

Town of Bon Accord
AGENDA
Regular Council Meeting
February 18, 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.** February 4, 2025; Regular Council Meeting (enclosure)
- 4. DELEGATION**
- 5. DEPARTMENTS REPORT**
 - 5.1.** February 2025 (enclosure)
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1.** Appointment of CRASC ARB Members (enclosure)
 - 7.2.** Appointment of Bon Accord Library Board Member (enclosure)
 - 7.3.** Fire Hall Maintenance Budget (enclosure)
 - 7.4.** Allocation of 2024 Surplus (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1.** Animal Control Bylaw – Third Reading (enclosure)
 - 8.2.** Use of Council Chambers Policy Amendment (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. COUNCIL REPORTS**
 - 10.1.** Mayor Holden (enclosure)
 - 10.2.** Deputy Mayor Larson (enclosure)
 - 10.3.** Councillor Bidney (enclosure)
 - 10.4.** Councillor Laing (enclosure)
 - 10.5.** Councillor May (enclosure)
- 11. CORRESPONDENCE**
 - 11.1.** CUPW Input Request Letter (enclosure)
 - 11.2.** Joint Use Planning Agreement Extension – Ministerial Order and Letter (enclosure)
- 12. NOTICE OF MOTION**
- 13. CLOSED SESSION**

Town of Bon Accord
AGENDA
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- 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.**Arena Advertising Agreement – *FOIP Act Section 24 Advice from officials*
- 13.3.**Intermunicipal Collaboration Framework Agreement – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations and 24 Advice from officials*
- 13.4.**Joint Use and Planning Agreement – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations and 24 Advice from officials*

14. ADJOURNMENT

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

**COUNCIL
PRESENT**

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

REGRETS

Councillor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Nicole Paproski – Administration and Community Services Assistant
Jessica Spaidal – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

ADOPTION OF AGENDA

DEPUTY MAYOR LARSON MOVED THAT Council adopt the February 4, 2025 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-038

PROCLAMATION

Pink Shirt Day

ADOPTION OF MINUTES

January 21, 2025; Regular Council Meeting

COUNCILLOR BIDNEY MOVED THAT Council adopt the January 21, 2025 Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-039

January 29, 2025; Committee of the Whole Meeting

DEPUTY MAYOR LARSON MOVED THAT Council adopt the January 29, 2025 Committee of the Whole Meeting minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 25-040

Mayor Holden called a short recess at 6:04 p.m.

Mayor Holden called the meeting back to order at 6:06 p.m.

UNFINISHED BUSINESS

**Town of Bon Accord
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Rosieridge Waste Management Services Commission: Curbside Collection Program

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

CARRIED UNANIMOUSLY RESOLUTION 25-041

Alberta Municipalities Resolution: Police Funding Model

DEPUTY MAYOR LARSON MOVED THAT Council direct administration to draft a resolution for the June 30, 2025 deadline to present at the Alberta Municipalities 2025 Fall Convention AND THAT Council direct administration to draft a letter on behalf of Council opposing the police funding model and send the letter to the Minister of Public Safety and Emergency Services, Mike Ellis; our MLA, Minister Dale Nally; and Alberta Municipalities' Director of Towns East and Vice President of Towns, Trina Jones, requesting their advocacy, as well as our municipal neighbours requesting a letter of support, plus the Minister of Finance, Nate Horner.

CARRIED UNANIMOUSLY RESOLUTION 25-042

COUNCILLOR BIDNEY MOVED THAT Council rescind resolution 24-467, amended by resolution 24-469.

CARRIED UNANIMOUSLY RESOLUTION 25-043

NEW BUSINESS

Economic Development Regional Working Group

DEPUTY MAYOR LARSON MOVED THAT Council approves the Terms of Reference for the Regional Economic Development Working Group as presented.

1 Opposed

CARRIED RESOLUTION 25-044

BYLAWS/POLICIES/AGREEMENTS

Municipal Borrowing Bylaw (Operating)

COUNCILLOR LAING MOVED THAT Council gives first reading to Municipal Borrowing – Operating Bylaw 2025-01.

CARRIED UNANIMOUSLY RESOLUTION 25-045

COUNCILLOR BIDNEY MOVED THAT Council gives second reading to Municipal Borrowing – Operating Bylaw 2025-01.

CARRIED UNANIMOUSLY RESOLUTION 25-046

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

CARRIED UNANIMOUSLY RESOLUTION 25-047

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COUNCILLOR LAING MOVED THAT Council gives third and final reading to Municipal Borrowing – Operating Bylaw 2025-01.

CARRIED UNANIMOUSLY RESOLUTION 25-048

Public Participation Policy

COUNCILLOR LAING MOVED THAT Council postpones the Public Participation Policy until the March 18 regular meeting.

CARRIED UNANIMOUSLY RESOLUTION 25-049

DELEGATION

Gene Sobolewski and Bill Tonita – Capital Region Northeast Water Service Commission Presentation

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

CARRIED UNANIMOUSLY RESOLUTION 25-050

Mayor Holden called for a short recess at 7:48 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-051

Mayor Holden called the meeting back to order at 7:55 p.m.

BYLAWS/POLICIES/AGREEMENTS

Animal Control Bylaw 2024-16 – Second Reading

DEPUTY MAYOR LARSON MOVED THAT Council gives second reading to Animal Control Bylaw 2024-16 as presented.

