



**TOWN OF BONNYVILLE
COUNCIL MEETING
AGENDA**

Tuesday, January 14, 2025, 6:00 p.m.

Council Chambers

4917 49 Avenue

Bonnyville, Alberta

	Pages
1. CALL TO ORDER	
2. INDIGENOUS LAND ACKNOWLEDGEMENT	
3. ADOPTION OF THE AGENDA	
4. ADOPTION OF THE MINUTES	
4.a Council Meeting Minutes - December 10, 2024	2
5. DELEGATION	
5.a James Macdonald - Northern Lights Library System	14
6. BYLAWS	
6.a Bylaw No. 1584-25 – A Bylaw to Amend Bylaw No. 1569-24	16
6.b Bylaw No. 1586-25 – A Bylaw to Amend Garbage Bylaw No. 1561-24	31
6.c Bylaw No. 1583-24 – Transportation of Dangerous Goods Route Bylaw	42
6.d Bylaw No. 1585-25 - Animal Control Bylaw	55
7. FINANCE	
7.a Financial Report – November 2024	108
8. BUSINESS	
8.a Appointment - Deputy Mayor - January 1, 2025 - David Sharun	
8.b Repeal Policy No. 22-FN-083 – Sponsorships and Donations Policy and Policy No. 22-FN-085 – Community Grants Policy	113
8.c Request for Waiver of Property Taxes - Roll No. 00213510	139
9. COMMITTEE REPORTS	
10. CORRESPONDENCE	
10.a Email - 4-Wing and CFB Cold Lake - CLAS24	143
11. QUESTIONS	
12. IN CAMERA	
12.a Land - FOIP Section (27)	
12.b Land - FOIP Sections (17), (23) & (27)	
13. OUT OF CAMERA	
14. BUSINESS ARISING FROM CLOSED SESSION	
15. ADJOURNMENT	

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE TOWN OF BONNYVILLE**



Tuesday, December 10, 2024
6:00 p.m.
Council Chambers
4917 49 Avenue
Bonnyville, Alberta

- PRESENT:** Mayor Elisa Brosseau, Councillor Kayla Blanchette, Councillor Brian McEvoy, Councillor Phil Kushnir, Councillor Byron Johnson, Councillor Neil Langridge
- REGRETS:** Councillor David Sharun
- STAFF:** Renee Stoyles – Interim Chief Administrative Officer, Jeannine Chornohos - Finance Director, Brad Trimble – General Manager of Operations and Engineering, Joe Kopala – Planning Director, Dan Heney – General Manager of Planning and Community Services, Tracy Ghostkeeper – Executive Assistant, Robynne Henry – Communications Coordinator, Bryon Mickelson – IT Technician, Rhonda Miron – Director of Community Services
- GUESTS:** Darren Sandbeck – BRFA
Jill Tercier – Bonnyville Municipal Library
Doreen Kushnir
Odette Hoffbauer
Lalaine Cogollodo
Kenneth (Boyd) Smith
Darren Czapla

1. CALL TO ORDER

Mayor Elisa Brosseau called the Regular Meeting of Council to order at 6:00 p.m.

2. INDIGENOUS LAND ACKNOWLEDGEMENT

Mayor Brosseau read the following land acknowledgement: As we gather, we are reminded that the Town of Bonnyville is situated on Treaty 6 land, that is steeped in rich Indigenous history and is the traditional homeland and home to First Nations and Métis People today. We respect the histories, languages and cultures of First Nations, Métis and all First Peoples of Canada, whose presence continues to enrich our community.

3. LONG SERVICE AWARDS

Interim CAO Renee Stoyles, General Manager of Operations and Engineering Brad Trimble and General Manager of Planning and Community Services Dan Heney presented the following Long Service Awards:

Odette Hoffbauer - 5 years

Kenneth (Boyd) Smith - 5 years

Lalaine Cogollodo - 10 years

Darren Czapla - 10 years

Brad Trimble - 10 years

Doreen Kushnir - 25 years

Other recipients who were not present are as follows:

5 Year Awards

Toby Entz

Nola Rudell

10 Year Awards

Jenna Benedict

Bill Rogers

Bruce Stevenson

Bonnie Van Hollen

Mayor Brosseau thanked and congratulated the recipients on their long term awards.

Odette Hoffbauer, Doreen Kushnir, Kenneth Smith, Lalaine Cogollodo, and Darren Czapla left the meeting at 6:12 p.m.

4. ADOPTION OF THE AGENDA

Motion No. 380

Moved by: Councillor Byron Johnson

THAT the agenda for the December 10, 2024 Regular Council meeting be adopted as presented.

CARRIED

5. ADOPTION OF THE MINUTES

5.a Council Meeting Minutes - November 26, 2024

Motion No. 381

Moved by: Councillor Brian McEvoy

THAT the minutes of the November 26, 2024 Regular Council meeting be adopted as presented.

CARRIED

6. DELEGATIONS/PUBLIC HEARINGS

6.a Bonnyville Municipal Library Budget Delegation

Jill Tercier, Librarian, presented Council with an overview of the activities and programs that the library has provided over the last year, this included statistics on usage and patrons at the library. The funding request this year has increased by 2% to \$143,537.31 to cover inflation and increased cost of utilities.

Mayor Brosseau thanked Jill for her presentation and she left the meeting at 6:24 p.m.

Darren Sandbeck, BRFA left the meeting at 6:24 p.m.

6.b Public Hearing – Land Use Amendment Bylaw 1579-24.

Mayor Brosseau called the Public Hearing to Order at 6:24 p.m.

Joe Kopala, Planning Director, introduced the subject of the Public Hearing for Bylaw No. 1579-24 amendments to Land Use Bylaw No. 1447-16 with regards to the proposed reducing of setbacks for garages and carports.

Mayor Brosseau asked three times if there was anyone present to speak for or against the Land Use Bylaw Amendment. There was no one present to speak for or against the Land Use Bylaw Amendment.

The Public Hearing was closed at 6:25 p.m.

Motion No. 382

Moved by: Councillor Byron Johnson

THAT Council proceed with the Public Hearing for Land Use Bylaw Amendment No. 1579-24.

Time: 6:24 p.m.

CARRIED

Motion No. 383

Moved by: Councillor Brian McEvoy

THAT Council close the Public Hearing for Land Use Bylaw Amendment No. 1579-24.

Time: 6:25 p.m.

CARRIED

7. BYLAWS

7.a Bylaw No. 1580-24 – Elections Bylaw

At the November 26, Regular Council Meeting, Council provided first reading to Bylaw No. 1580-24, the Elections Bylaw.

Bylaw No. 1580-24 was created to ensure the recent amendments to the Local Authorities Election Act (LAEA) were captured. Significant changes due to these amendments include:

- Removal of any reference to the use of Automated Voting Machines
- The provision for Candidates to provide a Criminal Record Check with their nomination papers
- Update to payment methods accepted for the deposit to include e-transfer and debit
- Update to Voter Identification sections as a permanent Electors Register is required for Electors who wish to vote

Changes incorporated into this draft of Bylaw No. 1580-24 provide greater clarification of election procedures. An Elections Bylaw must be passed by December 31 in the year prior to the General Election. Upon Bylaw No. 1580-24 receiving third reading, Bylaw No. 1506-20 and Bylaw No. 1507-21 will be repealed.

Discussion ensued.

Motion No. 384

Moved by: Councillor Kayla Blanchette

THAT Council provide second reading to Bylaw No. 1580-24 – Elections Bylaw.

CARRIED

Motion No. 385

Moved by: Councillor Brian McEvoy

THAT Council provide third reading to Bylaw No. 1580-24 – Elections Bylaw.

CARRIED

7.b Bylaw No. 1582-24 – Residential Tax Incentive Bylaw

At the November 26, Regular Council Meeting, Council provided first reading to Bylaw No. 1582-24, the Residential Tax Incentive Bylaw.

With the passage of Bill 20, the Municipal Government Act (MGA), now permits municipalities to offer multi-year tax exemptions, partial exemptions or deferrals for residential properties to encourage residential development of all types of housing for the general benefit of municipality.

The bylaw, as drafted, includes tax incentives on the municipal portion of property taxes only. Incentives for years one to three would equate to 100%, year four – 75% and year five – 50%. Incentives would include new and renovated development that increases the assessed value over the base assessment year by \$25,000 or more and meets the criteria outlined in Bylaw No. 1582-24.

Discussion ensued.

Motion No. 386

Moved by: Councillor Neil Langridge

THAT Council provide second reading to Bylaw No. 1582-24 – Residential Tax Incentive Bylaw.

CARRIED

Moved by: Councillor Byron Johnson

THAT Council provide third reading to Bylaw No. 1582-24 – Residential Tax Incentive Bylaw.

CARRIED

7.c Bylaw No. 1579-24 - Land Use Bylaw Amendment

Administration reviewed setback requirements for accessory structures under the current Land Use Bylaw 1447-16. To increase rear yard space, they propose reducing setbacks for garages and carports. After examining other municipalities' regulations and the 2023 National Building Code – AE, they suggest a minimum setback of 1.5 metres from property lines for garages and carports, as these may be heated and powered. The setback for storage sheds and other accessory structures will stay at 1.0 metre. For garages and carports with doors facing the rear lane, the setback will be either 6.1 metres or 1.5 metres to prevent parking congestion in the lane.

Discussion ensued.

Motion No. 388

Moved by: Councillor Phil Kushnir

THAT Council provide second reading to Land Use Amendment Bylaw No. 1579-24.

CARRIED

Motion No. 389

Moved by: Councillor Kayla Blanchette

THAT Council provide third reading to Land Use Amendment Bylaw No. 1579-24.

CARRIED

8. BUDGET

8.a 2025 Interim Operating Budget

Council reviewed the proposed 2025 Interim Operating Budget, which reflects some of the feedback and options presented at the Budget Open House held on December 3rd, 2024.

The proposed budget includes the following:

- A 2% Residential Municipal Tax Dollar Increase.

- A 4% Multi-Family and Non-Residential Municipal Tax Dollar Increase.
- A 2% Utility and Garbage Rate Increase.

A transfer from the General Operating Reserve of \$778,075 to balance the budget has also been included. Additionally, this draft includes reductions to requests from Community Organizations and minor amendments from the previous draft.

Discussion ensued.

Motion No. 390

Moved by: Councillor Brian McEvoy

THAT Council approve the balanced 2025 Interim Operating Budget as presented.

CARRIED

8.b 2025 Interim Capital Budget

Administration presented the proposed 2025 Interim Capital Budget, which was revised after the Budget Open House held on December 3rd, 2024. Administration recently reviewed the capital projects and reprioritized non-critical capital projects to include the proposed Aquatics Facility construction from 2025 to 2028. Grant funding revenue in the amount of \$25,300,319 allocated over the same timeframe has also been included in anticipation that the application that was submitted for this project will be successful. A revenue line has been added in the amount of \$14,150,159 over the four-year period for fundraising activities, cost share options and other grant streams to aid in funding this project. The total amount included in the 2025 Capital Budget for the Aquatics Facility is \$2,505,766 for the Planning and Design Phase of the Project.

In addition, the Town is anticipating \$1,581,024 in Provincial Grant Funding which is an increase of \$144,971 over 2024 and has included \$5,542,672 from the 2024 ID349 funds. A transfer from the General Capital Reserve in the amount of \$847,304 has been included to balance the Interim Capital Budget.

Discussion ensued.

Motion No. 391

Moved by: Councillor Byron Johnson

THAT Council approve the 2025 Interim Capital Budget as presented.

CARRIED

Joe Kopala - Planning Director, left the meeting at 6:41 p.m.

8.c Operating and Capital Plan

Section 283.1 of the Municipal Government Act (MGA) requires municipalities to prepare written financial operating and capital plans. Both the financial operating and capital plans are updated annually to reflect Council's priorities.

Discussion ensued.

Motion No. 392

Moved by: Councillor Phil Kushnir

THAT Council approve the 2025 to 2028 Operating Financial Plan and the 2025 to 2029 Capital Plan with the inclusion of any changes made to the Interim Budget for 2025.

CARRIED

9. BUSINESS

9.a 2025 General Election

Council is required to make decisions regarding returning officers, special ballots, Institutional Votes and Elector Assistance at Home Votes for the 2025 General Election.

The last General Election in Bonnyville was held in October 2021. The election ran smoothly, no major problems were reported.

Discussion ensued.

Motion No. 393

Moved by: Councillor Kayla Blanchette

THAT Council appoint Renee Stoyles, Interim/Acting Chief Administrative Officer as Returning Officer and Brad Trimble, General Manager of Engineering and Operations as the Substitute Returning Officer for the Town of Bonnyville.

CARRIED

Motion No. 394

Moved by: Councillor Brian McEvoy

THAT Council direct the Returning Officer to conduct institutional votes in the Bonny Lodge, the Hospital (Bonnyville Health Care Centre) and at Extendicare.

CARRIED

Motion No. 395

Moved by: Councillor Byron Johnson

THAT Council direct the Returning Officer to conduct an Elector Assistance at Home Vote.

CARRIED

9.b Appointment - Bonnyville Municipal Library Board Member – MD Member

During the Town of Bonnyville's Organizational Meeting on October 22, 2024, Council passed a motion to appoint an MD of Bonnyville Council member to the Bonnyville Municipal Library Board. However, as the MD of Bonnyville held their Organizational Meeting on the same day, the name of their representative was not available at the time.

Since then, Ken Allan, Legislative Advisor, with the Public Library Services Branch, has confirmed that a separate motion is required to formally appoint MD Councillor Mike Krywiak to the Bonnyville Municipal Library Board. This will ensure compliance with procedural requirements and update the Town's records accordingly.

Motion No. 396

Moved by: Councillor Neil Langridge

THAT Council appoint Mike Krywiak to the Bonnyville Municipal Library Board for a one year term expiring October 31, 2025.

CARRIED

9.c Funding Request - 2635573 Alberta Ltd. o/a Bonnyville Karate-Do

Administration received a funding request from Sylvia Slowski from the Bonnyville Karate-Do Club requesting funding in the amount of \$918.75 to cover the costs of the rental at the Centennial Centre for their fall karate tournament. This event was held at the C2 on November 23, 2024. They had 137 competitors in attendance from various towns, including Calgary and Saskatoon. The next karate tournament will be held in Bonnyville in 2033.

Motion No. 397

Moved by: Councillor Phil Kushnir

THAT Council approve a donation in the amount of \$250.00 to 2635573 Alberta Ltd. o/a Bonnyville Karate-Do.

CARRIED

9.d Schedule "A" Yearly Revisions - Policy 23-AD-086 – Records and Information Management Policy

Administration presented the annual changes to Policy No. 23-AD-086 - Records and Information Management Policy Schedule "A".

Motion No. 398

Moved by: Councillor Brian McEvoy

THAT Council approve the changes made in 2024 to Policy No. 23-AD-086 Schedule "A" – Records and Information Management Policy

CARRIED

9.e Letter of Support – North East Muni-Corr Ltd. ACP Grant Application

North East Muni-Corr Ltd. is submitting an application to the Alberta Community Partnership (ACP) grant program to fund the design plans for nine staging areas along Alberta's Iron Horse Trail. This project aims to enhance trail access, usability, and visitor experiences by developing comprehensive and consistent staging area designs.

Motion No. 399

Moved by: Councillor Byron Johnson

THAT Council approve a letter of support for North East Muni-Corr Ltd.'s Alberta Community Partnership (ACP) Grant application for the Alberta Iron Horse Trail Staging Area Design Plans project.

CARRIED

9.f Ratify Letter of Support – Alberta Bilingual Municipalities Association Grant Application

On December 3, 2024, Administration provided a letter of support to the Alberta Bilingual Municipalities Association (ABMA) for their application to the Northern and Regional Economic Development (NRED) Grant. This project aims to enhance regional economic growth by hiring a project manager to develop a strategic plan for ABMA and promote regional collaboration through workshops and conferences. The focus will be on economic capacity building and workforce attraction in partnership with RIFA.

Due to the application deadline, Administration, with the consent of Council, prepared and sent a letter of support on December 3, 2024.

Motion No. 400

Moved by: Councillor Kayla Blanchette

THAT Council ratify the letter of support issued to the Alberta Bilingual Municipalities Association for their NRED Grant application on December 3, 2024.

CARRIED

9.g Purchase - Pickup Truck Replacement.

In July, a Public Works pickup truck was involved in an accident and was deemed a “write off” and the insurance proceeds received for this truck was \$51,248.21. Approval is required for Administration to replace this truck as it was not originally included in the Capital Budget.

Discussion ensued.

Motion No. 401

Moved by: Councillor Brian McEvoy

THAT Council direct Administration to award the purchase of a ¾ ton pickup truck to Tercier Motors for \$62,894.60.

CARRIED

9.h Ratify Letter of Support – Chamber of Commerce NRED Grant

The Bonnyville and District Chamber of Commerce is applying for funding through the Northern and Regional Economic Development (NRED) Grant program. The Chamber

intends to use the grant to increase security patrols and provide subsidies for security systems to local businesses.

This initiative is aimed at addressing the ongoing challenges posed by crime in the region, which have impacted local businesses. Enhanced security measures will not only reduce crime but also foster a safer environment for businesses to operate and thrive.

The Chamber has requested a letter of support from the Town of Bonnyville to strengthen their application and demonstrate regional collaboration. Due to the application deadline, Administration, with the consent of Council, prepared and sent a letter of support on November 26, 2024.

Motion No. 402

Moved by: Councillor Byron Johnson

THAT Council ratify the Letter of Support given to the Bonnyville and District Chamber of Commerce for their application to the NRED Grant program.

CARRIED

9.i Funding Request - Bonnyville Pottery Club

Administration received a funding request from Linne Bowler from the Bonnyville Pottery Club requesting a donation in the amount of \$3,800.00 to assist with the costs to replace the current sink with a special sink and taps which includes a clay trap. The total cost of this project is \$4,800.00 with the Pottery Club contributing \$1,000.00.

Discussion ensued.

Motion No. 403

Moved by: Councillor Kayla Blanchette

THAT Council approve a donation in the amount of \$1,000.00 to the Bonnyville Pottery Club to assist with the costs to purchase a special sink and taps.

