the right time to ensure Albertans receive the best possible services and programs. The Bill also introduces the strictest penalties in Canada for the misuse of personal information.

The Act will not come into force until late Spring 2025 when the supporting Regulation is approved. In the interim, the FOIP Act will continue to apply to public bodies' daily operation of privacy protection in Alberta. There will also be a transition period for public bodies to adjust to and comply with the new legislation and regulations. Further information about the Bill is available <https://www.alberta.ca/strengthening-the-protection-of-personal-information>.

.../2

The Bill is the culmination of several years of engagement with Albertans, public bodies, and the Office of the Information and Privacy Commissioner. The input and feedback was integral to helping government modernize this legislation and provide better privacy protections for Albertans.

Prior to the bill coming into force in the spring, the Government of Alberta will provide further information to public bodies, including new and updated reference guides, resources, and interpretative materials, to support the implementation of the new Act and Regulation.

Sincerely,

A handwritten signature in black ink that reads "Nate Glubish". The signature is written in a cursive, slightly slanted style.

Honourable Nate Glubish
Minister of Technology and Innovation

Notice of Motion

As the Remuneration Policy is coming forward at the January 21st Regular Meeting of Council, I, Mayor Brian Holden propose a Notice of Motion regarding Per Diems for events that are planned such as Community Connects at the Town Community Hall and that Council is asked to attend. These are not meetings and generally last for 5 hours, plus, including set up and tear down. I'm looking for a discussion with Council and opinions on whether or not Council should receive Per Diems for these events. This would be a good meeting to have these discussions as we will be looking at the Remuneration Policy.

Thank You

Mayor Brian Holden