1 Opposed

CARRIED RESOLUTION 25-052

CLOSED SESSION

- ***Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials and Section 27 Privileged information***
- ***Cemetery Additional Fees – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body***
- ***Plan 7921533, Block 14, Lot 32 – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***

COUNCILLOR BIDNEY MOVED THAT Council enter into closed session to discuss *Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials and Section 27 Privileged information, Cemetery Additional Fees – FOIP Act Section 17 Disclosure harmful to personal privacy and Section 25 Disclosure harmful to economic and other interests of a public body and Plan 7921533,*

**Town of Bon Accord
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Block 14, Lot 32 – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information at 7:58 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-053

COUNCILLOR LAING MOVED THAT Council come out of closed session at 8:37 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-054

Lots 24 & 25, Block 7, Plan 5261BA – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials and Section 27 Privileged information

COUNCILLOR LAING MOVED THAT Council directs administration to waive the subdivision application fees for the property legally described as Lots 24 and 25, Block 7, Plan 5261BA.

CARRIED UNANIMOUSLY RESOLUTION 25-055

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

COUNCILLOR BIDNEY MOVED THAT approves the reimbursement of the additional fees for the cemetery as discussed.

CARRIED UNANIMOUSLY RESOLUTION 25-056

Plan 7921533, Block 14, Lot 32 – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information

DEPUTY MAYOR LARSON MOVED THAT Council authorizes administration to instruct the Town's legal counsel to make an application for a statutory injunction against the owner of 4742 51 Avenue, Bon Accord (Legal Plan 7921533; Block 14; Lot 32) to remedy the condition of the property, and to report back and seek further direction once the accounts for legal services rendered have reached \$10,000.

CARRIED UNANIMOUSLY RESOLUTION 25-057

ADJOURNMENT

COUNCILLOR LAING MOVED THAT the February 4, 2025 Regular Meeting of Council adjourn at 8:39 p.m.

CARRIED UNANIMOUSLY RESOLUTION 25-058

Mayor Brian Holden

Jodi Brown, CAO

News | Projects | Events

News

- The Town applied for an Alberta Community Partnership Funding Program (Municipal Affairs) with support from Sturgeon County and was awarded \$200,000. This grant funding will be allocated to support the engineering and design work necessary for the upgrading of 54th Avenue. The funds will cover the planning, design, and technical assessments required as the first stage of this long-term project to pave this road.
- The Town has been awarded \$800,000 in grant funding from the Federation of Canadian Municipalities to support the installation of stormwater management ponds as part of a climate resilience initiative. This funding will play a crucial role in enhancing the Town's infrastructure and improving its resilience to climate-related challenges.
- The first Parks and Trails Committee Meeting was held on February 10th, 2025.
- Opportunities for summer employment with the Town will be advertised soon.
- Congratulations to Jessica Spaidal on her successful application to the Alberta Municipal Clerks Association (AMCA) scholarship program! Jessica will be attending the annual AMCA conference, with her hotel and registration costs fully covered by the scholarship. We wish her the best as she represents Bon Accord at the conference and gains valuable insights for her professional development.

Projects

- The newly revised Animal Control Bylaw is scheduled for the 3rd and final reading this month.
- The annual financial audit is currently in progress. JDP Wasserman and Associates is completing the financial audit for the Town.

Events & Programs

- Upcoming events include:
 - February 15th Family Glow Dance at the Community Hall from 1-3 PM (Postponed)
 - February 18th Community Art Night at the Bon Accord Arena mezzanine at 6:00 PM.
 - March 8th Adult Field Trip Little Italy.
 - March 21st Community Field Trip St. Albert Bowling.
 - March 18th Community Art Night at the Bon Accord Arena mezzanine at 6:00 PM.

Key Meetings

- Monthly Staff Safety Meeting
- Leadership Team Meeting
- All-Staff Meeting
- Hosted CAO Regional Meeting

Conferences and Training

- Jan 31: Agri-Tourism Mini Conference – Economic Development and Safe Communities Coordinator
- Feb 13: Brownlee Emerging Trends – Town Manager and Legislative Services & Communications Coordinator
- Feb 12-13: ICS 200 – Community Services Coordinator

Department Highlights

Administration | Town Manager

- The CAO (Chief Administrative Officer)/Town Manager Regional Meeting was hosted in Bon Accord; potential regional initiatives were discussed.
- Attended the Sturgeon Region Emergency Management Committee Meeting on February 10th in Morinville as the Director of Emergency Management for the Town.
- Attended the quarterly meeting with Sturgeon County Bylaw services on January 28th at the Town office.
- Met with the Director of Sturgeon County Community Services about the Intermunicipal Collaboration Framework Committee Meeting and regional recreation funding.
- Performance evaluations were completed this month for all staff.
- The quarterly staff meeting held on January 30th including asbestos awareness training, upcoming election information, department updates and 2025 budget information.
- On-going grant work for infrastructure projects.
- Assisted with Fire Hall maintenance issues including the malfunction of the garage door system.
- Supported planning and development projects as required.
- Worked on several ongoing bylaw enforcement matters.

Legislative Services & Communications

- The new Resident Resource information cards are forthcoming due to the new URLs (website addresses) for our webpages. Website updates are well underway.
- The nomination period for elections runs until September 22, 2025, at noon. New this year is the requirement to include a Notice of Intent form. Packages are available on the Town website and at the Town office. Please direct all questions to the Town's Returning Officer, Jessica Spaidal. Visit <https://bonaccord.ca/p/2025-municipal-election> for details.
- REGISTER TO VOTE: Register, update, and verify your voting information online via VoterLink. This quick and easy online tool takes less than 1 minute and will ensure your information is included on the Elector Register for Bon Accord's 2025 municipal election. Visit <https://www.voterlink.ab.ca/> to register or check your information.