CARRIED

10. COMMITTEE REPORTS

Councillor Brian McEvoy attended the AB Muni's 2024 Outstanding Resolutions Webinar, the Bonnyville SPCA Fundraising Gala, the Town of Bonnyville Santa Claus Parade, the Town of Bonnyville Budget Open House, the Budget Workshop for Council, the Fort Kent/Ardmore Christmas Awards Night and the Iron River Christmas Awards Night.

Councillor Kayla Blanchette attended a meeting for the FCSSAA (Family & Community Support Services Association of Alberta) meeting with Minister Jason Nixon, an FCSSAA Board meeting, the SPCA Fundraising Gala, hosted the Town of Bonnyville Santa Claus Parade Livestream, attended the Festival of Trees, a Bonnyville Library Board meeting, the Town of Bonnyville Open House, the Budget Workshop for Council, and the AB Muni's Safe and Healthy Communities Committee Meeting.

Mayor Elisa Brosseau attended an ABMA Executive meeting, the Town of Bonnyville Santa Claus Parade, the Town of Bonnyville Budget Open House, the Budget Workshop for Council, recorded a Christmas Wishes video for 4-Wing Cold Lake on behalf of the Town of Bonnyville and brought greetings at the Kinokamasihk Kiskinohamatokamik School Battle of the Bands High School Volleyball Championship.

Councillor Phil Kushnir attended the retirement gathering for CAO Bill Rogers, the AB Muni's 2024 Outstanding Resolutions Webinar, the Town of Bonnyville Santa Claus Parade, the Community Policing Committee meeting, the Town of Bonnyville Budget Open House, the Budget Workshop for Council, the Fort Kent/Ardmore Christmas Awards Night and the Kinokamasihk Kiskinohamatokamik School Battle of the Bands High School Volleyball Championship.

Councillor Neil Langridge attended the AB Muni's 2024 Outstanding Resolutions Webinar, the Festival of Trees, the Town of Bonnyville Santa Claus Parade, the Community Policing Committee meeting, a Bonnyville Library Board meeting, the Town of Bonnyville Budget Open House and the Budget Workshop for Council.

Councillor Byron Johnson attended the AB Muni's 2024 Outstanding Resolutions Webinar, the Bonnyville SPCA Fundraising Gala, the Town of Bonnyville Santa Claus Parade, the Festival of Trees, the Town of Bonnyville Budget Open House and the Budget Workshop for Council.

11. CORRESPONDENCE

11.a Appendix A - Council Receptions and Public Relations to December 3, 2024

Applicable policies related to Requests for Decisions will be referred to here to assist Council when making decisions based on financial requests.

12. QUESTIONS

No questions were asked.

13. IN CAMERA

In addition to Council, Renee Stoyles, Interim CAO, attended the In Camera session to provide Administrative and Procedural support.

Motion No. 404

Moved by: Councillor Phil Kushnir

THAT Council close the meeting to the public and move to In-Camera for Council Agenda Item(s):

13.a Legal - FOIP Sections (16), (21), (25) & (27)

13.b Land - FOIP Sections (17) & (27)

Time: 7:08 p.m.

CARRIED

14. OUT OF CAMERA

Motion No. 405

Moved by: Councillor Kayla Blanchette

THAT Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 7:45 p.m.

CARRIED

15. BUSINESS ARISING FROM CLOSED SESSION

Motion No. 406

Moved by: Councillor Phil Kushnir

THAT Council provide an extension to March 30, 2025 for the demolition of the property located at 4705 50 Avenue. AB Ltd.

CARRIED

16. ADJOURNMENT

Motion No. 407

Moved by: Councillor Byron Johnson

THAT the Regular Meeting of Council be adjourned.

Time: 7:45 p.m.

CARRIED

Minutes read and adopted this _____ day of _____, 2024.

Mayor

Chief Administrative Officer

2024 VALUE STATEMENT

Town of Bonnyville

Population: 6,422 Library Cards: 4,362

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment.

For questions or concerns please contact:

James MacDonald, Executive Director

P: (780)-545-5072

E: jmacdonald@nlls.ab.ca



Total Library Savings

\$2,264,879

Name Of Library(s):

Bonnyville Municipal Library

OPERATIONS

Levy Cost
\$35,128
Book Allotment
\$33,336

Rural Services Grant
48,941
Return on Investment
\$1,233.84

ELECTRONIC AND NON-TRADITIONAL MATERIALS

eBooks in Circulation **9,562**
Total eBook Circulation Value
\$709,512

CIRCULATION

Net Borrower **60,090**
Total Print Circulation Value
\$1,502,250

SERVICE DELIVERY

MLS + TSI Tickets **194**
Total Professional Value
\$16,867

Aquisition & Cataloguing:

1,250 items purchased with NLLS

\$6,658 saved via aquisition

\$5,000 cataloguing & processing value

LIBRARY		MUNICIPAL LEVY		PROVINCIAL GRANTS					
\$5.47	+	\$5.47	+	\$4.75	=	\$15.69	-	\$2.15	
PER CITIZEN		PER CITIZEN		PER CITIZEN		PER CITIZEN		LOCAL LIBRARY BOOK ALLOTMENT	
								\$33,335.75	



Operating Budget

SYSTEM WIDE VALUE

TRAC = 200 Alberta libraries, public catalog,
mobile app, access to 3.5 million library items.



E-Resources



Service Catalogue



Top 3 Milestones of 2024

1. New Websites for Libraries
2. GoLibrary self-registration website
3. Welcome to Kehewin Cree Nation & Art Smith Aviation Academy

Top 3 Initiatives of 2025

1. Wireless printing
2. TRACPac+ major updates to the library catalogue
3. Shelf-ready pilot program for enhanced processing efficiency

Success Stories From the Past Year

Local Success Story

New Leadership at Bonnyville Library!
Bonnyville Municipal Library welcomed Jill Tercier as its new Library Manager in late 2024. Northern Lights Library System was pleased to assist in the hiring process and wishes Nicole Labrie all the best as she furthers her career at Portage College. With strong leadership, the future looks bright for Bonnyville Library!

System Success Story

Floating Collections for Faster Access
NLLS's floating collections are set to launch in 2025, making library resources more accessible. Items stay at the library where returned, cutting wait times and boosting patron satisfaction.

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: January 7, 2025

Submitted By: Administration

Meeting Date: January 14, 2025

SUBJECT: Bylaw No. 1584-25 – A Bylaw to Amend Bylaw No. 1569-24

BACKGROUND: Attached is a copy of Amending Bylaw No. 1584-25, a bylaw to amend Bylaw No. 1569-24 respecting Water, Sanitary Sewer and Storm Systems.

During the 2025 budget deliberations, Administration suggested a change to the Utility Rates for 2025 and the approved 2025 Interim Budget includes a 2% increase in Utility Fees.

OTHER COMMENTS: Utility Rates would increase as follows:

2024 Rates

Utility Service Fee = \$13.67 per month
Consumption Fee = \$2.75 per cubic metre

2025 Rates (2% Increase)

Utility Service Fee = \$13.94 per month
Consumption Fee = \$2.81 per cubic metre

Increasing the Utility Rates by 2% adds additional revenue of **\$105,443.00** to the 2025 Operating Budget. The Utility Rates were last increased in 2024 by 4%.

REPORT/DOCUMENT: Attached Available NIL

1. Bylaw No. 1584-25 – A Bylaw to Amend Bylaw No. 1569-24
2. Bylaw No. 1569-24

DESIRED OUTCOMES: That Council provide all three readings to Bylaw No. 1584-25.

OPTIONS:

1. Council could increase the rate so that it reflects the 2.8% cost of inflation (2024 = 2.8% - Utility Service Fee would increase to \$14.05 per month and the Consumption Fee would increase to \$2.83 per cubic metre);
2. Council could decide not to increase the utility rates; or
3. Council could direct Administration to increase the rates by a different % than is recommended.

RECOMMENDATION: THAT Council provide three readings to Bylaw No. 1584-25 – A Bylaw to Amend Bylaw No. 1569-24 – Respecting Water, Sanitary Sewer and Storm Systems with the amendment to Schedule “B” to reflect an increase of 2% in the Utility Service Fee and Utility Consumption/Usage Fee.

FINANCIAL: Increased revenue of **\$105,443.00** if rates are increased as above which has been included in the 2025 Interim Operating Budget that was approved on December 10th, 2024.



Renee Stoyles
Acting Chief Administrative Officer

BYLAW NO. 1584-25

OF THE

TOWN OF BONNYVILLE

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1569-24 RESPECTING WATER SYSTEMS, SANITARY SEWER SYSTEMS AND STORM SYSTEMS.

WHEREAS, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1569-24 respecting Water Systems, Sanitary Sewer Systems and Storm Systems; and

WHEREAS, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" - Utility Fees and Charges

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw No. 1569-24, respecting Water Systems, Sanitary Sewer Systems and Storm Systems, is hereby amended.
2. That Schedule "B" Utility Fees and Charges is hereby amended.
3. That this Bylaw shall come into force and effect as of January 1, 2025.

INTRODUCED AND GIVEN FIRST READING this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN SECOND READING this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING
this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

TOWN OF BONNYVILLE
BYLAW NO. 1584-25 A BYLAW TO AMEND
BYLAW NO. 1569-24
SCHEDULE "B"
UTILITY FEES AND CHARGES
(EFFECTIVE JANUARY 1, 2025)

1. Utility Servicing Agreement

- a) The application for the utility servicing agreement shall be accompanied by a deposit in the amount of one thousand dollars (\$1,000.00) prior to any connections being made. The said deposit shall be utilized for restoration of any damage to any components of the water system, sanitary sewer system, storm sewer system, roadway system, sidewalk system or any other system in the event that the developer fails to rectify the damage or has unpaid utility account invoices. Following restoration of any damage or payment of accounts, any remaining funds from the deposit shall be returned to the developer.
- b) A fee of three hundred dollars (\$300.00) shall be levied for any connection to any component of the water system.
- c) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the sanitary sewer system.
- d) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the storm sewer system.
- e) For outside of Town Customers:
The terms and conditions of Water and Sanitary Sewer Services provision shall be in accordance with Water and Wastewater Services agreements between the Town of Bonnyville and the Customer, subject to approval and/or amendment by Council

These agreements shall include a connection fee to be paid by the Customer to the Town, calculated as the aggregate of the following:

2. Water Service Agreements:

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of water services.
- ii. a proportionate share of the capital costs of constructing or acquiring the Town system calculated as follows:

Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for water provision (currently \$4,768.00/acre)

3. **Wastewater Service Agreements:**

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of Wastewater services Agreement;
- ii. a proportionate share of the capital costs of constructing or acquiring the Town System calculated as follows:

Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for wastewater provision (currently **\$3,726.00/acre**).

4. **Utility Consumption/Usage Fees**

- a) The utility rates shall be as follows, and as amended from time to time:

Utility Service Fee	\$13.94 per month
Utility Consumption/Usage Fee	\$ 2.81 per cubic meter as measured by the water meter.

(For internal accounting purposes, the Consumption/Usage Fee will be split 75/25 Water/Sewer)

- b) For outside of Town Customers:

Water Services: A Variable Rate of \$3.84/m³ of Water measured at the Meter located within the Town Metering Station.

Wastewater Services: Currently \$2.91/m³, based upon a rate of 80% of potable water delivered to the Customer under the Water Supply Agreement.

subject to approval and/or amendment by Council.

5. **Bulk Water Servicing Agreement**

- a) The application for the Bulk Water Servicing Agreement shall be accompanied by a deposit in the amount of one hundred dollars (\$100.00) prior to the PIN # being distributed. The said deposit shall be returned to the bulk water account holder less any outstanding amounts on the account.
- b) A non-refundable fee of twenty-five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

6. **Bulk Water Consumption/Usage Fees**

The bulk water rates shall be as follows, and as amended from time to time:

Bulk Water Minimum Service	\$35.00
Prepaid Consumption	\$ 1.00 per 0.15 cubic meters
PIN # Consumption/Usage	\$ 6.50 per cubic meter

7. **Sewer Lagoon Effluent Disposal Registration – Out of Area Domestic**

- a) Users requesting disposal within the Town of Bonnyville sewer lagoons shall complete a Sewer Lagoon Disposal Registration form for each location site the effluent is originating from. Upon receiving the completed registration form the Town will issue an access code for each location.
- b) A non-refundable fee of twenty-five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

Sewer Lagoon Effluent Disposal Registration – MD Residential

- a) Users applying to dump MD domestic wastewater will be able to dispose of multiple residential sites on a dedicated access code. Multiple sites are allowed to be discharged at the same load, but the registrant is required to comply with the applicable registration form.

8. **Sewer Lagoon Effluent Disposal Usage Fees – Out of Area Domestic**

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

PIN # Disposal Usage	\$18.00 per cubic meter
Fixed Rate	\$90.00 per disposal

Sewer Lagoon Effluent Disposal Usage Fees – MD Domestic

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

Fixed Rate	\$60.00 flat rate per disposal
------------	--------------------------------

The flat rate disposal fee is to be supplemented through the MD of Bonnyville and reviewed annually to ensure total cost recovery.

9. **Service Administration Fee**

- a) The property owner shall be levied a fee of twenty-five dollars (\$25.00) for each requested move or transfer to a new location within the Town of Bonnyville.
- b) The property owner shall be levied a fee of twenty-five dollars (\$25.00) for each time an outstanding utility balance over 45 days is transferred to their property tax account.

10. **Utility Disconnection/Reconnection Fee**

The property owner shall be levied a fee of fifty dollars (\$50.00) for each requested disconnection and subsequent reconnection.

11. **Service Call**

- a) When a consumer requests that a Town employee attend their premises with respect to any matter relating to the supply of utility services or the servicing of the same, and if the call is for failure of service not attributable to the Town Utility, the consumer shall pay a fee as follows, and as amended from time to time:
 - i) Regular Working Hours \$90.00 per hour
 - ii) Overtime, Weekends & Stat Holidays \$360.00 per hour

12. **Utility Service Deposit**

The application for Utility Services shall be accompanied by a deposit in the amount as follows, and as amended from time to time:

- a) Property Owner \$50.00
- b) Landlord/Tenant \$150.00

The said deposit shall be returned to the utility service account holder less any outstanding amounts on the account.

13. **Penalty**

The penalty shall be (4.95%). The penalty is applied to the overdue portion of the utility account invoice.

14. **Non-Sufficient Funds Charges**

A fee of twenty-five dollars (\$25.00) shall be levied for each cheque or automatic withdrawal for which the property owner has insufficient funds to cover the amount of the payment.

15. **Fines in Respect to Bylaw Contraventions**

For each contravention of the Bylaw, a fine of two hundred and fifty dollars (\$250.00) in addition to the Costs specified within Section 11.01 e) of the Bylaw may be levied against the offending person.

Approved this _____ day of _____, A.D., 2025.

Mayor

Chief Administrative Officer

BYLAW NO. 1569-24
OF THE
TOWN OF BONNYVILLE

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1560-24 RESPECTING WATER SYSTEMS, SANITARY SEWER SYSTEMS AND STORM SYSTEMS.

WHEREAS, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1560-24 respecting Water Systems, Sanitary Sewer Systems and Storm Systems; and

WHEREAS, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" - Utility Fees and Charges

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw No. 1560-24, respecting Water Systems, Sanitary Sewer Systems and Storm Systems, is hereby amended.
2. That Schedule "B" Utility Fees and Charges is hereby amended.
3. That this Bylaw shall come into force and effect as of June 1, 2024.

INTRODUCED AND GIVEN FIRST READING this 28th day of May, A.D., 2024.



Mayor


Chief Administrative Officer

GIVEN SECOND READING this 28th day of May, A.D., 2024.



Mayor


Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING
this 28th day of May, A.D., 2024.



Mayor



Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 28th day of May, A.D., 2024.



Mayor



Chief Administrative Officer

TOWN OF BONNYVILLE
BYLAW NO. 1569-24 A BYLAW TO AMEND
BYLAW NO. 1560-24
SCHEDULE "B"
UTILITY FEES AND CHARGES
(EFFECTIVE June 1, 2024)

1. Utility Servicing Agreement

- a) The application for the utility servicing agreement shall be accompanied by a deposit in the amount of one thousand dollars (\$1,000.00) prior to any connections being made. The said deposit shall be utilized for restoration of any damage to any components of the water system, sanitary sewer system, storm sewer system, roadway system, sidewalk system or any other system in the event that the developer fails to rectify the damage or has unpaid utility account invoices. Following restoration of any damage or payment of accounts, any remaining funds from the deposit shall be returned to the developer.
- b) A fee of three hundred dollars (\$300.00) shall be levied for any connection to any component of the water system.
- c) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the sanitary sewer system.
- d) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the storm sewer system.
- e) For outside of Town Customers:
The terms and conditions of Water and Sanitary Sewer Services provision shall be in accordance with Water and Wastewater Services agreements between the Town of Bonnyville and the Customer, subject to approval and/or amendment by Council

These agreements shall include a connection fee to be paid by the Customer to the Town, calculated as the aggregate of the following:

2. Water Service Agreements:

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of water services.
- ii. a proportionate share of the capital costs of constructing or acquiring the Town system calculated as follows:

Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for water provision (currently \$4,768.00/acre)

3. **Wastewater Service Agreements:**

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of Wastewater services Agreement;
- ii. a proportionate share of the capital costs of constructing or acquiring the Town System calculated as follows:

Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for wastewater provision (currently **\$3,726.00/acre**).

4. **Utility Consumption/Usage Fees**

- a) The utility rates shall be as follows, and as amended from time to time:

Utility Service Fee	\$13.67 per month
Utility Consumption/Usage Fee	\$ 2.75 per cubic meter as measured by the water meter.

(For internal accounting purposes, the Consumption/Usage Fee will be split 75/25 Water/Sewer)

- b) For outside of Town Customers:

Water Services: A Variable Rate of \$3.84/m³ of Water measured at the Meter located within the Town Metering Station.

Wastewater Services: Currently \$2.91/m³, based upon a rate of 80% of potable water delivered to the Customer under the Water Supply Agreement.

subject to approval and/or amendment by Council.

5. **Bulk Water Servicing Agreement**

- a) The application for the Bulk Water Servicing Agreement shall be accompanied by a deposit in the amount of one hundred dollars (\$100.00) prior to the PIN # being distributed. The said deposit shall be returned to the bulk water account holder less any outstanding amounts on the account.
- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

6. Bulk Water Consumption/Usage Fees

The bulk water rates shall be as follows, and as amended from time to time:

Bulk Water Minimum Service	\$35.00
Prepaid Consumption	\$ 1.00 per 0.15 cubic meters
PIN # Consumption/Usage	\$ 6.50 per cubic meter

7. Sewer Lagoon Effluent Disposal Registration – Out of Area Domestic

- a) Users requesting disposal within the Town of Bonnyville sewer lagoons shall complete a Sewer Lagoon Disposal Registration form for each location site the effluent is originating from. Upon receiving the completed registration form the Town will issue an access code for each location.
- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

Sewer Lagoon Effluent Disposal Registration – MD Residential

- a) Users applying to dump MD domestic wastewater will be able to dispose of multiple residential sites on a dedicated access code. Multiple sites are allowed to be discharged at the same load, but the registrant is required to comply with the applicable registration form.

8. Sewer Lagoon Effluent Disposal Usage Fees – Out of Area Domestic

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

PIN # Disposal Usage	\$18.00 per cubic meter
Fixed Rate	\$90.00 per disposal

Sewer Lagoon Effluent Disposal Usage Fees – MD Domestic

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

Fixed Rate	\$60.00 flat rate per disposal
------------	--------------------------------

The flat rate disposal fee is to be supplemented through the MD of Bonnyville and reviewed annually to ensure total cost recovery.



9. Service Administration Fee

- a) The property owner shall be levied a fee of twenty-five dollars (\$25.00) for each requested move or transfer to a new location within the Town of Bonnyville.
- b) The property owner shall be levied a fee of twenty-five dollars (\$25.00) for each time an outstanding utility balance over 45 days is transferred to their property tax account.

10. Utility Disconnection/Reconnection Fee

The property owner shall be levied a fee of fifty dollars (\$50.00) for each requested disconnection and subsequent reconnection.

11. Service Call

- a) When a consumer requests that a Town employee attend their premises with respect to any matter relating to the supply of utility services or the servicing of the same, and if the call is for failure of service not attributable to the Town Utility, the consumer shall pay a fee as follows, and as amended from time to time:
 - i) Regular Working Hours \$90.00 per hour
 - ii) Overtime, Weekends & Stat Holidays \$360.00 per hour

12. Utility Service Deposit

The application for Utility Services shall be accompanied by a deposit in the amount as follows, and as amended from time to time:

- a) Property Owner \$50.00
- b) Landlord/Tenant \$150.00

The said deposit shall be returned to the utility service account holder less any outstanding amounts on the account.

13. Penalty

The penalty shall be (4.95%). The penalty is applied to the overdue portion of the utility account invoice.


14. **Non-Sufficient Funds Charges**

A fee of twenty-five dollars (\$25.00) shall be levied for each cheque or automatic withdrawal for which the property owner has insufficient funds to cover the amount of the payment.

15. **Fines in Respect to Bylaw Contraventions**

For each contravention of the Bylaw, a fine of two hundred and fifty dollars (\$250.00) in addition to the Costs specified within Section 11.01 e) of the Bylaw may be levied against the offending person.

Approved this 28th day of May, A.D., 2024.



Mayor



Chief Administrative Officer

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: January 7, 2025

Submitted By: Administration

Meeting Date: January 14, 2025

SUBJECT: Bylaw No. 1586-25 – A Bylaw to Amend Garbage Bylaw No. 1561-24

BACKGROUND: Attached is Amending Bylaw No. 1586-25, a bylaw to amend Bylaw No. 1561-24 to Regulate the Collection, Removal and Disposal of Garbage, Refuse and Other Waste.

OTHER COMMENTS: As with the Utility Rates, the approved 2025 Interim Operating Budget reflected a 2% increase to Residential Garbage Rates. Schedule “B” Section 1 and 2 of the Bylaw is being revised to reflect this 2% increase. The increase in Rates would be as follows:

2024 Rates

Garbage Fee = \$13.96 per month
Extra Cart Fee = \$10.06 per month

2025 Rates (2% Increase)

Garbage Fee = \$14.24 per month
Extra Cart Fee = \$10.26 per month

Increasing the Garbage Rate by 2% adds additional revenue of **\$9,082.00** to the 2025 Operating Budget. The Garbage Rate was last increased in 2024 by 4%.

REPORT/DOCUMENT: Attached Available NIL

1. Bylaw No. 1586-24 – A Bylaw to Amend Garbage Bylaw No. 1561-24
2. Bylaw No. 1561-24

DESIRED OUTCOMES: That Council provide all three readings to Bylaw No. 1586-25.

OPTIONS:

1. Council could increase the rate so that it reflects the 2.8% cost of inflation (2024 was 2.8% - Garbage Fee would increase to \$14.35 per month and Extra Cart Fee would increase to \$10.34 per month);
 2. Council could decide not to increase the garbage rate; or
 3. Council could direct Administration to increase the rate by a different % than is recommended.
-

RECOMMENDATION: THAT Council provide three readings to Bylaw No. 1586-25 – A Bylaw to Amend Bylaw No. 1561-24 to Regulate the Collection, Removal and Disposal of Garbage, Refuse and Other Waste with the amendment to Schedule “B” of Bylaw No. 1561-24 to reflect an increase of 2% in the Residential Garbage Fees.

FINANCIAL: Increased revenue of **\$9,082.00** if rates are increased as above which has been included in the 2025 Interim Operating Budget that was approved on December 10th, 2024.



Renee Stoyles
Acting Chief Administrative Officer

BYLAW NO. 1586-25

OF THE

TOWN OF BONNYVILLE

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1561-24 RESPECTING GARBAGE RATES.

WHEREAS, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1561-24 to regulate the collection, removal and disposal of garbage, refuse and other waste; and

WHEREAS, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" – Garbage Rates in Bylaw 1561-24 to reflect new rates being charged.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw No. 1561-24, to regulate the collection, removal and disposal of garbage, refuse and other waste is hereby amended.
2. That Schedule "B" Garbage Rates is hereby amended.
3. That this Bylaw shall come into force and effect as of January 1, 2025.

INTRODUCED AND GIVEN FIRST READING this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN SECOND READING this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING
this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 14th day of January, A.D., 2025.

Mayor

Chief Administrative Officer

**TOWN OF BONNYVILLE
BYLAW NO. 1586-25 A BYLAW TO AMEND
BYLAW NO. 1561-24
SCHEDULE "B"
GARBAGE RATES
(EFFECTIVE JANUARY 1, 2025)**

In accordance with good financial management to cover the costs of providing garbage collection services to its residents and to comply with the Waste Control Regulation and the Code of Practice for Landfills, the Town of Bonnyville hereby establishes the following fee structure for waste:

RESIDENTIAL RATES

1. Residential - a monthly base rate of \$14.24 for household garbage collection shall be applied to each residential dwelling unit/ service user each billing period.
2. Residential - an additional garbage cart may be purchased for residential dwelling units. The dwelling will be charged the below fee for the cart and an additional \$10.26 per billing period will be applied.
3. For Interpretive Purposes:
 - a) each residential dwelling unit including multi-family dwellings (except apartments) and service user that qualifies for municipal collection shall be charged a base rate every billing period for garbage collection whether or not all units are occupied.

Service Change Request/ Set up Fee

Service	Fee
Cart repair	\$25.00
Additional Cart	\$100.00

* Repair fees are not applicable if cart damage is a result of Automated Collection

LANDFILL AND TRANSFER STATION TIPPING FEES

Users will be charged at the following rates for tipping fees at the Landfill and Transfer Station Site:

Waste Category	Waste description	Member fee	Non-member fee
Transfer Station	Class II Residential*	\$150.00 per tonne.	\$190.00 per tonne
	Class II Commercial	\$150.00 per tonne	\$195.00 per tonne
	Class II Municipal hauled residential**	\$130.00 per tonne	\$195.00 per tonne
Landfill or Transfer station	Non- sorted mixed class II and III waste	\$300.00 per tonne	\$350 per tonne
Landfill	Clean Clay Fill	No Charge	No Charge
	Clean Concrete	\$15.00 per tonne	\$30.00 per tonne
	Clean Compostables out of Town/ Commercial	\$15.00 per tonne	\$30.00 per tonne
	Clean Burnables (Wood/ trees) Residential	No Charge	No Charge
	Clean Burnables (Wood/ Trees) Out of Town/ Commercial	\$15.00 per tonne	\$30.00 per tonne
	Clean Scrap Metal	\$15.00 per tonne	\$30.00 per tonne
	Class III Construction and Demolition Residential less than 250 kg	15.00	\$30.00
	Class III Construction and Demolition Residential between 250- 500kg	\$25.00	\$50
	Class III Construction and Demolition***	\$80 per tonne	\$185 per tonne
	Appliances without CFC's	\$10.00	\$20.00
	Appliances with CFC's	\$40.00	\$80.00
	Mattresses and sofas	\$10.00	\$20.00
	Batteries	\$3.00	\$6.00
	Propane Tanks < 50lbs	\$5.00	\$10.00
	Propane Tanks > 50lbs	\$55.00	\$110.00
	Scrap vehicles	\$30.00	\$60.00
	Used automotive oil (over 100 litres)	\$0.05 per litre	\$0.10 per litre

	Residential Tires (without rims)	No charge	No charge
	Commercial Tires (without rims)	\$5.00 each	\$10.00
	Residential Tires (with rims)	\$5.00 each	\$10.00
	Commercial Tires (with rims)	\$10.00 each	\$20.00
	Fluorescent light bulbs	No charge	No Charge
	Asbestos	Not accepted****	Not Accepted

Notes:

The non member Tipping fee is applicable to waste from outside the municipal boundaries of the Beaver River Regional Waste Commission or Non-Member Municipalities from within the Boundaries.

** To be used in situations where a municipality in the commission hauls non mixed Class II waste into **Transfer Station**.

***Separation of waste may be required further to the above noted categories, i.e., treated wood, scrap metals, etc.

****The Town of Bonnyville Public Works Department will maintain a list of hazardous waste contractors that could assist in the event waste is refused at Town of Bonnyville Landfill.

Materials not accepted at the landfill:

All paint thinners, unknown or unidentifiable waste, toxic chemicals, contaminated soils.

Approved this _____ day of _____, A.D., 2025.

Mayor

Chief Administrative Officer

BYLAW NO. 1561-24

OF THE

TOWN OF BONNYVILLE

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1543-23 RESPECTING GARBAGE RATES.

WHEREAS, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1543-23 to regulate the collection, removal and disposal of garbage, refuse and other waste; and

WHEREAS, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" – Garbage Rates in Bylaw 1543-23 to reflect new rates being charged.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw No. 1543-23, to regulate the collection, removal and disposal of garbage, refuse and other waste is hereby amended.
2. That Schedule "B" Garbage Rates is hereby amended.
3. That this Bylaw shall come into force and effect as of January 1, 2024.

INTRODUCED AND GIVEN FIRST READING this 9th day of January, A.D., 2024.



Mayor




Chief Administrative Officer

GIVEN SECOND READING this 9th day of January, A.D., 2024.



Mayor



Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING
this 9th day of January, A.D., 2024.



Mayor



Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 9th day of January, A.D., 2024.



Mayor



Chief Administrative Officer

**TOWN OF BONNYVILLE
 BYLAW NO. 1561-24 A BYLAW TO AMEND
 BYLAW NO. 1543-23
 SCHEDULE "B"
 GARBAGE RATES
 (EFFECTIVE JANUARY 1, 2024)**

In accordance with good financial management to cover the costs of providing garbage collection services to its residents and to comply with the Waste Control Regulation and the Code of Practice for Landfills, the Town of Bonnyville hereby establishes the following fee structure for waste:

RESIDENTIAL RATES

1. Residential - a monthly base rate of \$13.96 for household garbage collection shall be applied to each residential dwelling unit/ service user each billing period.
2. Residential - an additional garbage cart may be purchased for residential dwelling units. The dwelling will be charged the below fee for the cart and an additional \$10.06 per billing period will be applied.
3. For Interpretive Purposes:
 - a) each residential dwelling unit including multi-family dwellings (except apartments) and service user that qualifies for municipal collection shall be charged a base rate every billing period for garbage collection whether or not all units are occupied.

Service Change Request/ Set up Fee

Service	Fee
Cart repair	\$25.00
Additional Cart	\$100.00

* Repair fees are not applicable if cart damage is a result of Automated Collection



LANDFILL AND TRANSFER STATION TIPPING FEES

Users will be charged at the following rates for tipping fees at the Landfill and Transfer Station Site:

Waste Category	Waste description	Member fee	Non-member fee
Transfer Station	Class II Residential*	\$150.00 per tonne.	\$190.00 per tonne
	Class II Commercial	\$150.00 per tonne	\$195.00 per tonne
	Class II Municipal hauled residential**	\$130.00 per tonne	\$195.00 per tonne
Landfill or Transfer station	Non- sorted mixed class II and III waste	\$300.00 per tonne	\$350 per tonne
Landfill	Clean Clay Fill	No Charge	No Charge
	Clean Concrete	\$15.00 per tonne	\$30.00 per tonne
	Clean Compostables out of Town/ Commercial	\$15.00 per tonne	\$30.00 per tonne
	Clean Burnables (Wood/ trees) Residential	No Charge	No Charge
	Clean Burnables (Wood/ Trees) Out of Town/ Commercial	\$15.00 per tonne	\$30.00 per tonne
	Clean Scrap Metal	\$15.00 per tonne	\$30.00 per tonne
	Class III Construction and Demolition Residential less than 250 kg	15.00	\$30.00
	Class III Construction and Demolition Residential between 250- 500kg	\$25.00	\$50
	Class III Construction and Demolition***	\$80 per tonne	\$185 per tonne
	Appliances without CFC's	\$10.00	\$20.00
	Appliances with CFC's	\$40.00	\$80.00
	Mattresses and sofas	\$10.00	\$20.00
	Batteries	\$3.00	\$6.00
	Propane Tanks < 50lbs	\$5.00	\$10.00
	Propane Tanks > 50lbs	\$55.00	\$110.00
	Scrap vehicles	\$30.00	\$60.00
	Used automotive oil (over 100 litres)	\$0.05 per litre	\$0.10 per litre

	Residential Tires (without rims)	No charge	No charge
	Commercial Tires (without rims)	\$5.00 each	\$10.00
	Residential Tires (with rims)	\$5.00 each	\$10.00
	Commercial Tires (with rims)	\$10.00 each	\$20.00
	Fluorescent light bulbs	No charge	No Charge
	Asbestos	Not accepted****	Not Accepted

Notes:

The non member Tipping fee is applicable to waste from outside the municipal boundaries of the Beaver River Regional Waste Commission or Non-Member Municipalities from within the Boundaries.

** To be used in situations where a municipality in the commission hauls non mixed Class II waste into **Transfer Station**.

***Separation of waste may be required further to the above noted categories, i.e., treated wood, scrap metals, etc.

****The Town of Bonnyville Public Works Department will maintain a list of hazardous waste contractors that could assist in the event waste is refused at Town of Bonnyville Landfill.

Materials not accepted at the landfill:

All paint thinners, unknown or unidentifiable waste, toxic chemicals, contaminated soils.

Approved this 9th day of January, A.D., 2024.

Mayor

Chief Administrative Officer

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: December 2, 2024

Submitted By: Administration

Meeting Date: December 10, 2024

SUBJECT: Bylaw No. 1583-24 – Transportation of Dangerous Goods Route Bylaw

BACKGROUND: On September 6, 2024, Council approved Bylaw No. 1570-24 – The Transportation of Dangerous Goods Bylaw, which was subsequently sent to the Minister of Transportation and Economic Corridors for final signature. On November 28, 2024, the Town received an email from the Minister’s office advising of required revisions to the Bylaw. These revisions were not indicated during prior consultations or before Council's approval.

The revisions provided by the Minister include the following updates:

1. **Section 7:**

- No person transporting dangerous goods in a placardable quantity shall stop within the municipality except:
 - a) At a permitted storage location.

2. **Section 8:**

- Any person responsible for the spillage, leakage, or discharge of dangerous goods in placardable quantities within the jurisdiction of the Town of Bonnyville shall be deemed in violation of this bylaw.
- The responsible party must immediately notify the Town of Bonnyville of any spillage incident involving dangerous goods and fully cooperate with emergency response and cleanup efforts.

3. **Schedule “B” Revisions:**

- Item 2: Stop vehicle/prohibited parking while carrying dangerous goods in placardable quantities contrary to the bylaw.
- Item 3: Leave dangerous goods in a placardable quantity unattended.
- Item 6: A spill or release of dangerous goods in a placardable quantity in the Town of Bonnyville.

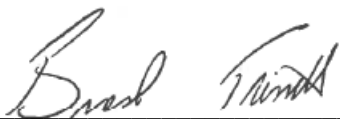
These changes have been completed and the Bylaw was once again sent to the Minister’s office for approval and returned to us for Council approval.

REPORT/DOCUMENT: Attached Available NIL

Email – Environmental and Dangerous Goods Emergencies Office
Bylaw No. 1583-24

RECOMMENDATION: That Council provide all three readings to Bylaw No. 1583-24 – Transportation of Dangerous Goods Bylaw, which incorporates the revisions required by the Minister of Transportation and Economic Corridors. .

Legislative: Once Bylaw No. 1583-24 is passed, the previous Bylaw 1570-24 will be repealed.



Brad Trimble
GM of Public Works and Engineering



Renee Stoyles
Interim Chief Administrative Officer

Tracy Ghostkeeper

From: Environmental and Dangerous Goods Emergencies <edge@gov.ab.ca>
Sent: Thursday, November 28, 2024 5:10 AM
To: Tracy Ghostkeeper
Cc: Taryn Hedstrom; Nancy Welsh; Raymond Lee; Rebekah Adams
Subject: Bonnyville - Bylaw require amendments
Attachments: tec-guidelines-for-the-establishment-of-dangerous-goods-routes-in-alberta-municipalities.pdf; tec-reporting-requirements.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Tracy,

Please refer to this letter for the required amendments and ignore my previous email. In the previous letter I somehow deleted the section about Schedule "A" Dangerous Goods Route Map.