Community Services

- Pickleball has resumed Mondays at 6:30 p.m. at the Lilian Schick School gym. Please check the online event calendar for cancellations.
- The adult field trip to the Muttart Conservatory scheduled for February 6th had to be cancelled due to a water line break at the conservatory.

- Most of the line-up for Music in the Park has been booked. Contracts and information are still being finalized. A schedule will be forthcoming. The first Music in the Park night coincides with Canada Day on July 1st.
- The new members appointed by Council to the Community Services Advisory Board have been informed of their appointments.
- The Communities in Bloom group has submitted a community grant application for 2025 which staff will review in accordance with the Community Grant Policy and the 2025 budget.

Corporate Services

- Staff have been busy preparing for the audit and working with the auditors.
- T4s for staff and Council have been completed and will be hand delivered or mailed before the end of the month.

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.
- Fraud Prevention Presentation by the RCMP will take place on March 12th, 2025, at 3 pm – 4:30 pm in Council Chambers.
- Research in progress for Business Retention & Expansion, meeting with colleagues from other counties to further understand the process of creating a formal BR&E plan.
- Layout for community profile magazine/investment attraction magazine has been completed. The next step will be to create context for each section, after which it will be reviewed with the communications department and CAO.
- A preliminary discussion regarding a filming bylaw has been briefly explored with the CAO, Legislative Department & Economic Development.
- Coffee with a Cop on February 19th, 2025, at 1 pm in Council Chambers with RCMP.
- Tourism attraction strategies of local surrounding communities have been researched & explored. A compilation of ideas has been developed, highlighting potential tourism attractions by leveraging local businesses that specialize in specific areas, with the aim of driving tourism into town.

Operations | Public Works

- In the last month, most of Public Works' time was spent completing the second snow removal cycle of the winter season. Most zones were completed within the posted time schedule. Some snow piles were left around Town (in locations that posed minimal obstruction to traffic). This was done to hold out for warmer weather in which to remove them, hoping to operate the equipment in more optimal conditions as to minimize breakdowns.
- Town roadways were sanded on an "as-needed" basis. Salt/sand material continues to be sourced from a supply outside of town.

- The fabric salt/sand storage structure has been ordered with estimated shipping and installation dates for some time in May 2025. Upon arriving on site at the Public Works yard, it is expected that the installers will take a couple of weeks to complete the installation. Public Works staff will prepare the building site following the spring thaw to be ready for the structure.
- Two full burials were completed during the past month.
- The Town's engineering firm has submitted the information package for the Town's approval pertaining to the 49th Street mill/overlay project that is scheduled to be completed this year. It is expected that the package will go out for tender soon.
- The annual potable water and wastewater reports for the 2024 calendar year have been submitted to the Alberta Environment and Parks department as per the Town's regulated approval requirements. There were no major issues to report during 2024.
- Staff has been kept busy with numerous building maintenance issues at Town office, the firehall, and the water pumphouse. The colder weather has resulted in issues/repairs to a couple overhead heaters in the water plant. An overhead door on one of the Public Works' shops required some major repairs. Ongoing door issues at the firehall along with roof/drainage issues have been addressed or staff are presently working with contractors to rectify issues.
- The Infrastructure Manager participated in the first Parks and Trails Committee meeting.
- Public Works staff continue to fit required online safety courses into their days whenever they have a chance.

Attachments

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

Town Manager Action List

Date: February 18th, 2025
Reporting Period: January 22nd – February 18th, 2025
Submitted by: Jodi Brown (Town Manager)

ACTON ITEM LIST:

Action Item	Status
<p>Mayor Holden Motion: Town Security Resolved that Council directs administration contact the presenters of our recent CPTED session on October 22 to inquire about a presentation regarding businesses.</p>	<p>Complete</p>
<p>Animal Control Bylaw Resolved that Council gives second reading to Animal Control Bylaw 2024-16 as presented.</p>	<p>February 18th, 2025 3rd and Final Reading of proposed Animal Control Bylaw</p>
<p>Boundary Tree Policy Resolved that Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.</p>	<p>The “Trees on Municipal Property” Policy draft is scheduled for review at the February Committee of the Whole Meeting.</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>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>Information received and under review by administration. February 26, 2025, Committee of the Whole</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>February 26, 2025, Committee of the Whole</p>
<p>Local Growth and Sustainability Grant (LGSG) Resolved that Council directs administration to proceed as directed.</p>	<p>February 26, 2025, Committee of the Whole</p>
<p>Arena Advertising Agreement Resolved that Council directs administration to bring back more information.</p>	<p>February 18th, 2025, RCM</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>Rescinded—January 21st, 2025</p>
<p>Alberta Municipalities Resolution: Police Funding Model Resolved that Council direct administration to draft a resolution for the June 30, 2025 deadline to present at the Alberta Municipalities 2025 Fall Convention AND THAT Council direct administration to draft a letter on behalf of Council opposing the police funding model and send the letter to the Minister of Public Safety and Emergency Services, Mike Ellis; our MLA, Minister Dale Nally; and Alberta Municipalities’ Director of Towns East and Vice President of Towns, Trina Jones, requesting their advocacy, as well as our municipal neighbors requesting a letter of support, plus the Minister of Finance, Nate Horner.</p>	<p>In Progress</p>
<p>Public Participation Policy Resolved that Council postpones the Public Participation Policy until the March 18 regular meeting.</p>	<p>Added to the March 18th RCM</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>Complete—the structure has been ordered. Permits in progress</p>
<p>Land Sale Negotiations 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 Expected update March 04th, 2025 RCM</p>

<p>Nature-Based Stormwater Project Council approved engaging Magna Engineering Services to work on a Nature-Based Stormwater Park and to continue working on grant funding opportunities, capital planning, and landowner negotiations as required for this project.</p>	<p>Ongoing – always looking.</p>
<p>Fence Proposal: Lilian Schick School Track Area Council directed administration to have further discussions with the school regarding the fencing.</p>	<p>Ongoing</p>

Year-to-Date Variance Report (Unaudited)
for the year ending December 31, 2025
Reporting period: up to February 12, 2025

DEPARTMENT	REVENUES			EXPENSES			NET	NET	NET	% Change between Actual & Budget
	Actual	Interim Budget	Variance	Actual	Interim Budget	Variance	Actual	Interim Budget	Variance	
General Municipal	36,250	38,811	- 2,561	-	-	-	36,250	38,811	- 2,561	-7%
TOTAL MUNICIPAL	\$ 36,250.30	\$ 38,811.17	-\$ 2,560.87	\$ -	\$ -	\$ -	\$ 36,250	\$ 38,811	-\$ 2,561	7%
Election	-	-	-	-	-	-	-	-	-	#DIV/0!
Council	-	-	-	9,125	9,081	44	(9,125)	(9,081)	(44)	0%
TOTAL COUNCIL	\$ -	\$ -	\$ -	\$ 9,125	\$ 9,081	\$ 44	-\$ 9,125	-\$ 9,081	-\$ 44	0%
Administration	2,043	1,449	594	51,042	44,038	7,003	(48,999)	(42,589)	(6,410)	13%
EV Chargers	12	63	- 51	2	150	- 148	10	(88)	98	975%
TOTAL ADMINISTRATION	\$ 2,043	\$ 1,449	\$ 594	\$ 51,042	\$ 44,038	\$ 7,003	-\$ 48,999	-\$ 42,589	-\$ 6,410	15%
Fire Services	10,923	10,353	570	34,311	32,243	2,068	(23,388)	(21,890)	(1,498)	6%
Emergency Services	-	-	-	2,110	1,563	547	(2,110)	(1,563)	(547)	26%
Bylaw	1,511	254	1,257	11,318	11,264	54	(9,807)	(11,010)	1,203	-12%
TOTAL PROTECTIVE SERVICES	\$ 12,434	\$ 10,607	\$ 1,827	\$ 47,739	\$ 45,070	\$ 2,669	-\$ 35,305	-\$ 34,463	-\$ 842	2%
Municipal Planning	1,234	458	776	2,503	10,341	- 7,837	(1,269)	(9,882)	8,613	-679%
Economic Development	-	-	-	10,874	9,435	1,439	(10,874)	(9,435)	(1,439)	13%
Safe Communities	-	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL PLANNING & DEVELOPMEN	\$ 1,234	\$ 458	\$ 776	\$ 13,377	\$ 19,776	-\$ 6,399	-\$ 12,143	-\$ 19,318	\$ 7,174	37%
Public Works - Roads	-	-	-	22,906	37,532	- 14,627	(22,906)	(37,532)	14,627	-64%
Storm Sewer & Drain	-	-	-	2,247	2,015	232	(2,247)	(2,015)	(232)	10%
Water	40,377	46,224	- 5,847	16,073	36,782	-20,709	24,304	9,442	14,862	61%
Sewer	29,474	31,698	- 2,224	13,068	32,849	-19,781	16,406	(1,152)	17,558	107%
Garbage	9,302	9,503	- 201	3,034	11,511	-8,478	6,268	(2,009)	8,277	132%
Cemetery	5,950	-	5,950	1,885	1,086	799	4,065	(1,086)	5,151	127%
TOTAL PUBLIC WORKS	\$ 85,103	\$ 87,424	-\$ 2,322	\$ 59,212	\$ 121,776	-\$ 62,564	\$ 25,891	-\$ 34,352	\$ 60,242	175%
FCSS	11,098	11,468	- 370	7,082	9,420	- 2,338	4,017	2,049	1,968	49%
TOTAL FCSS	\$ 11,098	\$ 11,468	-\$ 370	\$ 7,082	\$ 9,420	-\$ 2,338	\$ 4,017	\$ 2,049	\$ 1,968	96%
Parks	57,339	56,975	364	8,627	10,300	- 1,673	48,712	46,675	2,037	4%
Arena	149,764	118,006	31,758	19,178	30,252	- 11,074	130,585	87,753	42,832	33%
Recreation	189,668	192,048	- 2,380	7,587	9,126	- 1,539	182,081	182,922	(841)	0%
TOTAL REC & COMMUNITY SERVICE	\$ 396,772	\$ 367,029	\$ 29,743	\$ 35,393	\$ 49,678	-\$ 14,285	\$ 361,378	\$ 317,350	\$ 44,028	14%
Library	-	-	-	33,535	32,398	1,137	(33,535)	(32,398)	(1,137)	3%
TOTAL LIBRARY	\$ -	\$ -	\$ -	\$ 33,535	\$ 32,398	\$ 1,137	-\$ 33,535	-\$ 32,398	-\$ 1,137	4%
Total Excl. General Municipal	\$ 508,683	\$ 478,436	\$ 30,247	\$ 256,504	\$ 331,238	-\$ 74,733	\$ 252,179	\$ 147,199	\$ 104,980	42%
Total Incl. General Municipal	\$ 544,933	\$ 517,248	\$ 27,686	\$ 256,504	\$ 331,238	-\$ 74,733	\$ 288,429	\$ 186,010	\$ 102,419	

Variance Report Notes

Reporting Period: up to February 12, 2025

Municipal:

Franchise fees are \$3,000 higher than expected. A 15% penalty on all outstanding balances was applied to tax accounts, resulting in \$13,271 in revenue.