Monitoring and Compliance
Main Floor, Twin Atria Building
4999-98 Avenue
Edmonton, Alberta T6B 2X3
Canada
Telephone: 1-800-272-9600 (opt.1)
www.alberta.ca

November 28, 2024

Tracy Ghostkeeper
Executive Assistant
Town of Bonnyville
4917 49th Avenue
Bonnyville, Alberta
T9N 2J7

Dear Tracy Ghostkeeper:

Subject: Town of Bonnyville's Transportation of Dangerous Goods Bylaw No. 1583-24

Thank you for submitting Bylaw 1583-24 for approval. Would you like the true copies of Bylaw 1570-24 mailed back to you, once the Canada Post strike is over? Or, would you like us to destroy them?

Transportation and Economic Corridors (TEC) has identified amendments required within the Town of Bonnyville's Transportation of Dangerous Goods Bylaw No. 1583-24. Therefore, as delegated by the Alberta Minister of TEC, charged by the Lieutenant Governor in Council with the administration of the *Dangerous Goods Transportation and Handling Act*, pursuant to Section 17(2) of the said Act, Bylaw 1583-24 as written cannot be approved.

Sec. 8. Any person responsible for the spillage, leakage or discharge of dangerous goods in Placardable quantities within the jurisdiction of the Town of Bonnyville Shall be deemed in violation of this bylaw.

And

Schedule “B”, 6. A spill or release of dangerous goods in a Placardable Quantity in the Town of Bonnyville

- The Federal *Transportation of Dangerous Goods Act* (TDGA) and its Regulation (TDGR) provides the reporting requirements for actual or anticipated releases of dangerous goods, based on the quantity outlined in TDGR, Sec. 8.2 Table. An actual or anticipated releases of dangerous goods in non-placardable quantities may be required to report if the quantity exceeds Sec. 8.2 Table and is not otherwise exempt. For more information about release reporting, please find attached the **Reporting Requirements** bulletin.
 - Please amend the bylaw to replace the reportable release threshold “Placardable Quantity” with terminology consistent with the TDGA and TDGR, *e.g. A person within the jurisdiction of the Town of Bonnyville, who is required to report a release or anticipated release as per the Transportation of Dangerous Goods Regulations, shall be deemed in violation of this bylaw.*

Schedule “A” Dangerous Goods Route Map

- It appears an old version of the map was used as it is missing a Legend and the Highway names of the dangerous goods route.
 - Please amend “Schedule A” to either use the current version or include the missing information. The name of each highway on the dangerous goods route must either be shown on the map in “Schedule A”, or in a list explaining each thoroughfare. It is not required to show the name of highways on non-dangerous goods routes, but it is recommended highways on major thoroughfares are named.

Schedule “B”, 2. Stop Vehicle/Prohibited Parking while carrying dangerous goods in Placardable Quantities contrary to Bylaw

- The bylaw regulates “stop vehicle” but does not reference “Prohibited Parking”.
 - This fine may be fully enforceable, as the principle between “stop vehicle” and “prohibited parking” are similar. Or may only be enforceable for “stop vehicle” and may not be enforceable for “prohibited parking”. Please amend if required.

Schedule “B”, 3. Leave dangerous goods in a Placardable Quantity unattended

- The bylaw does not reference leaving dangerous goods unattended.
 - This fine may not be enforceable, please amend if required.

Schedule “B”, 4. Breach any requirements of Conditions of “Special Permit”

- The bylaw references “permit” but does not use the term “special permit”.
 - The fine may still be enforceable, as the principle remains the same. Please amend if required.

Sec. 7. No person transporting dangerous goods in a placardable quantity shall stop within the municipality except: **a)** at a permitted storage location....

- For information purposes only, no amendment required: The Explosives Regulation, Sec 199(1) requires a vehicle containing explosives to be attended in person when not at a licenced factory, unless exempt. For more information, please contact the Explosives Regulatory Division with Natural Resources Canada at 1-855-912-0012 or ERDmms@nrcan.gc.ca.

Sec. 8. b) The responsible party must immediately notify the Town of Bonnyville of any spillage incident involving dangerous goods and fully cooperate with emergency response and cleanup efforts.

- It is recommended, but not a requirement for approval to include a 24hr emergency and non-emergency phone number(s) for the reporting of emergency and non-emergency dangerous goods releases.
- It is recommended, but not a requirement for approval to include dangerous goods releases must also be reported to Alberta EDGE at 1-800-272-9600 (24-hour).

Signature lines

- Please note the year “2024” is typed in each signature lines and may need to be amended if signatures are acquired in the new year.

“Bylaw” vs. “By-law”

- Two different spellings (bylaw or by-law) are used throughout the document.
 - It is recommended, but not a requirement for approval, to amend the document to use one spelling.

The required amendments must be completed before Bylaw 1583-24 will be approved. Please submit your bylaw for review or approval to EDGE@gov.ab.ca or to the address above (Attention: Taryn Hedstrom, Alberta EDGE).

Please find attached a copy of TEC’s **Guidelines for the Establishment of Dangerous Goods Routes in Alberta Municipalities** for your review. For assistance in amending your Dangerous Goods Route Bylaw, or for any other transportation of dangerous goods questions, please contact Alberta EDGE at 1-800-272-9600 (opt.1) (24-hour number) and a Regulatory Compliance Officer will assist you.

Yours truly,

Taryn Hedstrom

Regulatory Compliance Officer
Alberta EDGE (Environmental and Dangerous Goods Emergencies)
Monitoring and Compliance
Transportation and Economic Corridors
Government of Alberta

Enclosure

cc: Nancy Welsh, Director, EDGE & 511 Alberta
Raymond Lee, Manager, Alberta EDGE
Rebekah Adams, Regulatory Compliance Officer, Alberta EDGE

Classification: Protected A

BYLAW NO. 1583-25
OF THE
TOWN OF BONNYVILLE

**A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO
REGULATE THE TRANSPORTATION OF DANGEROUS GOODS.**

WHEREAS, the Council of the Town of Bonnyville, duly assembled, deems it advisable to set forth the terms and conditions to regulate transportation of dangerous goods in and through the Town of Bonnyville;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA, PURSUANT TO THE AUTHORITY VESTED IN IT BY SECTION 17(2) OF THE DANGEROUS GOODS TRANSPORTATION AND HANDLING ACT, RSA 2000, CHAPTER D-4 HEREBY ENACTS AS FOLLOWS:

1. This bylaw may be cited as the “Transportation of Dangerous Goods Bylaw”.
2. Unless otherwise defined, this Bylaw adopts the definitions contained in:
 - a) the Dangerous Goods Transportation and Handling Act and its Regulations, as amended; and
 - b) the Traffic Safety Act, RSA 2000, c T-6 and its Regulations, as amended.
3. For the purposes of this Bylaw, “Placardable Quantities” means:
 - a) a consignment of dangerous goods in a quantity that requires placard(s) pursuant to the Transportation of Dangerous Goods Regulations; or
 - b) an intermediate bulk container displaying labels pursuant to Section 4.15.3(c) of the Transportation of Dangerous Goods Regulations, SOR/2001-286, as amended.
4. No person shall transport, in or on a vehicle within the corporate limits of the Town of Bonnyville, any dangerous goods in Placardable Quantities unless the vehicle is travelling on an approved Dangerous Goods Route as shown on the map in Schedule “A” to this Bylaw and, as identified as such by signs as shall be posted and set out in the Schedule “C” attached to and forming part of this Bylaw.

5. Section 4 applies to all persons, except those who are:
 - a) obtaining or delivering dangerous goods at a location in the Town of Bonnyville; or,
 - b) proceeding to or from a vehicle storage location; by the most direct route between Dangerous Goods Routes.

6. Notwithstanding Section 4., where a person is required to transport dangerous goods off a designated Dangerous Goods Route, a permit may be obtained from the Municipality or from the Fire Chief by telephoning or writing to:
 - a) Town of Bonnyville
Bag 1006, Bonnyville, Alberta T9N 2J7
(780-826-3496)
Monday – Friday 8:30 a.m. – 4:30 p.m.
 - b) Bonnyville Regional Fire Authority Fire Chief
Box 6827, Bonnyville, Alberta T9N 2H3
(780-826-4755)
Monday – Friday 8:30 a.m. – 4:30 p.m.

7. No person transporting dangerous goods in Placardable Quantities shall stop or park where prohibited within the municipality except:
 - a) at a permitted storage location – meaning any area which is at least one hundred and fifty (150) meters away from the nearest residential, institutional or assembly area and is approved by the Fire Chief;
 - b) to load or unload;
 - c) in compliance with a Peace Officer, an inspector or a traffic control device;
 - d) to refuel or repair the vehicle;
 - e) in compliance with a valid permit; or

8. No person transporting dangerous goods in Placardable Quantities shall leave dangerous goods unattended, unless at a permitted storage location.

9. A person within the jurisdiction of the Town of Bonnyville, who is required to report a release or anticipated release as per the Transportation of Dangerous Goods Regulations, shall be deemed in violation of this bylaw.
 - a) In addition to the fine , set out in Schedule B of this bylaw, the responsible party shall be liable for all costs incurred by the Town of Bonnyville for the containment, cleanup and disposal of the spilled dangerous goods, as well as any other related expenses.
 - b) The responsible party must immediately notify the Town of Bonnyville (780-826-3496) during regular business hours or 780-826-3550 (after hours) as well as Alberta EDGE (1-800-272-9600) of any spillage incident involving dangerous goods and cooperate fully with emergency response and cleanup efforts.
 - c) Failure to comply with this section may result in additional penalties, including prosecution under applicable provincial or federal legislation governing dangerous good transportation and handling.
 - d) Appeals Process – Individuals fined under this section may submit a written appeal to the Town of Bonnyville within 30 days from the date the fine is issued.

10. Documentation
 - a) Unless otherwise exempted by the Transportation of Dangerous Goods Regulations, a person shall, when requested by a Peace Officer, produce for the officer's inspection, any shipping document, any permit issued under this Bylaw, or any other document showing the designation of all shipments and a description of any dangerous goods.
 - b) Any document obtained by a Peace Officer under this Section, shall be admitted in evidence as proof, in absence of evidence to the contrary, without proof of the signature or official character of the person who signed or certified the copies of the document.

10. Violation Ticket
 - a) A violation ticket, notice or form commonly called a Traffic tag may be issued by a Peace Officer to any person alleged to have breached any provision of this bylaw, and that violation ticket may require the payment in an amount, not to exceed sixteen hundred dollars (\$1,600.00), as specified in Schedule "B" attached to and forming part of the Bylaw, for that particular breach of the Bylaw.

- b) A violation ticket shall be deemed to be sufficiently served when it is:
 - i) served personally on the accused; or,
 - ii) mailed to the address of the registered owner of the vehicle concerned; or, to the person concerned; or,
 - iii) attached to or left upon the vehicle allegedly involved in the offense.
 - c) Nothing in this bylaw shall prevent any person from defending a charge of committing a breach of the provisions of this Bylaw.
 - d) Any person who commits a breach of any of the provisions of this bylaw shall on conviction for such breach, be liable to a penalty not exceeding one thousand dollars six hundred dollars (\$1,600.00), exclusive of costs or to imprisonment in the case of non-payment, for a term not exceeding six (6) months; or, both a fine and imprisonment.
11. This Bylaw shall come into force on the date of its approval by the Minister responsible for Transportation and Economic Corridors (TEC), or delegated representative.
12. Bylaw No. 1570-24 of the Town of Bonnyville is hereby repealed.

INTRODUCED AND GIVEN FIRST READING this _____ day of _____, A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN SECOND READING this _____ day of _____, A.D., 2025.

Mayor

Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING
this _____ day of _____ A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN THIRD AND FINAL READING this _____ day of _____, A.D.,
2025.

Mayor

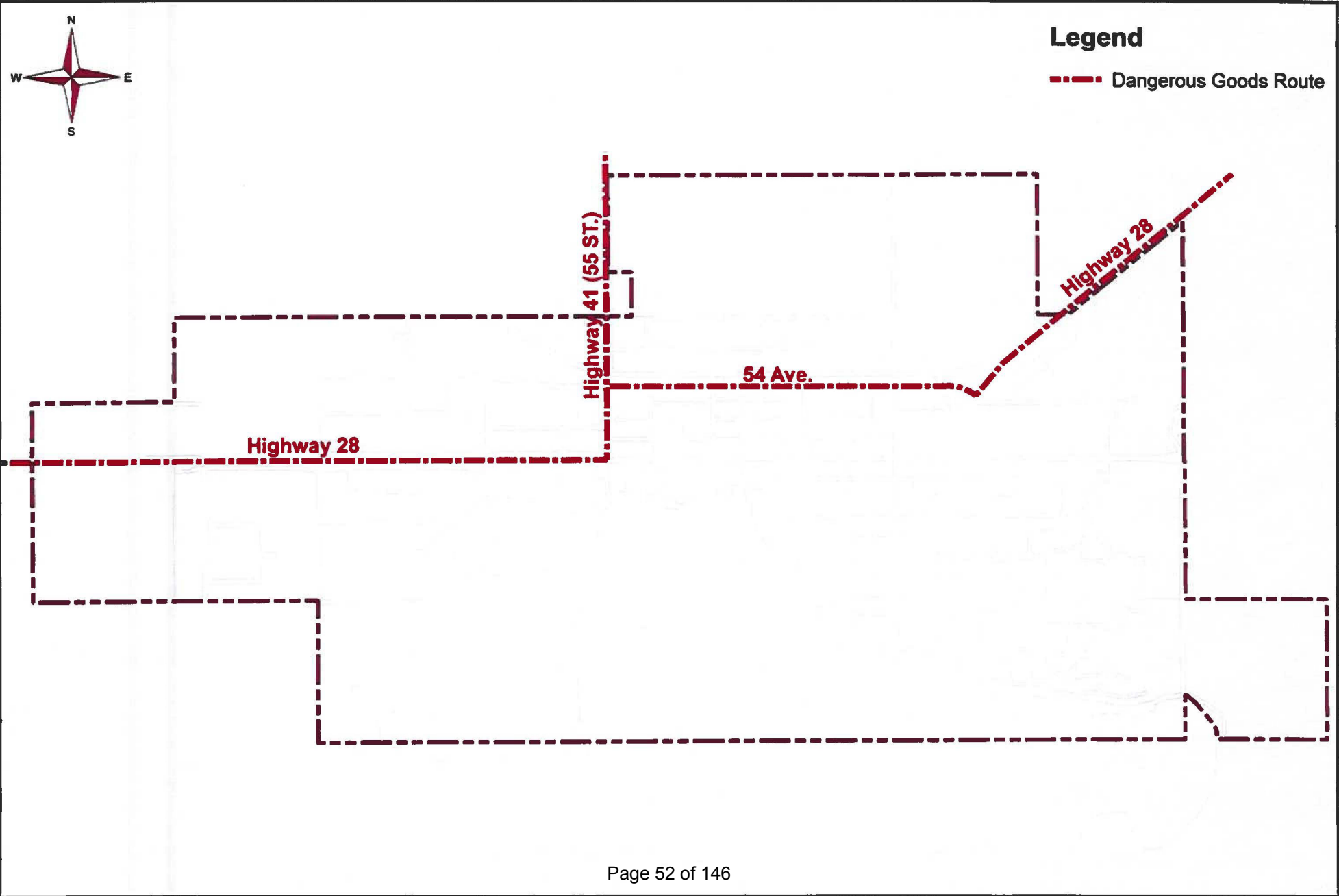
Chief Administrative Officer

**APPROVED BY THE MINISTER RESPONSIBLE FOR TRANSPORTATION AND
ECONOMIC CORRIDORS (TEC), OR DELEGATED REPRESENTATIVES THIS**
_____ DAY OF _____, A.D., 2025.

SIGNATURE

**Town of Bonnyville ByLaw No. 1583-24
SCHEDULE 'A'**

Dangerous Goods Route Map



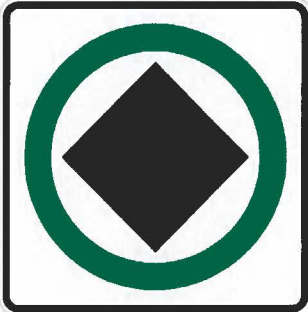



**TOWN OF BONNYVILLE
 BYLAW NO. 1583-24
 SCHEDULE "B"
 SCHEDULE OF FINES**

		1 st Offence	2 nd Offence (in same calendar year)	3 rd and Subsequent (in same calendar year)
1.	Operate a Vehicle carrying dangerous goods in a Placardable Quantity off the Dangerous Good Route	\$800.00	\$1,600.00	Court
2.	Stop Vehicle/Prohibited Parking while carrying dangerous good in Placardable Quantities contrary to Bylaw	\$800.00	\$1,600.00	Court
3.	Leave dangerous good in a Placardable Quantity unattended	\$800.00	\$1,600.00	Court
4.	Breach any requirements of Conditions of "Permit"	\$500.00	\$1,000.00	Court
5.	No carrier, owner or other person shall obstruct or interfere with a Peace Officer, Fire Chief or their designate person of their duties	\$200.00	\$400.00	Court
6.	A spill or release of dangerous goods within the jurisdiction of the Town of Bonnyville	\$800.00	\$1,600.00	Court

**TOWN OF BONNYVILLE
BYLAW NO. 1583-24
SCHEDULE "C"**

Dangerous Goods Route Signs

A municipal dangerous goods route bylaw may use Dangerous Goods Route signs and Dangerous Goods Carriers Prohibited signs to indicate the dangerous goods route.