Wages & Salaries:

Wages and salaries across all departments are slightly over budget due to timing; there are three pay periods in January, causing over budgeting in some areas. Wages and salaries will not be over budget for the year.

Protective Services:

The fire rental revenue from Sturgeon County has been received; \$10,923.

Fire contracted services to Sturgeon County has been paid for 2025; \$31,523, slightly over budget by \$151.

The first quarter bylaw services invoices have been paid; \$11,318.

Water & Sewer:

Water sales were under budget by \$1,891.

Bulk water sales were under budget by \$4,192.

Penalties were over budget by \$239.

Sewer sales were under budget by \$2,234.

Expenses are currently under budget for water, wastewater, and garbage services.

Economic Development & Planning:

Municipal planning - contracted services, invoice for planning services needs to be entered.

FCSS & Community Services:

The first quarter grant funding for FCSS has been received; \$11,098.

Cemetery:

Plot sales are over budget by \$5,300 and open/close revenue is over budget by \$650.

Library:

The first half of the library grant payment from the Town has been paid.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 18, 2025
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Appointment of CRASC ARB Members
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

Each year, administration receives a listing of the Capital Region Assessment Services Commission (CRASC) clerk and panelists who are qualified to adjudicate on assessment complaints for the Assessment Review Board (ARB). Please refer to enclosed email request.

At the Town’s Organizational Meeting, members of Council are appointed to sit on the CRASC Board which oversees the Commission and ensures all decisions are made in its best interests. This differs from the CRASC ARB panel, which establishes a complaint process and reviews assessment complaints from within our municipality and the region.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The appointments of the CRASC ARB panelists and clerk are in accordance with ss. 455 and 456 of the Municipal Government Act RSA 2000, Chapter M-26.

All municipalities are required to appoint, by resolution, the following as your ARB officials for 2025:

ARB Chair: Raymond Ralph

Certified ARB Clerk: Gerryl Amarin

Certified Panelists: Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph.

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.

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council appoint the following individuals to the Capital Region Assessment Services Commission (CRASC) Assessment Review Board (ARB):

- Raymond Ralph as ARB Chair
- Geryl Amarin as Certified ARB Clerk, and
- Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, and Raymond Ralph as Certified Panelists.

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 18, 2025
Presented by:	Jessica Caines, Legislative Services & Communications Coordinator
Title:	Appointment of Bon Accord Library Board Member
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

The Bon Accord Library Board has requested Council's appointment of Annette McManus as a Library Board member for a second 3-year term (letter attached).

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The below recommended action includes the following best practices to ensure library board appointments are valid:

- The first and last name of the individual who is being appointed,
- The legal name of the library board (Bon Accord Public Library Board),
- The word "appoint" rather than approve, and
- The term length or expiry date.

STRATEGIC ALIGNMENT

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council appoints Annette McManus to the Bon Accord Public Library Board for a term expiring April 4, 2028.



Box 749
Bon Accord, AB T0A 0K0
Phone: 780-921-2540
Fax: 780-921-2580
Web: www.bonaccordlibrary.ab.ca

February 11, 2025

Town of Bon Accord
Mayor and Council
Box 779
Bon Accord, AB
T0A 0K0

Dear Mayor Holden and Councilors,

We are writing to request your approval of a second term for Annette McManus as a Library Board Trustee.

Annette continues to be a strong supporter of the library and is an active volunteer in our Friends of the Library group.

I am also writing to inquire about the term appointed for Tanya May. I understand that she has been appointed by town council as a library trustee, yet I have not received any confirmation of this appointment.

Thank you for your consideration on this matter. If you require further information, please contact our Board Chairperson, Brenda Gosbjorn at 780-218-1037.

Kindest Regards,

Brenda Gosbjorn,
Chairperson
On behalf of the entire Town of Bon Accord Library Board

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	February 18, 2025
Presented by:	Jodi Brown, Town Manager
Title:	Fire Hall Maintenance Budget
Agenda Item No.	7.3

BACKGROUND/PROPOSAL

In 2024, the Town installed a new garage door opener system at the Fire Hall. Since then, the system has experienced intermittent malfunctions. The most recent issue occurred when the garage door was left open for several hours while the firefighters were responding to a call. This happened during an extreme cold spell, leading to the freezing of the pressure washer and compromised building security. Additionally, if the door malfunctions while the trucks are leaving for a call, it delays the emergency response time.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Town contacted the contractor who installed the garage door opener system in 2024. During their visit, the system was functioning properly. The contractor determined that the garage door sensors are intermittently malfunctioning due to moisture from washing the fire trucks in the bay. To address the issue, the contractor suggested installing new waterproof sensors, like those used in car wash facilities.

Additionally, both the contractor and the firefighters have observed the need to replace and improve the weather stripping on the garage doors. This would help prevent rodent infestations and reduce heating costs by closing the gaps in the doors.

In 2025, the Town replaced an interior door with a fire-rated door as required by safety codes, using approximately \$3,000 that was planned in the 2025 budget. This leaves only \$1,000 remaining in the budget for ongoing fire hall maintenance.

STRATEGIC ALIGNMENT

Priority 3: Infrastructure

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

Priority 5: Collaboration

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

COSTS/SOURCES OF FUNDING

The cost to replace the existing sensors with waterproof sensors is \$1,567.50 (plus GST). The fire hall budget includes \$1,000 for ongoing building maintenance. Purchasing the waterproof sensors will exceed this budget for the year. Additionally, there will likely be other maintenance needs at the Fire Hall over the remaining 10 months of 2025, such as the identified weather-stripping upgrades. Therefore, additional funding will be required to cover the cost of replacing the sensors, upgrading the weather stripping, and addressing other maintenance needs throughout the year.