<p style="text-align: center;">Dangerous Goods Route (RB-69)</p> <p>Dangerous Goods Route signs will be used to indicate regulations solely to the movement on streets and highways of vehicles classified as dangerous goods carriers.</p> <p>The Dangerous Goods Route Sign indicates that dangerous goods carriers, as prescribed by legislation, are permitted to travel along a street or highway.</p> <p>The sign shall be supplemented with proper advance and directional arrows (1B-5 to 1B-9) to indicate a turn or change in the direction of a designated route. Advance turn arrows shall be installed at a point not less than 50 m. nor more than 150 m. in advance of an intersection where the route changes direction.</p>	<div style="text-align: center;">  <p>RB-69 60 x 60 cm</p> </div>
<p style="text-align: center;">Dangerous Goods Route (tab) (RB-69-T)</p> <p>The tab sign (RB-69-T) may be used for an educational period.</p> <p>The signs shall be reflectorized or illuminated to show the same color and shape by night as by day.</p>	<div style="text-align: center;">  <p>RB-69-T 60 x 30 cm</p> </div>
<p style="text-align: center;">Dangerous Goods Carriers Prohibited (RB-70)</p> <p>The Dangerous Goods Prohibition Sign indicates that dangerous goods carriers, as prescribed by legislation, are prohibited from travelling upon a street or highway.</p> <p>The sign will be installed along the street or highway on which the dangerous goods carriers are prohibited, at the point at which such street or highway intersects a Dangerous Goods Route, to prohibit the illegal entry of these vehicles.</p>	<div style="text-align: center;">  <p>RB-70 60 x 60 cm</p> </div>
<p style="text-align: center;">Dangerous Goods Carriers Prohibited (tab) (RB-70-T)</p> <p>The tab sign (RB-70-T) may be used for an educational period.</p> <p>The signs shall be reflectorized or illuminated to show the same color and shape by night as by day.</p>	<div style="text-align: center;">  <p>RB-70-T 60 x 30 cm</p> </div>

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: January 6, 2025

Submitted By: Joseph Kopala

Meeting Date: January 14, 2025

SUBJECT: RFD – Animal Control Bylaw 1585-25

BACKGROUND:

Last spring administration had proposed changes to the penalties section of the Animal Control Bylaw in order to make pet owners more accountable for their animals. Upon reviewing the Animal Control Bylaw there was a need to update some of the sections of the current bylaw. Administration has updated the animal control bylaw along with the penalties, fees and charges. This updated bylaw would replace the existing Animal Control Bylaw 1459-17 and amendments.

KEY ISSUE(S)/CONCEPT: Numerous sections of the old Bylaw have been updated. One of the key issues is the changes intended to make pet owners more accountable for their animals.

DESIRED OUTCOMES: That Council provide all three readings to Animal Control Bylaw No. 1585-25.

OPTIONS:

- Option 1 is to provide all three readings to Bylaw No. 1585-25.
- Option 2 is to provide first reading only to Bylaw No. 1585-25.
- Option 3 is to amend Bylaw No. 1585-25 and provide first reading.
- Option 4 is to defeat Bylaw No. 1585-25.

RELEVANCE TO STRATEGIC PLAN:



Communications
Strategy



Economic
Growth



Recreation &
Wellness




Service
Excellence



Value Added
Services

RECOMMENDATION: THAT Council provide all three readings to the Animal Control Bylaw No. 1585-25.



Joseph Kopala
Development Officer



Renee Stoyles
Acting Chief Administrative Officer



Bonnyville

TOWN OF BONNYVILLE

BYLAW NO. 1585-25

ANIMAL CONTROL BYLAW

Contents

PART I: TITLE, PURPOSE, DEFINITIONS, INTERPRETATION.....	3
1 TITLE	3
2 PURPOSE.....	3
3 DEFINITIONS	3
4 RULES FOR INTERPRETATION	5
PART II: LICENCING	5
5 LICENCE AND LICENCE TAG.....	5
6 APPLICATION FOR A LICENCE	5
7 ISSUE OR RENEWAL.....	5
8 CANCELLATION.....	5
9 TERM OF LICENCE.....	6
10 REPLACEMENT, REBATE AND TRANSFER OF LICENCE	6
PART III: REGULATIONS	6
11 OFF PROPERTY	6
12 AT LARGE	6
13 SEIZURE, IMPOUNDMENT, RECLAIMING AND DISPOSITION.....	6
14 SEVERE INJURY.....	7
PART IV: REGULATION OF DOGS.....	7
15 EXCESSIVE BARKING	7
16 DEFECATION.....	8
17 PUBLIC NUISANCE	8
18 DISEASE.....	8
19 OFF LEASH AREAS	9
20 ATTACKS.....	9
PART V: RESTRICTED DOGS	9
21 RESTRICTED DOG DECLARATION	9
22 REVIEW OF DECLARATION.....	10
23 INSURANCE	10
24 OFF PROPERTY OF OWNER.....	11
25 ON THE PROPERTY OF OWNER.....	11
PART VI: ALTERNATIVE ANIMALS, TRAPS, NUMBER OF ANIMALS, ANIMALS IN VEHICLE.....	11
26 ALTERNATIVE ANIMALS	11
27 PROHIBITED ANIMALS.....	12
28 LEG HOLD TRAPS	12
29 LIMIT ON NUMBERS OF ANIMALS.....	13

30	ANIMAL IN VEHICLE	13
31	CHANGE OF INFORMATION	13
32	NOTIFICATION OF STRAY	14
33	FALSE INFORMATION	14
34	INTERFERENCE	14
PART VII: ENFORCEMENT		14
35	AUTHORITY	14
36	OFFENCE	14
37	CONTINUING OFFENCE	14
PART VIII; FINES AND PENALTIES, GENERAL		14
38	FINES AND PENALTIES.....	14
39	MUNICIPAL TAG	15
40	PAYMENT IN LIEU OF PROSECUTION.....	15
41	VIOLATION TICKET.....	15
42	PROOF OF LICENCE	16
43	PROOF OF AGE	16
44	CHIEF ADMINISTRATIVE OFFICER	16
45	RECORDS AND CERTIFIED COPY OF RECORD	16
46	CIVIL ACTION NOT AFFECTED.....	17
47	EXISTING LICENCE	17
48	SEVERABILITY.....	17
49	REPEALS.....	17
50	EFFECTIVE DATE	17
SCHEDULE A – LICENCE FEES AND CHARGES		20
SCHEDULE B – PENALTIES		21

WHEREAS, pursuant to the Municipal Government Act (Alberta) Chapter M26, R.S.A. 2000 Section 7(a), a Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, pursuant to the Municipal Government Act (Alberta) Chapter M26, R.S.A. 2000 Section 7(h), a Council may pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them; and

WHEREAS, pursuant to the Municipal Government Act (Alberta) Chapter M26, R.S.A. 2000 Section 7(i), a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the Municipal Government Act or any other enactment including any or all the matters listed therein; and

WHEREAS, pursuant to the Municipal Government Act (Alberta) Chapter M26, R.S.A. 2000 Section 8, a Council may in a bylaw regulate or prohibit and may provide for a system of licences, permits or approvals;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BONNYVILLE, DULY ASSEMBLED, ENACTS AS FOLLOWS:

PART 1: TITLE, PURPOSE, DEFINITIONS, INTERPRETATION

1 TITLE

This Bylaw may be cited as the “Animal Control Bylaw”.

2 PURPOSE

The purpose of this Bylaw is to regulate the ownership of animals and establish a system of licensing and controlling animals within the Town of Bonnyville.

3 DEFINITIONS

In this Bylaw, unless the context otherwise requires:

- (a) “**Act**” means the *Municipal Government Act*, RSA 2000, c. M-26 as amended from time to time;
- (b) “**Animal Shelter**” means the premises designated by the Town for the purpose of impounding and caring for Dogs and Cats.
- (c) “**At Large**” means off the premises of the Owner and not under the care and control of a person;
- (d) “**Cat**” means any domesticated cat;
- (e) “**Chief Administrative Officer**” or “**CAO**” means the chief administrative officer of the Town or their delegate;
- (f) “**Council**” means the Town of Bonnyville Council;
- (g) “**Dog**” means a domestic dog;
- (h) “**Licence**” means a licence issued pursuant to this Bylaw;

- (i.) **“Licensee”** means the individual named on a Licence;
- (j.) **“Livestock”** means cattle, horses, sheep, pigs, goats, chickens, turkeys or other animals commonly kept on a farm, except Dogs or Cats, or for agricultural purposes;
- (k.) **“Municipal Tag”** means a tag or similar document issued by the Town under the Act that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;
- (l.) **“Off Leash Area”** means an area designated by the Chief Administrative Officer where a Dog is allowed but is not required to be held by a leash;
- (m.) **“Owner”** means any individual:
 - (i.) who owns, possesses, has charge or care and control of the animal;
 - (ii.) who has actual or apparent care, control and charge of the animal;
 - (iii.) who is listed on the application for the Licence;
 - (iv.) who owns or resides at the residential location at which the animal resides or is noted to reside in the Licence application; or
 - (v.) is in actual or apparent care, control or possession of the animal.
- (n.) **“Peace Officer”** has the same meaning as in the Provincial Offences Procedure Act and may include a Peace Officer appointed by the Town;
- (o.) **“Restricted Dog”** means any Dog designated as such in accordance with this Bylaw or as a dangerous Dog pursuant to the *Dangerous Dogs Act*;
- (p.) **“Severe Injury”** means an injury resulting from a Dog attack which causes a breaking of the skin or the flesh to be torn;
- (q.) **“Town”** means the Municipal Corporation of the Town of Bonnyville, in the Province of Alberta;
- (r.) **“Wolfdog Hybrid”** means any cross between a domestic canine and a wolf;
- (s.) **“Violation Ticket”** has the same meaning as in the *Provincial Offences Procedure Act*.

4 RULES FOR INTERPRETATION

The marginal notes and headings in this Bylaw are for reference purposes only.

PART II: LICENCING

5 LICENCE AND LICENCE TAG

- (a.) The Owner of a Dog or a Cat over the age of six months must apply for and obtain a Licence for the animal.
- (b.) Upon receipt of a Licence, the Owner shall be given a Licence Tag which the Owner must ensure the Dog or Cat, as applicable, wears at all times in public.
- (c.) A Licence is not required for a Dog or a Cat under the age of six months.
- (d.) A Licence is not required for a Dog or a Cat accompanying a person temporarily in the Town on business or vacation for a period not exceeding fourteen days or such longer periods as may be authorized by written permission from the CAO or delegate.
- (e.) A Licence is required for a Service Dog but the fee for a Licence is waived.

6 APPLICATION FOR A LICENCE

Before the issue or renewal of a Licence pursuant to this Part, an Owner must submit to the Chief Administrative Officer:

- (a.) A complete application form, including current contact information;
- (b.) the Licence fee as set out in Schedule "A" of this Bylaw; and
- (c.) any additional information required by the Chief Administrative Officer.

7 ISSUE OR RENEWAL

The Chief Administrative Officer may not issue or renew a Licence pursuant to this Part unless satisfied that:

- (a.) at least one person named on the Licence is eighteen years of age;
- (b.) all applicable fees have been paid; and
- (c.) all required information has been provided.

8 CANCELLATION

A Licence issued pursuant to this Bylaw may be cancelled or suspended if the information provided in the application form is incorrect, inaccurate or misleading or if the applicable fees are not paid or processed.

9 TERM OF LICENCE

- (a.) Unless otherwise specified in the Bylaw, Licences for a Dog or a Cat do not expire once issued.
- (b.) The term of the Licence for a Restricted Dog is one calendar year.
- (c.) The Chief Administrative Officer may issue a Licence, for a restricted dog, for a term other than one year where the Chief Administrative Officer considers it appropriate to do so.

10 REPLACEMENT, REBATE AND TRANSFER OF LICENCE

- (a.) If a Licence Tag is lost or destroyed a replacement tag may be issued, upon presentation by the Owner of the receipt showing payment of the Licence fee and upon payment for the replacement Licence Tag.
- (b.) No person who paid a Licence fee is entitled to a refund or rebate of the Licence fee if the Dog or the Cat that is the subject of the Licence fee dies, is sold or is moved out of Town.
- (c.) Licences are not transferable from animal to animal.

PART III: REGULATIONS

11 OFF PROPERTY

- (a.) The Owner of a Dog or Cat shall, at all times when it is off the property of the Owner, have it:
 - (i.) under control; and
 - (ii.) held on a leash not exceeding two metres in length.
- (b.) The Owner of a Dog or Cat shall ensure that the animal does not enter onto private property other than that of the Owner, unless the owner of the other private property consents to the Dog or Cat being there.

12 AT LARGE

- (a.) An Owner shall not allow their Dog or Cat to be At Large.
- (b.) A Dog that is At Large may be captured and impounded by the Town.
- (c.) A Cat that is At Large may be captured and impounded by the Town.

13 SEIZURE, IMPOUNDMENT, RECLAIMING AND DISPOSITION

- (a.) A Dog that is At Large may be seized, captured and impounded by a Peace Officer.
- (b.) A Cat that is At Large may be seized, captured and impounded a Peace Officer.
- (c.) A dog or cat may be surrendered directly to the SPCA with the approval of a Peace Officer or delegate, who will verify availability.

- (d.) A Dog or a Cat that is seized and captured may be returned to its Owner, if known, or it may be taken to an Animal Shelter.
- (e.) A Dog or a Cat that is impounded at an Animal Shelter shall be held for at least three business days.
- (f.) If the impounded Dog or Cat is wearing a Licence Tag, the Owner shall be contacted using the contact information on the application form or Licence.
- (g.) An Owner may reclaim their Dog or Cat upon proof of ownership and payment of all costs and fees for seizure, impoundment, and medical or other care that may have been accrued. An impounded Dog or Cat shall not be released unless the Owner has paid all costs and fees, and the Owner has a new Licence Tag for the animal.
- (h.) After 72 consecutive hours of impoundment the Dog or Cat becomes the property of the SPCA to be euthanized or adopted to a new home.
- (i.) A Dog or a Cat may receive medical or other care while impounded and the costs of such care will be a cost owing by the Owner.
- (j.) If an impounded Dog or Cat appears to be ill, injured, unhealthy or have any communicable disease, the animal may be taken to a veterinarian for care and all costs of care shall be costs owing by the Owner.
- (k.) When in the judgment of the licenced veterinarian, a Dog or a Cat should be euthanized for humane reasons, such animals will be euthanized and may not be retrieved.
- (l.) No action shall be taken against any person acting under the authority of the Bylaw for damages for destruction or disposal of a Dog or a Cat.

14 SEVERE INJURY

- (a.) A Peace Officer may seize and impound any Dog alleged to have caused a Severe Injury.
- (b.) Before seizing and impounding a Dog pursuant to this Section, the Peace Officer must consider whether the Dog was acting in self-defence or while in the course of attempting to prevent a person from committing an unlawful act.
- (c.) A Dog seized pursuant to this Section, may not be impounded for more than twenty-one days unless court proceedings for destruction or any other order with respect to the Dog are commenced within that time.

PART IV: REGULATION OF DOGS

15 EXCESSIVE BARKING

- (a.) The Owner of a Dog shall ensure it does not bark in a manner that is reasonably likely to annoy or disturb the peace of others.

- (b.) In determining whether barking is reasonably likely to annoy or disturb the peace of others consideration may be given, but is not limited to the:
 - (i.) proximity of the property where the Dog resides;
 - (ii.) duration of the barking;
 - (iii.) time of day and day of the week;
 - (iv.) nature and use of the surrounding area;
 - (v.) previous complaints about barking;
 - (vi.) number of complaints about barking; and
 - (vii.) any effect of the barking.

16 DEFECATION

The Owner of a Dog or Cat shall immediately remove any defecation left by the Dog or Cat on public property or private property.

17 PUBLIC NUISANCE

- (a.) The Owner of a Dog or Cat shall not permit their Dog or Cat to be or become a public nuisance by permitting or otherwise allowing the Dog or Cat to:
 - (i.) bite, attack, run at, or attempt to bite, attack or run at a person or animal;
 - (ii.) bite, bark at or chase bicycles, automobiles or any other vehicles;
 - (iii.) bark, howl or otherwise disturb any person;
 - (iv.) cause damage to property or other animals; or
 - (v.) upset waste receptacles or scattering the contents of any garbage receptacles.
- (b.) The Owner of a female Dog which is in heat shall keep the Dog housed and confined on the premises of the Owner in such a way as to prevent the attraction of other Dogs to the vicinity of such premises.

18 DISEASE

- (a.) The Owner of a Dog or Cat which is suffering from any communicable disease shall not permit the Dog or Cat to be in any public place and shall ensure the Dog or Cat has no contact with other Dogs or Cats.

- (b.) The Owner of a Dog or Cat who knows or has reason to believe the Dog or Cat is or may be suffering from rabies, or knows or has reason to believe the Dog or Cat has been exposed to rabies:
 - (i.) shall endeavor to keep the Dog or Cat locked or tied up;
 - (ii.) shall not permit another animal to come in contact with it;
 - (iii.) shall immediately report the matter to the chief provincial veterinarian; and
 - (iv.) shall report the matter to municipal law enforcement.
- (c.) A Peace Officer that has reasonable grounds to believe that an animal found At Large may have, or has been, exposed to rabies or another communicable disease may confine that animal at an Animal Shelter, veterinary facility, or any other location as directed by the chief provincial veterinarian.
- (d.) A Peace Officer that has reasonable grounds to believe that an Animal within the Town has, or has been exposed to, rabies or another communicable disease shall report the matter to the chief provincial veterinarian as soon as reasonably possible.

19 OFF LEASH AREAS

When a Dog is within an Off Leash Area, the Dog need not be held on a leash, however, the Owner of the Dog shall carry with them a leash for the Dog not exceeding two metres in length.

20 ATTACKS

The Owner of a Dog shall ensure it does not:

- (a.) damage property;
- (b.) chase, attack or bite any person or animal; or
- (c.) chase, attack or bite any person or animal causing physical injury.

PART V: RESTRICTED DOGS

21 RESTRICTED DOG DECLARATION

- (a.) The Chief Administrative Officer may declare a Dog to be a Restricted Dog if the Chief Administrative Officer has reasonable grounds to believe, either through personal observation or on the basis of facts determined after an investigation of a complaint, that the Dog:
 - (i.) has a known propensity, tendency, or disposition to threaten, attack, chase or bite other animals or humans;
 - (ii.) has inflicted a Severe Injury upon another animal or human;
 - (iii.) has been the subject of an order or direction of a Justice or Judge, pursuant to the *Dangerous Dogs Act*, or

- (iv.) is a continuing threat of serious harm to any human or other animal.
- (b.) Where the Chief Administrative Officer determines that a Dog is a Restricted Dog, the Chief Administrative Officer shall:
 - (i.) serve the Owner of the Dog with a written notice that the Dog has been declared to be a Restricted Dog;
 - (ii.) direct the Owner to keep the Restricted Dog in accordance with the provisions of this Bylaw and provide the Owner with a time limit for compliance; and
 - (iii.) inform the Owner that, if the Restricted Dog is not kept in accordance with the Bylaw, the Owner may be fined, or subject to enforcement action pursuant to this Bylaw.
- (c.) A Restricted Dog declaration made pursuant to this Bylaw continues to apply if the Restricted Dog is sold, gifted or transferred to a new Owner.

22 REVIEW OF DECLARATION

- (a.) The Owner of a Dog declared to be a Restricted Dog may, within fourteen days after the date the written notice of the declaration is received, request in writing that the declaration be reviewed by Council. Council is not obligated to conduct an oral hearing of the review and may instead conduct the review based on written material provided by the Chief Administrative Officer and the Owner.
- (b.) Upon a request to review the declaration, Council may:
 - (i.) uphold the Restricted Dog declaration;
 - (ii.) reverse the decision of the Chief Administrative Officer and deem that the Dog is not a Restricted Dog; or
 - (iii.) may uphold the declaration of the Dog as a Restricted Dog and vary the conditions for harbouring the Dog within the Town.
- (c.) The decision of Council shall be provided to the Owner in writing within fourteen days of Council conducting the review and may be served personally or by registered mail on the Owner.

23 INSURANCE

The Owner of a Restricted Dog shall have liability insurance specifically covering any damages for personal injury caused by the Restricted Dog of an amount not less than \$1,000,000 dollars and shall provide proof of such insurance to the Chief Administrative Office or Peace Officer upon request.

24 OFF PROPERTY OF OWNER

The Owner of a Restricted Dog shall, at all times when it is off the property of the Owner, have it:

- (a.) under control;
- (b.) muzzled; and
- (c.) held on a leash not exceeding two metres in length.

25 ON THE PROPERTY OF OWNER

- (a.) The Owner of a Restricted Dog shall, at all times when it is on the property of the Owner, have it:
 - (i.) Indoors;
 - (ii.) outdoors, secured in a locked pen or yard; or
 - (iii.) outdoors, muzzled and secured by a chain fixed to the property that prevents the Restricted Dog from coming within 2 metres of the property line and prevent the Restricted Dog from coming within 2 metres of any path or access to the residence;
- (b.) The Owner shall ensure that the locked pen or yard shall:
 - (i.) have rigid sides and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty centimetres;
 - (ii.) provide the Restricted Dog with shelter from the elements and weather;
 - (iii.) be of the minimum dimensions of 1.5 metres by 3 metres and be a minimum 1.5 metres in height; and
 - (iv.) not be located within 1.0 metres of the property line.

PART VI: ALTERNATIVE ANIMALS, TRAPS, NUMBER OF ANIMALS, ANIMALS IN VEHICLE

26 ALTERNATIVE ANIMALS

- (a.) No person shall keep or have any of the following on any premises in the Town, unless that person has a Licence from the Chief Administrative Officer:
 - (i.) poultry;
 - (ii.) bees;
 - (iii.) pigeons; or
 - (iv.) rabbits;

- (b.) The Chief Administrative Officer may impose terms and conditions on an approval issued pursuant to this Section, including, but not limited to, terms and conditions regulating:
 - (i.) the location where the animals are to be kept;
 - (ii.) the maximum number of animals that may be kept;
 - (iii.) the manner in which the animals must be kept;
 - (iv.) restrictions on the sale or use of animal products;
 - (v.) the term of the approval;
 - (vi.) mandatory husbandry training; or
 - (vii.) any other matter the Chief Administrative Officer determines is in the public interest.
- (c.) The Chief Administrative Officer may not issue an approval pursuant to this Section unless satisfied that:
 - (i.) the Licensee is at least eighteen years of age;
 - (ii.) all applicable fees have been paid; and
 - (iii.) all required information has been provided to the Chief Administrative Officer.
- (d.) Animals participating in parades, carnivals, rodeos, chuckwagon events, or exhibits, and under the care and supervision of qualified individuals, are exempt from the provisions outlined in this section of the Bylaw.
- (e.) The Chief Administrative Officer may refuse to issue or may revoke an approval issued pursuant to this Section by providing written notice to the Licensee.
- (f.) A Licensee shall not contravene any term or condition of a Licence issued pursuant to this Section.

27 PROHIBITED ANIMALS

No person shall keep or have any of the following on any premises in the Town:

- (i.) livestock or their offspring;
- (ii.) pigs, hogs or boars;
- (iii.) wolf dog hybrids; or
- (iv.) poisonous snakes, poisonous reptiles or poisonous insects.

28 LEG HOLD TRAPS

- (a.) Unless otherwise permitted by law, no person shall leave a leg hold or foot hold trap in any place where it may reasonably capture any animal.
- (b.) Unless otherwise permitted by law, no person shall capture any animal by means of a leg hold or foot hold trap.

29 LIMIT ON NUMBERS OF ANIMALS

- (a.) No person shall keep or have more than three Dogs on any premises with a municipal address in the Town.
- (b.) No Person shall keep or have more than two Cats on any premises with a municipal address in the Town.
- (c.) This section does not apply:
 - (i.) if the person has a valid Business Licence to operate a Small Animal Breeding Boarding Establishment or the General Business of a pet store pursuant to another Bylaw of the Town;
 - (ii.) to an Animal Shelter or any veterinary clinic or hospital; or
 - (iii.) a municipal address on land zoned UR – Urban Reserve District.

30 ANIMAL IN VEHICLE

- (a.) Individuals are prohibited from leaving animals unattended in vehicles for more than 30 minutes when the outside temperature is 20°C or warmer or minus 10°C or colder.
- (b.) No person shall leave an animal in a vehicle such that the animal could injure a passenger or passerby.
- (c.) A person can leave an unsecured animal in a car with the windows closed or only open enough that the animal cannot bite a passerby.
- (d.) Dogs may only be transported in the back of a truck if the Dog is in a fully enclosed trailer, a truck covered with a topper, contained in a kennel that is secured to the truck bed, or securely tethered so that the Dog cannot fall over the side of the vehicle and not stand on the truck bed railings.

31 CHANGE OF INFORMATION

- (a.) Owners and Licensees are responsible for ensuring the information provided as part of the application for a Licence is current and accurate and they must advise the Chief Administrative Officer of any change with respect to any information provided.
- (b.) The Chief Administrative Officer and any other individuals authorized to act on behalf of the Town pursuant to this Bylaw are entitled to rely on the information provided by the Owner or Licensee in the application for a Licence.

32 NOTIFICATION OF STRAY

An individual who sees a stray should advise the Town.

33 FALSE INFORMATION

No person shall provide false or misleading information to any Peace Officer or the Chief Administrative Officer.

34 INTERFERENCE

No person shall interfere with a Peace Officer in the exercise of their powers and duties pursuant to this Bylaw.

PART VII: ENFORCEMENT

35 AUTHORITY

A Peace Officer is, in addition to any other powers or authority granted under this Bylaw or any enactment, authorized to:

- (a.) capture and impound in an Animal Shelter any animal that is At Large;
- (b.) take any reasonable measures necessary to subdue any animal that is At Large, including the use of tranquilizer equipment and materials;
- (c.) enter onto lands surrounding any building in pursuit of an animal while it is At Large; and
- (d.) if an animal is in distress, whether or not as a result of enforcement action taken pursuant to this Bylaw, to take the animal to a registered veterinarian for treatment and, once treated, to transfer the animal to an Animal Shelter.

36 OFFENCE

A person who contravenes this Bylaw is guilty of an offence.

37 CONTINUING OFFENCE

In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable for a fine in an amount not less than that established by this Bylaw for each such day.

PART VIII: FINES AND PENALTIES, GENERAL

38 FINES AND PENALTIES

- (a.) A person who is guilty of an offence is liable for a fine in an amount not less than that established in this Section and not exceeding \$10,000.00 and to imprisonment for not more than six months for non-payment of a fine.

- (b.) Without restricting the generality of subsection (a), fines and penalties are pursuant to Schedule B of this Bylaw as amended from time to time.

39 MUNICIPAL TAG

If a Municipal Tag is issued in respect of an offence, the Municipal Tag must specify the fine amount established by this Bylaw for the offence.

40 PAYMENT IN LIEU OF PROSECUTION

- (a.) The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state at minimum:
 - (i.) the name of the person to whom the Municipal Tag is issued;
 - (ii.) the particulars of the contravention under this Bylaw;
 - (iii.) the penalty imposed for the offence as specified in this Bylaw;
 - (iv.) that the penalty must be paid within thirty clear days of the issuance of the Municipal Tag in order to avoid prosecution; and
 - (v.) any other information as may be required by the CAO or delegate.
- (b.) Where a Municipal Tag has been issued pursuant to this Bylaw, the person to whom the Municipal Tag has been Issued may, in lieu of being prosecuted for the offence, pay to the Town the monetary penalty specified on the Municipal Tag.

41 VIOLATION TICKET

- (a.) If a Municipal Tag has been issued and the penalty is not paid within the prescribed time, a Peace Officer may issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to the person to whom the Municipal Tag was issued.
- (b.) Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (c.) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - (i.) specify the fine amount established by this Bylaw for the offence; or
 - (ii.) require a person to appear in court without the alternative of making a voluntary payment.
- (d.) A Person who commits an offence may:

- (i.) if a Violation Ticket is issued in respect of the offence; or
 - (ii.) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;
 - (iii.) make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
- (e.) Voluntary payment of the Violation Ticket shall be accepted by the Town as a plea of guilty in accordance with the Provincial Offences Procedure Act.
- (f.) The Violation Ticket must be issued under Part 3 if the specified penalty is less than \$1,000 (subject to certain exemptions).

42 PROOF OF LICENCE

A Licensee has the onus of proving they have a valid and subsisting Licence.

43 PROOF OF AGE

The Owner or Licensee has the onus of proving the age of a Dog or a Cat.

44 CHIEF ADMINISTRATIVE OFFICER

Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:

- (a.) carry out whatever inspections are reasonably required to determine compliance with this Bylaw;
- (b.) delegate any powers, duties or functions under this Bylaw to an employee of the Town and/or a Peace Officer;
- (c.) establish forms and guidelines for the purpose of this Bylaw; and
- (d.) establish Off Leash Areas.

45 RECORDS AND CERTIFIED COPY OF RECORD

- (a.) The Town Administration Office shall keep a record of all Dogs and Cats licenced pursuant to this Bylaw. The records shall indicate:
 - (i.) date of Licence issued;
 - (ii.) the address of residence, mailing address, phone number and email address of the Licensee;
 - (iii.) the Licence number issued;
 - (iv.) the type of animal; and
 - (v.) the breed, colour and sex of the animal.

(b.) A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

46 CIVIL ACTION NOT AFFECTED

Nothing in this Bylaw limits the right of any person to prosecute a claim for damages by reason of injuries to person or property resulting from any action of the Owner of any animal or from the action of any agent of the Owner.

47 EXISTING LICENCE

Licences issued prior to the effective date of this Bylaw shall remain valid for the current licencing year but shall expire on December 31, 2024.

48 SEVERABILITY

Should any provision of the Bylaw be declared to be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

49 REPEALS

Upon coming into force, Amending Animal Control Bylaw 1466-17; and Bylaw No. 1459-17 are repealed.

50 EFFECTIVE DATE

This Bylaw comes into force on January 1, 2025.

INTRODUCED AND GIVEN FIRST READING this 14 day of January A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN SECOND READING this 14 day of January A.D., 2025.

Mayor

Chief Administrative Officer

CONSENT TO PROCEED TO THIRD AND FINAL READING this 14 day of January A.D., 2025.

Mayor

Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 14 day of January ., 2025.

Mayor

Chief Administrative Officer

SCHEDULE A – LICENCE FEES AND CHARGES

DOG LICENCE FEES

1. The Owner of a Dog shall pay the following Licence fee:

Licence Fee	
Dog Licence	\$20.00 (onetime fee per Licence)
Nuisance Dog Licence	\$100.00 (Annually)
Restricted Dog Licence	\$100.00 (Annually)
Replacement Tags	\$5.00
Service Dog Licence	No Charge
Service Dog Replacement Tags	No Charge

2. The full amount of the Licence fee shall be payable regardless of when the Dog is registered during the year with the exception of a Dog acquired or brought into the Town after the 31st day of August of that year, in which case, if proven that the Dog was not obtained, or became six months of age prior to August 31 of that year, the Licence fee may be reduced by one half with the exception of the onetime Licence fee.

CAT LICENCE FEES

3. The Owner of a Cat shall pay the following Licence fee:

Licence Fee	
Cat Licence	\$40.00 onetime fee per Licence
Cat Licence (spayed or neutered)	\$20.00 onetime fee per Licence
Replacement Tags	\$5.00

4. The full amount of the Licence fee shall be payable regardless of when the Cat is registered during the year with the exception of a Cat acquired or brought into the Town after the 31st day of August of that year, in which case, if proven that the Cat was not obtained, or became six months of age prior to August 31 of that year, the Licence fee may be reduced by one half.

SCHEDULE A – LICENCE FEES AND CHARGES

OTHER PROHIBITED ANIMALS

5. The Owner/Applicant may be subject to obtaining a Development Permit approval, which may include, but not be limited to, an approval from the Municipal Planning Commission and notification to adjacent property owners, for the keeping of Large Animals, Poultry and Bees within the Town. Fees for the Development Permit and any related charges are established in the Planning and Development Fees and Charges Bylaw as amended from time to time will be applicable.
6. Alternative Animals

Licence Fee (per calendar year)	
Alternative Animals	\$100.00 (per application)

OTHER FEES

DOG IMPOUND FEES

Impoundment Fee	As per Agreement with SPCA
Care and Subsistence per day or portion thereof to commence at midnight on the day of the 72 nd hour after impoundment	As per Agreement with SPCA
Veterinary Fee	Amount Expended
Purchase of Dog (payment of impound fee prior to release of the Dog plus purchase of current Dog Licence Tag if resident of the Town)	SPCA Impound Fee

CAT TRAP RENTAL

As per Agreement between the SPCA and the Town as amended from time to time.

CAT IMPOUND FEES

Impoundment Fee	As per Agreement with SPCA
Care and Subsistence per day or portion thereof to commence at midnight on the day of the 72 nd hour after impoundment	As per Agreement with SPCA
Veterinary Fee	Amount Expended
Purchase of Cat (payment of impound fee prior to release of the cat plus purchase of current cat Licence Tag if resident of the Town)	SPCA Impound Fee

SCHEDULE B – PENALTIES

FINES PENALTIES:

The following penalties are for Licenced Dogs, Cats or other approved alternative animals. Owners of an unlicenced Dog, Cats or other unapproved alternative animals will be charged the Second Offence rate on the First Offence.

**** Penalties increase twofold with each additional offense. ****

Offence	Section	1st Offence Fine	2nd Offence Fine	3rd Offence Fine
Failure to Wear Licence (Cat or Dog)	13	\$150.00	\$300.00	\$600.00
Dogs at Large	12	\$150.00	\$300.00	\$600.00
Public Nuisance	17	\$150.00	\$300.00	\$600.00
Excessive Barking	15	\$150.00	\$300.00	\$600.00
Defecation	16	\$75.00	\$150.00	\$300.00
Obstruction	33	Summons	Summons	Summons
Offence committed by a Nuisance or Restricted Dog	21	Summons	Summons	Summons
Cats at Large	13	\$150.00	\$300.00	\$600.00
Keeping Prohibited Animals without Approval of Town	26	\$150.00	\$300.00	\$600.00
Keeping more animals than permitted	28	\$150.00	\$300.00	\$600.00
Animal in vehicle during hot or cold weather	29	\$500.00	\$1,000	\$2,000
Leaving an animal unsecured in a vehicle	29	\$150.00	\$300.00	\$600.00
Transporting a Dog unsecured in a vehicle	29	\$150.00	\$300.00	\$600.00
Interference with Enforcement	33	\$150.00	\$300.00	\$600.00

BYLAW NO. 1459-17
OF THE
TOWN OF BONNYVILLE

AMENDED
Bylaw No. 1466-17
November 14, 2017
(Date)

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE CONTROL OF ANIMALS.

WHEREAS, pursuant to Section 7(a) of the *Municipal Government Act*, a Council may pass Bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS, pursuant to Section 7(h) of the *Municipal Government Act*, a Council may pass Bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them; and

WHEREAS, pursuant to Section 7(i) of the *Municipal Government Act*, a Council may pass Bylaws for municipal purposes respecting the enforcement of Bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

WHEREAS, pursuant to Section 8 of the *Municipal Government Act*, a Council may in a Bylaw:

- a) regulate or prohibit; and
- b) provide for a system of licences, permits or approval including any or all of the matters listed therein.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BONNYVILLE, DULY ASSEMBLED, ENACTS AS FOLLOWS:

PART I – TITLE, PURPOSE, DEFINITIONS AND INTERPRETATION

TITLE

Section 1 This Bylaw may be cited as the Town of Bonnyville Animal Control Bylaw.

PURPOSE

Section 2 The purpose of this Bylaw is to establish a system of licensing and control with respect to animals within the Town of Bonnyville.

DEFINITIONS

Section 3 In this Bylaw, unless the context otherwise requires:

“At large” means off the premise of the Owner and not under the care and control of a person.

“Cat” means any domesticated cat;

“Chief Administrative Officer” means the chief administrative officer of the Town or his delegate;

“Council” means the Town of Bonnyville Council of the Municipal Corporation of the Town of Bonnyville, Alberta;

“Dog” means any domesticated dog either male or female over the age of six (6) months, other than a Nuisance Dog or Restricted Dog;

“Domestic Animal” means an animal of a species of vertebrates or invertebrates that has been domesticated by humans so as to live and breed in tame conditions or depend upon humankind for survival and not classified as livestock.