Recommended additional funding: \$1500 - \$2500

Funding Source: Facility Infrastructure Reserve

Purpose: To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects.

Facility Infrastructure Reserve Balance (YTD): \$47, 336

There is no anticipated surplus available for this purpose.

RECOMMENDED ACTION (by originator)

THAT Council approves the reallocation of \$_____ (amount) from the Facility Infrastructure Reserve to Fire Hall Maintenance in the 2025 operating budget.

OR

THAT Council directs administration otherwise...

**TOWN OF BON ACCORD
REQUEST FOR DECISION**

Meeting:	Regular Meeting of Council
Meeting Date:	February 18, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Allocation of 2024 Surplus
Agenda Item No.	7.4

BACKGROUND/PROPOSAL

With the final numbers being completed for 2024 and the audit in progress, there is some surplus available to allocate towards outstanding and important projects and expenditures in 2025 that were unable to be budgeted in 2025 due to budget constraints.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration has identified the following expenditures to allocate surplus funding towards:

- The 2024 administration budget had duct cleaning allocated for the Town office, however this expenditure was postponed in favour of purchasing new office chairs for ergonomic safety. Duct cleaning is still an important project, and there is surplus available within the administration budget to allocate towards duct cleaning in 2025. Administration is recommending that \$4,000 of surplus from 2024 be allocated to duct cleaning for the Town office building in 2025.
- The arena budget also had duct cleaning allocated for the arena at \$7,500, however due to unexpected increases in power costs, the arena budget did not allow for this expenditure. The arena budget does not have surplus from 2024 to allocate to duct cleaning, also due to the additional power costs. However, the parks department has additional surplus funds (which include funds from the Sturgeon Recreation Cost funding) that could be allocated towards the duct cleaning.
- The 2025 youth summer programs require space for effective programming. Last year, Community Services and summer staff ran the programs from the arena mezzanine and the arena slab, however in summer months the mezzanine gets incredibly hot with poor air circulation and no availability of windows to open. The arena slab is slightly better as we can open the large overhead doors, however the slab is not a suitable child play area. Staff have met with the Bon Accord Community League who have agreed to rent out the Community Hall

for the entirety of the summer for our summer programs for \$2,500. This arrangement would benefit our summer programs, providing a functional space for the youth and would also provide revenue to a local community group. The FCSS department has surplus funds from 2024 to cover this expenditure.

- Cemetery Bylaw legal review – in 2024 the cemetery received an additional \$22,950 of unbudgeted revenue. Handling cemetery situations can be complex and deals with multiple pieces of legislation, including the Town's own bylaw, the Cemeteries Act and the Wills and Successions Act. The Town would benefit from a re-write of the Cemetery Bylaw and a legal review of the bylaw to ensure that Town staff have a concrete and precise document to follow when faced with the different matters that may arise. The cost of this is approximately \$3,000 and could be covered by the surplus revenue.

STRATEGIC ALIGNMENT

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

COSTS/SOURCES OF FUNDING

\$4,000 from administration surplus for Town office building duct cleaning.

\$7,500 from parks surplus (Sturgeon Recreation grant funding) for arena duct cleaning.

\$2,500 from FCSS surplus for summer programs space rental.

\$3,000 from cemetery surplus for cemetery bylaw legal review.

RECOMMENDED ACTION (by originator)

THAT...Council approves the allocation of 2024 surplus as presented.

Or

THAT...Council direct administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Council Meeting
Meeting Date:	February 18, 2025
Presented by:	Jessica Spaidal, Legislative Services & Communications Coordinator
Title:	Animal Control Bylaw 2024-16 – Third Reading
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

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

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

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

Council gave second reading to Animal Control Bylaw 2024-16 at the February 4, 2025 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 Animal Control Bylaw 2024-16 for third 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 third and final reading to Animal Control Bylaw 2024-16 as presented.

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

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

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

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

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

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

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

PART 1 – TITLE

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

PART 2 – DEFINITIONS

2.1 In this Bylaw, the following definitions shall apply:

- (a) "ANIMAL" means any bird, 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;
- (v) “FOSTER CARE” means temporary care to animals in a home environment prior to their adoption or reunion with their guardians as arranged by a designated animal rescue agency;
- (w) “HENHOUSE” means a structure that houses Laying Hens at night and includes a secure place for Laying Hens to lay eggs and eat;
- (x) “HUMANE REASONS” means for reasons that show kindness, care and sympathy towards the Animal;
- (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;
- (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;
- (aa) “LARGE ANIMAL” means an Animal, other than a Domestic Animal, which will weigh in excess of 15 kilograms as an adult;
- (bb) “LAYING HENS” means female chickens of at least sixteen (16) weeks of age, raised primarily for the production of eggs;
- (cc) “LAYING HENS LICENCE” means a licence issued pursuant to Part 6 of this Bylaw for the keeping of Laying Hens;
- (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;
- (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;
- (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;
- (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**

- (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;
- (ii) “PERMITTED LEASH” means a leash adequate to restrain the attached Dog or Cat excluding electronic leashes;
- (jj) “POUND KEEPER” shall include the Animal Control Officer and any person or persons duly authorized to operate the Animal Shelter;
- (kk) “PROHIBITED ANIMALS” means those Animals that are not allowed to be kept or housed, whether temporarily or permanently, within the Town;
- (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;
- (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;
- (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;
- (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;
- (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;
- (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**

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

PART 3 – DOGS AND CATS LICENSING

Licences

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

- 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) tattoo or implanted Chip number (if available);
 - e) the Licence number of the Dog or Cat (if applicable); and
 - 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.

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

- 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.
- 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.