“Kennel” means the keeping of more than two (2) dogs or more than two (2) cats.

“Large Animal” means any animal other than a human being, Dog, Nuisance Dog, Restricted Dog, or Cat which in the adult form regularly weighs more than 10 kg.

“Licence” means a licence issued pursuant to this Bylaw;

“Licensee” means a person named on a Licence;

“Livestock” means cattle, horses, sheep, pigs, goats, chickens, turkeys or other animals commonly kept on a farm or for agricultural purposes.

“Mitigating Factor” means circumstances which excuse aggressive behaviour of a Dog and without limiting the generality of the foregoing, may include circumstances where:

- a) the dog was, at the time of the aggressive behaviour, acting in defence to an attack from a person or domestic animal;
- b) the dog was, at the time of the aggressive behaviour, acting in defence of its young or to a person or domestic animal trespassing on the property of its Owner; or
- c) the dog was, at the time of the aggressive behaviour, being teased, provoked, or tormented;

“Municipal Tag” means a ticket alleging an offence issued pursuant to the authority of a Bylaw of the Town;

“Muzzle” means a fastening or covering device that is placed over an animal’s mouth and nose to prevent it from biting.

“Nuisance Dog” means any dog that has been the subject of three or more convictions within the previous three years for any combination of the following offences under this Bylaw:

- (i) Excessive Barking;
- (ii) Defecation;
- (iii) Public Nuisance;
- (iv) Off Property of Owner.

“Off Leash Area” means an area designated by the Chief Administrative Officer where a Dog or Nuisance Dog is permitted but is not required to be held by a leash;

“Owner” includes any person:

- (i) named on a Licence; or
- (ii) in actual or apparent possession or control of property where an animal apparently resides.

“Peace Officer” has the same meaning as in the *Provincial Offences Procedure Act*;

“Pound” means a place designated by Council as a place where dogs or cats may be placed and kept impounded;

“Poultry” refers to a group of domesticated birds kept for food (meat and/or eggs), fiber (feathers), entertainment (racing, exhibition, hunting, etc.) or work (messenger pigeons). This includes chickens, turkeys, ducks, geese, pigeons, guinea fowl, quail (Bobwhite or Japanese), ostrich, emus, etc.

“Restricted Dog” means any dog:

- (i) that has chased, attacked or bitten any person or animal causing physical injury and resulting in a conviction under this Bylaw;
- (ii) that has chased, attacked or bitten any person or animal on more than one occasion, with or without causing physical injury, and resulting in separate convictions under this Bylaw; or
- (iii) that has been made the subject of an order under the *Dangerous Dogs Act*.

“Service Dog” means a type of assistance dog specifically trained to help people who have disabilities, including but not limited to:

- (i) visual difficulties
- (ii) hearing impairments; or
- (iii) mental illness

“Town” means the Municipal Corporation of the Town of Bonnyville, Alberta;

“Violation Ticket” has the same meaning as in the *Provincial Offences Procedure Act*.

RULES FOR INTERPRETATION

Section 4 The marginal notes and headings in this Bylaw are for reference purposes only.

PART II – LICENSING OF DOGS

REQUIREMENTS FOR LICENCE

- Section 5.1 The Owner of a Dog shall obtain a Licence for the Dog.
- Section 5.2 The Owner of a Nuisance Dog shall obtain a Licence for the Nuisance Dog.
- Section 5.3 The Owner of a Restricted Dog shall obtain a Licence for the Restricted Dog.
- Section 5.4 This section does not apply to Dogs, Nuisance Dogs, or Restricted Dogs under the age of six (6) months.
- Section 5.5 The provisions of this Section shall not apply to Dog accompanying a person temporarily in the Town on business or vacation for a period not exceeding fourteen (14) days or such longer periods as may be authorized by written permission from the Town.



APPLICATION

Section 6.1 Before the issue or renewal of a Licence pursuant to this Part, the Owner must submit to the Chief Administrative Officer:

- a) the Licence Fee as established by this Bylaw and as amended from time to time;
- b) proof, in a form acceptable to the Chief Administrative Officer, of the Dog being spayed or neutered if applicable;
- c) any additional information required by the Chief Administrative Officer.

ISSUE OR RENEWAL

Section 7.1 The Chief Administrative Officer may not issue or renew a Licence pursuant to this Part unless satisfied that:

- a) at least one person named on the Licence is eighteen (18) years of age;
- b) all applicable fees have been paid; and
- c) all required information has been provided.

TERM

Section 8.1 Unless otherwise specified in this Bylaw, the term of the Licence pursuant to this Part is for one (1) calendar year. The Owner shall obtain the annual Licence on or before the 31st day of January in each calendar year.

Section 8.2 The Chief Administrative Officer may issue a Licence pursuant to this Part for a term other than one (1) year where the Chief Administrative Officer considers it appropriate to do so.

LICENCE FEE

Section 9.1 The annual Licence Fee for a Dog shall be set out in Schedule A of this Bylaw.

Section 9.2 The annual Licence Fee for a Dog that is either spayed or neutered is set out in Schedule A of this Bylaw

Section 9.3 The annual Licence Fee for a Nuisance Dog is set out in Schedule A of this Bylaw.

Section 9.4 The annual Licence Fee for a Restricted Dog is set out in Schedule A of this Bylaw.

Section 9.5 A Dog obtained after December 1 of the current year shall be required to obtain a Licence for the following year.

PART III – REGULATION OF DOGS

Regulations Applying to All Dogs

EXCESSIVE BARKING

Section 10.1 The Owner or any other person having care or control of a Dog, Nuisance Dog, or Restricted Dog shall ensure it does not bark in a manner that is reasonably likely to annoy or disturb the peace of others.

Section 10.2 In determining whether barking is reasonably likely to annoy or disturb the peace of others consideration may be given, but is not limited to the:

- a) proximity of the property where the Dog, Nuisance Dog or Restricted Dog resides,
- b) duration of the barking;
- c) time of day and day of the week;
- d) nature and use of the surrounding area; and
- e) any effect of the barking.

DEFECATION

Section 11.1 The Owner or any other person having care or control of a Dog, Nuisance Dog, or Restricted Dog shall forthwith remove any defecation left by it on public property or private property other than that of the Owner.

Section 11.2 The Owner or any other person having care or control of a Dog, Nuisance Dog, or Restricted Dog shall ensure that defecation apparently left by it on the property of the Owner does not accumulate to such an extent that it is reasonably likely to annoy or pose a health risk to others.

DISPLAY OF LICENCE TAG

Section 12 The Owner or any other person having care or control of a Dog, Nuisance Dog, or Restricted Dog shall, at all times when it is off property of the Owner; ensure it displays the Licence Tag issued by the Town.

REPLACEMENT, REBATE AND TRANSFER OF LICENCE

Section 13.1 In case a Dog Licence is lost or destroyed, a replacement tag may be issued, upon presentation by the Owner of the receipt showing payment of the Licence fee for the current Licence year and upon payment as set out in Schedule A which is attached and forms part of this Bylaw, and which may be amended from time to time by resolution of Council.

Section 13.2 No Person shall be entitled to a rebate on any paid Dog Licence fee because of the death or sale of the Dog or upon the Owner leaving the Town before expiration of the Licence period.

Section 13.3 No Licence shall be transferable from one Dog to another Dog.

RUNNING AT LARGE

Section 14.1 The Owner of a Dog shall not permit such Dog to run at large in the Town of Bonnyville.

Section 14.2 For the purpose of this Bylaw, a Dog shall be deemed to be running at large if it is upon any public street, lane or highway unless the Dog is on a leash and under the direct care and control of the Owner or other person.

PUBLIC NUISANCE

Section 15.1 The Owner of a Dog shall not permit the Dog to be or become a public nuisance by permitting or otherwise allowing such Dog to:

- a) bite, attack, run at, or attempt to bite, attack or run at a person or animal;
- b) bite, bark at or chase bicycles, automobiles or any other vehicles;
- c) bark, howl or otherwise disturb any person;
- d) cause damage to property or other animals;
- e) worry or annoy any other animal;
- f) upset waste receptacles or scattering the contents of any garbage receptacles; or
- g) defecate on property other than his/her own.

Section 15.2 The Owner of a female Dog which is in heat shall keep such Dog housed and confined on the premises of the Owner in such a way as to prevent the attraction of other Dogs to the vicinity of such premises.

Section 15.3 The Owner of a Dog who allows such Dog to upset waste receptacles or scatter the contents thereof, either in or about premises belonging to the Owner of the Dog is guilty of an offence separate and apart from the offence provided for nuisance and upon conviction thereof shall in addition to any penalty imposed upon him/her be civilly liable to the Town of Bonnyville for any expense directly or indirectly incurred by the Dog in connection with the receptacles being upset or the waste scattered about.

Section 15.4 Failure to comply with Section 15 may result in prosecution, or, in lieu thereof, payment of a voluntary fine as set out in Schedule B, which is attached to and forms part of this Bylaw and which may be amended from time to time by resolution of Council.

DISEASE

Section 16.1 The Owner of a Dog, which is suffering from any communicable disease shall not permit the Dog to be in any public place, and shall not keep the Dog in contact with or in proximity of any other animal free of such disease.

Section 16.2 A person who owns or who harbours, maintains or keeps a Dog which he/she knows or has reason to know is or may be suffering from rabies, or which he knows or believes has been exposed to rabies:

- a) shall endeavor to keep the Dog locked or tied up;
- b) shall not permit another animal to come in contact with it;
- c) shall immediately report the matter to the Public Health Inspector, Veterinary Doctor or provincial health authority and/or the Canadian Food Inspection Agency (CFIA).
- d) shall report the matter to municipal law enforcement and the Peace Officer.

Section 16.3 The Pound Operator shall report any apparent illness, communicable disease, injury or unhealthy condition of any impounded Cat to a Veterinary and act immediately upon the Veterinarian's recommendations. The Owner of the Cat shall be responsible for all resulting charges.

Section 16.4 When, in the judgment of the licenced Veterinarian, an animal should be destroyed for humane reasons, such animals may not be retrieved.

Section 16.5 No action shall be taken against any person acting under the authority of the Bylaw for damages for destruction or disposal of a Cat.

OPERATION OF KENNELS

Section 17 A kennel, as per Section 3 shall not be permitted on lands within a residential land use district.

ESTABLISH POUND

Section 18 It shall be the duty of the Town of Bonnyville to establish a pound for the impounding of Dogs captured pursuant to this Bylaw, and Council is further authorized and empowered to make any and all such rules and regulations not inconsistent with the provisions of the Bylaw as they consider necessary.

RECLAIMING

Section 19.1 The owner of any impounded Dog may reclaim the Dog from the pound within seventy-two (72) consecutive hours from the time of impoundment, excluding Saturdays, Sundays and Holidays by paying to the Town of Bonnyville the impoundment fees and veterinary fees, as set out in Schedule A, which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, as well as obtaining a Licence for such Dog as required by this Bylaw.

Section 19.2 After 72 consecutive hours of impoundment the Dog becomes the property of the SPCA to be euthanized or adopted to a new home.

Regulations Applying to Dogs and Nuisance Dogs

OFF PROPERTY OF OWNER

Section 20.1 The Owner or any other person having care or control of a Dog or Nuisance Dog shall, at all times when it is off the property of the Owner, have it:

- a) under control; and
- b) held on a leash not exceeding two (2) metres in length.

Section 20.2 When a Dog or Nuisance Dog is within an Off Leash Area the Dog or Nuisance Dog need not be held on a leash, however, the Owner or any other person having care or control of the Dog or Nuisance Dog shall carry with them a leash for the Dog or Nuisance Dog not exceeding two (2) metres in length.

Section 20.3 Subject to the requirements of Section 20.1, the Owner or any other person having care or control of a Dog or Nuisance Dog may have the Dog or Nuisance Dog in any facility of the Town if the Dog or Nuisance Dog is trained by a recognized agency to provide assistance to a person with a physical impairment and the person is using the Dog or Nuisance Dog for such assistance.

Section 20.4 Nothing in this Section removes the obligation on a person to have a Dog or Nuisance Dog under control when it is off the property of the Owner.

ATTACKS

Section 21.1 The Owner or any other person having care or control of a Dog or a Nuisance Dog shall ensure it does not:

- a) damage property;
- b) chase, attack or bite any person or animal; or
- c) chase, attack or bite any person or animal causing physical injury.

Section 21.2 This Section does not apply if the chase, attack, bite or damage is a direct result of the Dog or Nuisance Dog being provoked.

LICENCE CONDITIONS

Section 22.1 Upon issuing a Nuisance Dog Licence or upon 15 days written notice to the Licensee, the Chief Administrative Officer may impose any of the following conditions on a Nuisance Dog Licence.

- a) that the Owner keep the Nuisance Dog indoors or secured in a fully enclosed outdoor pen;
- b) that the Owner ensure the Nuisance Dog is muzzled while outdoors;
- c) that the Licencee or owner undertake repairs to the property where the Nuisance Dog resided to ensure compliance with this Bylaw;
- d) that the Licencee or Owner of the Nuisance Dog complete a behavioural modification course specified by the Chief Administrative Officer; or
- e) any other condition the Chief Administrative Officer deems reasonable.

Section 22.2 An Owner or Licencee shall not contravene any condition on a Nuisance Dog Licence.

Regulations Applying to Restricted Dogs

INSURANCE

Section 23 The Owner of a Restricted Dog shall have liability insurance specifically covering any damages for personal injury caused by the Restricted Dog on an amount not less than One Million (\$1,000,000) dollars and shall provide proof of such insurance to the Chief Administrative Office upon request.

OFF PROPERTY OF OWNER

Section 24 The Owner or any other person having care and control of a Restricted Dog shall, at all times when it is off the property of the Owner have it:

- a) under control;
- b) muzzled; and
- c) held on a leash not exceeding two (2) metres in length

ON THE PROPERTY OF OWNER

Section 25 The Owner or any other person having care or control of a Restricted Dog shall, at all times when it is on the property of the Owner, have it:

- a) indoors;
- b) outdoors, secured in a fully enclosed pen; or
- c) outdoors, muzzled and secured by a chain fixed to the property that prevents the Restricted Dog from coming closer than two (2) metres to the apparent boundary of the property.

ATTACKS

Section 26.1 The Owner or any person having care and control of a Restricted Dog shall ensure it does not:

- a) damage property;
- b) chase, attack or bite any person or animal;
- c) chase, attack or bite any person or animal causing physical injury

Section 26.2 This Section does not apply if the chase, attack, bite or damage is a direct result of a Restricted Dog being provoked.

PART IV – LICENSING AND REGULATION OF CATS

REQUIREMENT FOR LICENCE

Section 27.1 The Owner of a Cat shall obtain a license for the Cat.

Section 27.2 This Section does not apply to Cats under the age of six (6) months.

Section 27.3 The provisions of this Section shall not apply to a Cat accompanying a person temporarily in the Town on business or vacation for a period not exceeding fourteen (14) days or such longer periods as may be authorized by written permission from the Town.

APPLICATION

Section 28 Before the issue or renewal of a Licence pursuant to this Part, the Owner must submit to the Chief Administrative Officer:

- a) the Licence Fee as established by this Bylaw and as amended from time to time;
- b) proof, in a form acceptable to the Chief Administrative Officer, of the Cat being spayed or neutered if applicable;
- c) any additional information required by the Chief Administrative Officer.

ISSUE OR RENEWAL

Section 29 The Chief Administrative Officer may not issue or renew a Licence pursuant to this Part unless satisfied that:

- a) at least one person named on the Licence is eighteen (18) years of age;
- b) all applicable fees have been paid; and
- c) all required information has been provided.

TERM

- Section 30.1 Unless otherwise specified in this Bylaw, the term of the Licence pursuant to this Part is for one (1) calendar year. The Owner shall obtain the annual Licence on or before the 31st day of January in each calendar year.
- Section 30.2 The Chief Administrative Officer may issue a Licence pursuant to this Part for a term other than one (1) year where the Chief Administrative Officer considered it appropriate to do so.

LICENCE FEES

- Section 31.1 The annual Licence Fee for a Cat shall be set out in Schedule A of this Bylaw.
- Section 31.2 The annual Licence Fee for a Cat that is either spayed or neutered is set out in Schedule A of this Bylaw
- Section 31.3 In the event a Licence for a Cat is issued or renewed for a term other than one (1) year, the fee for the Licence will be adjusted in accordance to Schedule A of this Bylaw.

DISPLAY OF LICENCE TAG

- Section 32 The Owner or any other person having care or control of a Cat shall, at all times when it is off property of the Owner, ensure it displays the Licence tag issued by the Town.

OFF PROPERTY OF OWNER

- Section 33.1 The Owner or any other person having care or control of a Cat shall ensure the Cat does not enter onto private property other than that of the Owner. The Cat shall be deemed to be at large if it is found to be off property of the Owner.
- Section 33.2 This Section does not apply if the person in charge of the private property consents to the Cat being there.
- Section 33.3 No Owner shall permit their Cat to be on any school ground or playground and when a Cat is found on any school ground or playground, the Cat shall be deemed to be at large.

CAPTURING AND IMPOUNDING OF CATS

- Section 34.1 This Bylaw provides for individual residents within the Town of Bonnyville to capture and turn over to the pound, Cats found to be at large.



Section 34.2 The Town of Bonnyville will not undertake to capture Cats found to be at large.

Section 34.3 Individual residents within the Town of Bonnyville must utilize a cat trap from the SPCA to capture a Cat or Cats at large. The use of the cat trap is in accordance with the Cat Trap Agreement. The payment for deposit on the use of the trap is as set out in Schedule A.

Section 34.4 Cat traps may only be set on private property.

SEIZURE, IMPOUNDMENT, RECLAIMING AND DISPOSITION

Section 35.1 Any resident of the Town of Bonnyville may seize and capture, between the dates of April 15 and October 15, when temperatures do not go below Zero Degrees Celsius, utilizing a cat trap from the SPCA, a cat found to be running at large and impound the said Cat to the pound.

Section 35.2 In the seizure of Cats at large, residents of the Town must utilize a cat trap available through the SPCA. Cat traps shall be used in a humane manner as set out in the Cat Trap Agreement.