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

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

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

Special Permits

- 3.22 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.
- 3.23 Restrictions and or time limits may be included in Special Permits at the discretion of the CAO.

General Licence Obligations

- 3.24 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.
- 3.25 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.
- 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.

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- 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

- 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.

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- 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;
 - 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:

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- a) arrange for destruction of the Animal using a licensed veterinarian;
 - b) give the Animal into the care of another agency, facility, organization responsible for the adoption or re-homing of unclaimed Animals; or
 - c) sell to a person other than the Owner upon payment of all applicable fees and costs as set out in section 4.18 to the Town.
- 4.22 The Pound Keeper shall report any apparent illness, communicable disease, injury or unhealthy condition of any impounded Dog or Cat to a licenced veterinarian and act immediately upon the licenced veterinarian's recommendations. The Owner of the Dog or Cat will be responsible for all resulting financial charges from the licenced veterinarian.
- 4.23 When, in the judgment of a licenced veterinarian, a Dog or Cat should be destroyed for Humane Reasons, the Animal Control Officer may arrange for destruction of the Animal using a licensed veterinarian and the Owner shall not be entitled to collect the Dog or Cat from the Animal Shelter notwithstanding payment of all applicable fees and cost as set out in section 4.18.
- 4.24 No action for damages shall be taken against any person acting under the authority of this Bylaw for destruction or disposal of an Animal in accordance with the provisions of this Bylaw.
- 4.25 Where an Animal has inflicted a Severe Injury on a person or other Animal, the person responsible for or the Owner of the Animal who has received the Severe Injury and the Owner of the Animal causing the Severe Injury shall promptly report the occurrence to the Animal Control Officer. Despite the foregoing, no person is responsible for reporting an occurrence of which they have no knowledge.
- 4.26 Upon demand of the Animal Control Officer, the Owner shall forthwith surrender any Animal which has inflicted a Severe Injury upon any person.
- 4.27 The Animal Control Officer may quarantine in any reasonable location an Animal that has inflicted a Severe Injury, and thereafter the Animal shall not be released from such quarantine except by written permission of a licenced veterinarian.
- 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.

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- 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:
- 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;

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- 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 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:

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- 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;
 - 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:

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- 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;
 - 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;

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- 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:

- 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;

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- 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
 - 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

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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.
- 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.

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- 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.
- 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

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- 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 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.

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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 17th DAY OF December 2024.

READ A SECOND TIME ____ DAY OF _____, 2025.

READ A THIRD TIME ____ DAY OF _____, 2025.

Brian Holden
Mayor

Jodi Brown
Chief Administrative Officer

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SCHEDULE "A" TO BYLAW 2024-16

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

**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:	February 18, 2025
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Use of Council Chambers Policy Amendment
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

In December, Council reviewed and approved Use of Council Chambers Policy #20-116, to establish protocols for the use of Council Chambers.

The policy currently does not allow adult community service programming in Council Chambers.

Community Services would like to host the following events and use Council Chambers:

1. Free Tax Clinic on April 14th and 15th from 9:00 am to 12:00 pm, allowing for additional afternoon hours if needed based upon registrations. This would be the second year for this event. Last year, we hosted this event in cooperation with CRA, with a trained representative. Council Chambers was used for this event last year.
2. Rooted in Wellness session on mental health scheduled for March 11th at 6:00 pm. Our Rooted in Wellness education sessions are intended to empower residents and provide tools for positive change and growth, benefiting individuals and the community. These sessions have previously been held at the Jewel Box or at the arena mezzanine, however both of these venues are unavailable on this date.

Both events hold minimal risk to Council Chambers and its contents as they host adult participants under the general supervision of a) the tax clinic representative and b) Community Services staff.

Allowing Community Services adult programming events to be held in Council Chambers opens up an additional venue opportunity that will also allow for cost savings, given that having to book the Jewel Box or the Community Hall for programs costs \$75-\$90 per session that has not been budgeted. The arena mezzanine, while having no cost, is not an optional space for educational programming in the evening during hockey season.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently, Policy #20-116 establishes priority use of Council Chambers designated as:

1st Priority: Council Meetings and other ceremonial functions.

2nd Priority: Council Committees, Boards and Commissions.

3rd Priority: Public Engagement Meetings

4th Priority: Town staff functions.

It states that functions are permitted so long as there is minimal risk of damage to the Chamber and its contents. The Town Manager can approve functions in accordance with the priority listings above, and all other use requests must be approved by Council.

Administration proposes amending Policy #20-116 to add Priority #5 Community Services Programs, as well as the following statement under Section 3: Community Services Programs include adult programming approved at the discretion of the Town Manager. Arts and crafts events will not be permitted.

STRATEGIC ALIGNMENT

Values 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 approves the amendment to Policy #20-116 Use of Council Chambers

OR

THAT... Council direct administration to...

USE OF COUNCIL CHAMBERS

SECTION: Administration

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: March 17, 2020

LAST REVIEWED BY COUNCIL: December 17, 2024

POLICY STATEMENT

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

PURPOSE

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

SCOPE

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. GENERAL PRINCIPLES

1. Council Chambers is not available as a public rental facility.
2. Priority use of Council Chambers is designated below:
 - 1st Priority: Council Meetings and other ceremonial functions.
 - 2nd Priority: Council Committees, Boards and Commissions.
 - 3rd Priority: Public Engagement Meetings
 - 4th Priority: Town staff functions-
 - 5th Priority: Community Services Programs.
3. Functions permitted in Council Chambers include activities with minimal risk of damage to the carpet, desks, chairs, tables, or audio/visual equipment and will be approved at the discretion of the Town Manager in compliance with the priority listing in Section 2, above. These functions include:
 - Town Council Meetings
 - Statutory Public Hearings
 - Council Committee Meetings including the Community Services Advisory Board.
 - Intermunicipal Collaboration Meetings
 - Municipal Commission Meetings (as attended by Council representatives)
 - Subdivision and Development Appeal Board Hearings
 - Tax Sale Auction
 - Public Engagement Meetings
 - Council networking, information, training meetings or workshops will be given second priority.
 - Staff networking, information, and training meetings or workshops will be given third priority.
 - Community Services Programs include adult programming approved at the discretion of the Town Manager. Arts and crafts events will not be permitted.

4. Any other requests for use of Council Chambers will be subject to the approval of Council.

DRAFT

TOWN OF BON ACCORD

Mayor Report – for period January 15 – February 12, 2025

- January 17, 2025 Attended Agenda Committee Meeting
- January 21, 2025 Chaired Regular Meeting of Council
- January 29, 2025 Attended Committee of the Whole Meeting. Ken Allen, Public Library Services Branch, spoke about library appointments. We also discussed the Police Funding Model Resolution, Invest Alberta Report, Public Participation and Council Remuneration Policies.
- January 31, 2025 Attended the Agritourism Mini Conference at Prairie Gardens. I took part in a panel discussion regarding agritourism and the possibility of Bon Accord supporting this initiative in our area.
- February 4, 2025 Chaired Regular Meeting of Council
- February 10, 2025 Attended SREMP meeting in Morinville

Note: This was a relatively quiet month for meetings and events

Brian Holden
Mayor
Town of Bon Accord

TOWN OF BON ACCORD*Deputy Mayor Report – Jan 15 – Feb 12, 2025*

January 17, 2025	Attended Agenda Committee Meeting
January 20, 2025	Attended the Capital Regional Northeast Water Service Commission board meeting. Progressing very well according to our mandate
January 21, 2025	Attended Regular Meeting of Council
January 29, 2025	Committee of the Whole Meeting
February 4, 2025	Attended Regular Meeting of Council

Note: Thank you to Mayor Holden for attending some of my meetings

Timothy LARSON
Deputy Mayor
Town of Bon Accord

TOWN OF BON ACCORD

Councillor Report – Jan 15 – Feb 11, 2025

- Jan 17, 2025 Attended the Transportation and Infrastructure Committee meeting held by Minister Nally. Next meeting will be in April and we will likely stand down the committee. It has been effective in bringing problem infrastructure and transportation issues forward to our MLA. So far we haven't seen any real changes happen.
- Jan 21, 2025 Attended the Regular Meeting of Council.
- Jan 23, 2025 Attended Homeland Housing board meeting. The application for the Affordable Housing project in St. Albert (round 3) has been submitted, and we are hopefully optimistic that it will go ahead. We should know in April. End of year financials were reviewed – we are in good position. I continue to sit on the Governance Committee and that work should wrap up in early spring.
- Jan 24, 2025 Attended the Arrow Utility commission meeting. Train 4 update was given, and the project is progressing on time and on budget. We are not aware of if/how new government in the US will affect this project. Quality of Wastewater bylaw update was given first reading. Once passed, the Town will have 2 years to update our local bylaw to reflect.
- Jan 29, 2025 Attended the Committee of the Whole meeting.
- Feb 4, 2025 Attended the Regular Meeting of Council.
- Feb 11, 2025 Attended the Arrow Board Development Committee meeting (virtual). The annual workshop is planned for the end of May and is a very full agenda. Also discussed the agenda for the CAO breakfast and new Board Orientation that will happen in November following the election.

Note: Any additional information for report

Lynn Bidney
Councillor
Town of Bon Accord

TOWN OF BON ACCORD*Councillor Report – for period January 15- February 12, 2025*

January 21	Attended Regular Meeting of Council
January 24	Attended Regular Meeting of Edmonton Salutes
January 29	Attended Committee of the Whole Meeting
February 4	Attended Regular Meeting of Council
February 10	Attended Parks and Trails Committee Meeting. I think this meeting went really well. We had 4 town residents who participated in the meeting. We appointed a Chair for the committee and we had some really meaningful conversations. Good ideas brought forward. Excited to see where this goes.

Note:

Councillor
Lacey Laing
Town of Bon Accord

TOWN OF BON ACCORD
January 16 – February 12, 2025

January 21 Regular Meeting of Council.

January 29 Committee of the Whole Meeting.

February 10 Library Board Meeting.

Note:

Tanya May
Councillor
Town of Bon Accord



BY EMAIL AND MAIL

January 16, 2025

Brian Holden, Mayor
Town of Bon Accord
PO Box 779
Bon Accord, AB T0A 0K0



Dear Brian Holden:

RE: Industrial Inquiry Commission Reviewing Canada Post

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

Upcoming Federal Election

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit deliveringcommunitypower.ca or contact Brigitte Klassen at bklassen@cupw-sttp.org.

Sincerely,



Jan Simpson
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists





Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

Please let us know if you will be making a submission. Please contact Brigitte Klassen at bklassen@cupw-sttp.org, so we can provide you with more details on how to send it to the Commission as soon as we have more information.

As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
 - add financial services
 - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
 - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

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|| |
|*

MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

Canada Post and the Industrial Inquiry Commission

Whereas the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

Whereas the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

Whereas Canada Post is, first and foremost, a public service.

Whereas the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

Whereas the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

Whereas while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

Whereas it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

Therefore, be it resolved that (name of municipality) provide input to the *Commission* in the form of a written submission.

Therefore, be it resolved that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca, or call the number above for more information.

Sincerely,

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.



Ric McIver
Minister of Municipal Affairs