Section 35.3 Failure to comply with Sections 27 and 33 of this Bylaw may result in prosecution or payment of a voluntary fine in lieu thereof as set out in Schedule B of this Bylaw.

Section 35.4 The Cat so impounded shall be kept in the pound for a period of at least seventy-two (72) consecutive hours. Saturday, Sundays and statutory holidays shall not be included in the computation of the seventy-two hour period. During this period, any healthy Cat may be retrieved by its Owner or agent upon payment of:

- a) any fine or fines imposed pursuant to the Bylaw;
- b) the impoundment fees described in Schedule B; or
- c) any care and subsistence fees charged by the SPCA.

Section 35.5 At the expiration of the seventy-two hour impoundment period, any Cat not retrieved shall become the property of the SPCA.

Section 35.6 Where a Cat is wearing a Town of Bonnyville Cat Registration Tag, the Pound Operator shall notify the Town. The Town will utilize its best efforts to inform the Cat Owner of its impoundment.

Section 35.7 The Pound Operator shall report any apparent illness, communicable disease, injury or unhealthy condition of any impounded Cat to a Veterinarian and act immediately upon the Veterinarian's recommendations. The Owner of the Cat shall be responsible for all resulting charges.

Section 35.8 When in the judgment of the licenced Veterinarian, an animal should be destroyed for humane reasons, such animals may not be retrieved.

Section 35.9 No action shall be taken against any person acting under the authority of the Bylaw for damages for destruction or disposal of a Cat.

PART V – OTHER REGULATIONS

PROHIBITED ANIMALS

Section 36.1 No person shall keep or have any of the following on any premises with a municipal address in the Town, unless that person has approval issued by Council, the Chief Administrative Officer or their respective delegate, to do so:

- a) large animals (including livestock) or the young thereof;
- b) poultry;
- c) bees;
- d) pigeons;
- e) rabbits; or
- f) poisonous snakes, reptiles or insects.

Section 36.2 The Chief Administrative Officer may impose terms and conditions on an approval issued pursuant to this Section, including but not limited to terms and conditions regulating:

- a) the location where the animals are to be kept;
- b) the maximum number of animals that may be kept;
- c) the manner in which the animals must be kept;
- d) restrictions on the sale or use of animal products;
- e) the term of the approval;
- f) mandatory husbandry training; or
- g) any other matter the Chief Administrative Officer determines is in the public interest.

Section 36.3 The Chief Administrative Officer may not issue an approval pursuant to this Section unless satisfied that:

170411 Bylaw No. 1459-17 – Animal Control Bylaw
#161783-V2

Page 15 of 28

- a) The Licencee is at least eighteen (18) years of age;
- b) all applicable fees have been paid;
- c) all required information has been provided to the Chief Administrative Officer.

Section 36.4 Animals in town for parades, carnivals, rodeo or chuckwagon events or exhibits, under the care and supervision of competent persons, are not subject to the provisions established in this section of the Bylaw.

Section 36.5 The Chief Administrative Officer may refuse to issue or may revoke an approval issued pursuant to this Section providing written notice the Licencee.

Section 36.6 A Licencee shall not contravene any term or condition of a Licence issued pursuant to this Section.

Section 36.7 This Section, other than 36.1(f), does not apply in the case of a premise with a municipal address in the Town on land zoned UR – Urban Reserve District.

LEG HOLD TRAPS

Section 37.1 Unless otherwise permitted by law, no person shall leave a leg hold or foot hold trap in any place where it may reasonably capture any animal.

Section 37.2 Unless otherwise permitted by law, no person shall capture any animal by means of a leg hold or foot hold trap.

PIGEONS

Section 38.0 No Person shall keep or have any pigeon on any premises with a municipal address in the Town unless they have a Licence to do so.

Section 38.1 The annual Licence fee to keep or have pigeons is set out in Schedule A of this Bylaw.

Section 38.2 No Person shall:

- a) keep or have more than 4 pigeons on any premises with a municipal address in the Town;
- b) keep or have pigeons except in a loft or aviary acceptable to the Chief Administrative Officer in terms of location, size, construction, ventilation, cleanliness and any other related matter; or
- c) allow any pigeon to be outside of the loft or aviary:

- i) for any purpose other than supervised exercise or when returning from a supervised race or training flight;
- ii) in a flock of more than 20 pigeons at one time;
or
- iii) on any Saturday, Sunday or legal holiday between 10 a.m. and 11 p.m. or on any day in May, June, July, August or September between 10 a.m. and 4 p.m.

LIMIT ON NUMBERS OF ANIMALS

Section 39.1 No person shall keep or have more than two (2) Dogs, Nuisance Dogs, Restricted Dogs or any combination thereof on any premises with a municipal address in the Town.

Section 39.2 No Person shall keep or have more than two (2) Cats on any premises with a municipal address in the Town.

Section 39.3 No Person shall keep or have more than four (4) rabbits or pigeons in any district, providing they are kept in a clean and sanitary condition to the satisfaction of the Town.

Section 39.4 This section does not apply:

- a) in the case of Dogs, Nuisance Dogs, Restricted Dogs or Cats under the age of six (6) months;
- b) if the person has a valid Business Licence to operate a Small Animal Breeding Boarding Establishment or the General Business of a pet store pursuant to another Bylaw of the Town;
- c) to the Bonnyville SPCA or any veterinary clinic or hospital, or
- d) in the case of premise with a municipal address in the Town on land zoned UR – Urban Reserve District.

CHANGE OF INFORMATION

Section 40 A Licencee shall forthwith notify the Chief Administrative Officer of any change with respect to any information provided as part of the application for a Licence pursuant to this Bylaw.

NOTIFICATION OF STRAY

Section 41 A person who takes control of any stray Dog, Nuisance Dog, Restricted Dog or Cat shall forthwith notify the Town and

provide any required information.

FALSE INFORMATION

Section 42.1 No person shall provide false or misleading information to any Peace Officer or the Chief Administrative Officer.

Section 42.2 No Person shall contravene any term or condition contained in a written agreement entered into by that person with the Town pursuant to this Bylaw.

INTERFERENCE

Section 43 No person shall interfere with a Peace Officer in the exercise of their powers and duties pursuant to this Bylaw.

PART VI – ENFORCEMENT

OFFENCE

Section 44 A person who contravenes the Bylaw is guilty of an offence.

CONTINUING OFFENCE

Section 45 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

FINES AND PENALTIES

Section 46.1 A person who is guilty of an offence is liable to a fine in an amount not less than that established in this Section and not exceeding \$10,000.00 and to imprisonment for not more than six (6) months for non-payment of a fine.

Section 46.2 Without restricting the generality of subsection (1) fines and penalties are pursuant to Schedule B of this Bylaw as amended from time to time by resolution of Council.

MUNICIPAL TAG

Section 47 If a Municipal Tag is issued in respect of an office the Municipal Tag must specify the fine amount established by this Bylaw for the offence.

PAYMENT IN LIEU OF PROSECUTION

Section 48 A person who commits an offence may, if a Municipal Tag is issued in respect of the offence, pay the fine amount established by this Bylaw for the offence and if the amount is paid on or before the Prosecution date, the person will not be prosecuted for the offence.

VIOLATION TICKET

Section 49 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- a) specify the fine amount established by this Bylaw for the offence; or
- b) require a person to appear in court without the alternative of making a voluntary payment.

VOLUNTARY PAYMENT

Section 50 A person who commits an offence may:

- a) if a Violation Ticket is issued in respect of the offence; and
- b) if the Violation Ticket specified the fine amount established by the Bylaw for the offence;

make a voluntary payment equal to the specified fine.

SEIZURE AND IMPOUNDING

Section 51.1 A Peace Officer may seize and impound

- a) any Dog or Nuisance Dog found in contravention of Section 20.1;
- b) any Restricted Dog found in contravention of Section 24; or
- c) any Cat found in contravention of Section 33.1; or
- d) he/she believes an offence under this Bylaw is being or has been committed;
- e) is named or described or otherwise designated in a complaint by any person as creating a disturbance by barking, howling or otherwise disturbing any person at any time during the day or night; or
- f) is named or described or otherwise designated in a complaint made pursuant to the Dangerous Dog Act; or
- g) is actually or apparently affected with rabies or any

other contagious disease

Section 51.2 In enforcement of this jurisdiction but not for the purpose of investigation only, the Peace Officer is authorized to enter any privately owned premises at any reasonable time, provided however, that in this Section the word "Premises" does not include a building used as a dwelling house.

SERIOUS INJURY

Section 52.1 A Peace Officer may seize and impound any Dog alleged to have seriously injured or killed a person or animal.

Section 52.2 Before seizing and impounding a Dog pursuant to this Section, the Peace Officer must consider whether the Dog was acting in self defence or while in the course of attempting to prevent a person from committing an unlawful act.

Section 52.3 A Dog seized pursuant to this Section, may not be impounded for more than twenty one (21) days unless court proceedings for destruction or other order with respect to the Dog are commenced within that time.

RELEASE

Section 53 Any Dog, Nuisance Dog, Restricted Dog or Cat seized pursuant to this Bylaw, may be released to the owner upon payment of any fees due with respect to shelter, care and treatment and any Licence fee, if not already paid.

PART VII – GENERAL

OTHER FEES

Section 54 The following fees are hereby established:

- a) for shelter and care, the amount set out in Schedule A; and
- b) for any required veterinary treatment, including drugs, and medicines, the actual costs of the treatment; and
- c) for a replacement Licence tag, the amount set out in Schedule A.

PROOF OF LICENCE

Section 55 The onus of proving a person has a valid and subsisting Licence is on the person alleging the Licence on a balance of probabilities.

PROOF OF AGE

Section 56 The onus of proving the age of a Dog, Nuisance Dog, Restricted Dog or Cat is on the person alleging the age on a balance of probabilities.

CHIEF ADMINISTRATIVE OFFICER

Section 57 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:

- a) carry out whatever inspections are reasonably required to determine compliance with this Bylaw;
- b) delegate any powers, duties or functions under this Bylaw to an employee of the Town and/or Peace Officer;
- c) establish forms and guidelines for the purpose of this Bylaw;
- d) establish Off Leash Areas;
- e) permit a 50% reduction in the Licence fee otherwise payable for one spayed or neutered Dog or Cat if the Owner is receiving income assistance from a recognized government program;
- f) waive the Licence fee otherwise payable for one Dog if the Dog is trained by a recognized agency to provide assistance to a person with a physical impairment and the Owner uses the Dog for such assistance;
- g) waive the first year Licence fee otherwise payable for any Dog or Cat adopted by an Owner from the Bonnyville SPCA or any other SPCA providing proof is provided for review; and
- h) waive the first year Licence fee otherwise payable for a Dog or Cat that is either spayed or neutered.

RECORDS AND CERTIFIED COPY OF RECORD

Section 58.1 The Town Administration Office shall keep a record of all Dogs and Cats licenced pursuant to this Bylaw. The records shall indicate:

- a) date of Licence issued
- b) name, address and telephone number of the Owner of the Dog or Cat
- c) Licence number issued and amount paid; and



d) Breed, colour and sex of the Dog or Cat.

Section 58.2 A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

CIVIL ACTION NOT AFFECTED

Section 59 Nothing in this Bylaw limits the right of any person to prosecute a claim for damages by reason of injuries to person or property resulting from any action of the Owner of any animal or from the action of any agent of the Owner.

PART VIII – TRANSITIONAL

EXISTING LICENCE

Section 60 Existing Licences issued prior to the effective date of this Bylaw shall remain valid for the current licencing year and will be subject to the foregoing upon renewal.

REPEALS


Section 61 Bylaw 1243-04 and Amendments thereto – Control of Domestic Dogs

Section 62 Bylaw 1410-13 and Amendments thereto – Control, Registration and Confinement of Cats

EFFECTIVE DATE

Section 63 This Bylaw comes into force and effect on the date of third and final reading. All schedules to this Bylaw may be amended by resolution of Council.

INTRODUCED AND GIVEN FIRST READING this **14th** day of **March** A.D., 2017.

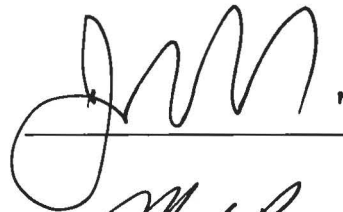


Mayor




Chief Administrative Officer

GIVEN SECOND READING this 11th day of April A.D., 2017.



Mayor



Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 11th day of April A.D., 2017.



Mayor



Chief Administrative Officer

SCHEDULE A – LICENCE FEES AND CHARGES

DOG LICENCE FEES

1. The Owner of a Dog shall pay the following Licence fee:

Licence Fee (per calendar year)	
Dog Licence	\$65.00
Dog Licence (spayed or neutered)	\$20.00
Nuisance Dog Licence (NEW)	\$100.00
Restricted Dog Licence (NEW)	\$100.00
Replacement Tags	\$5.00
Recognized Service/Assistance Dog Licence	\$5.00
Replacement Tags	Free

2. The full amount of the license fee shall be payable regardless of when the dog is registered during the year with the exception of a Dog acquired or brought into the Town after the 31st day of August of that year, in which case, if proven that the dog was not obtained, or became six (6) months of age prior to August 31 of that year, the licence fee may be reduced by one half.

CAT LICENCE FEES

1. The Owner of a Cat shall pay the following Licence fee:

Licence Fee (per calendar year)	
Cat Licence	\$50.00
Cat Licence (spayed or neutered)	\$10.00
Replacement Tags	\$5.00

2. The full amount of the license fee shall be payable regardless of when the Cat is registered during the year with the exception of a Cat acquired or brought into the Town after the 31st day of August of that year, in which case, if proven that the Cat was not obtained, or became six (6) months of age prior to August 31 of that year, the licence fee may be reduced by one half.

SCHEDULE A – LICENCE FEES AND CHARGES

OTHER PROHIBITED ANIMALS

1. The Owner/Applicant may be subject to obtaining a Development Permit approval, which may include, but not be limited to, an approval from the Municipal Planning Commission and notification to adjacent property owners, for the keeping of Large Animals, Poultry and Bees within the Town. Fees for the Development Permit and any related charges are established in the Planning and Development Fee and Charges Bylaw as amended from time to time will be applicable.
2. Pigeon Licence

Licence Fee (per calendar year)	
Pigeon Licence (NEW)	\$15.00

OTHER FEES

DOG IMPOUND FEES

Impoundment Fee	As per Agreement with SPCA
Care and Subsistence per day or portion thereof to commence at midnight on the 72 nd hour after impoundment	As per Agreement with SPCA
Veterinary Fee	Amount Expended
Purchase of Dog (payment of impound fee prior to release of the Dog plus purchase of current Dog Licence Tag if resident of the Town)	\$60.00

CAT TRAP RENTAL

As per Agreement between the SPCA and the Town of Bonnyville as amended from time to time.

CAT IMPOUND FEES

Impoundment Fee	As per Agreement with SPCA
Care and Subsistence per day or portion thereof to commence at midnight on the 72 nd hour after impoundment	As per Agreement with SPCA
Veterinary Fee	Amount Expended

SCHEDULE B – PENALTIES

DOG FINES PENALTIES:

The following penalties are for Licenced Dogs. Owners of an unlicensed Dog will be charged the Second Offence rate on the First Offence.

Failure to Wear Licence:

First Offence	\$50.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Running At Large

First Offence	\$50.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Public Nuisance

First Offence	\$75.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Defecation

First Offence	\$75.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Obstruction

Obstruction	\$250.00
-------------	----------

Nuisance Dog or Restricted Dog

First Offence	\$150.00
Second Offence	\$300.00
Third and each subsequent Offence per calendar year	\$600.00

SCHEDULE B – PENALTIES

CAT FINES PENALTIES:

The following penalties are for Licenced Cats.

Failure to Register or Wear Licence:

First Offence	\$50.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Running At Large

First Offence	\$50.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Interference with Enforcement

First Offence	\$50.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Harbouring or keeping more than two (2) Cats

First Offence	\$50.00
Second Offence	\$100.00
Third and each subsequent Offence per calendar year	\$150.00

Obstruction

Obstruction	\$250.00
-------------	----------

Reclaiming – up to 72 hours

Impoundment Fee	\$70.00
Veterinary Fee	Amount Expended

SCHEDULE B – PENALTIES



OTHER FINES:

Keeping Prohibited Animal Without Approval from Town (NEW)

First Offence	\$100.00
Second Offence	\$200.00
Third and each subsequent Offence per Calendar year	\$300.00

Keeping More Animals than Permitted (NEW)

First Offence	\$50.00
Second Offence	\$75.00
Third and each subsequent Offence per calendar year	\$150.00

Leaving An Animal in Vehicle Causing Suffering (NEW)

First Offence	\$500.00
Second Offence	\$750.00
Third and each subsequent Offence per calendar year	\$1500.00

Leaving an Animal Unsecured in a Vehicle (NEW)

First Offence	\$100.00
Second Offence	\$75.00
Third and each subsequent Offence per calendar year	\$150.00



BYLAW NO. 1466-17
OF THE
TOWN OF BONNYVILLE

A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 1459-17 RESPECTING TO PROVIDE FOR THE CONTROL OF ANIMALS.

WHEREAS, pursuant to Section 8 of the Municipal Government Act, a Council may by Bylaw:

- a) regulate or prohibit; and
- b) provide for a system of licences, permits or approval including any or all of the matters listed therein.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

That Bylaw No. 1459-17 be amended as follows:

1. Section 16.5 – DISEASE

replace the word "Cat" with the words "Dog or Cat" at the end of the section to read:

16.5 "No action shall be taken against any person acting under the authority of the Bylaw for damages for destruction or disposal of a Dog or Cat".

2. Section 40 – ANIMAL IN VEHICLE

Add the following after Section 40.2:

Section 40.3 Dogs may only be transported in the back of a truck if the dog is in a fully enclosed trailer, a truck covered with a topper, contained in a kennel that is secured to the truck bed, or securely tethered so that the dog cannot fall over the side of the vehicle and not standing on bare metal.

3. SCHEDULE B – PENALTIES

Add the following:

DOG FINES PENALTIES:

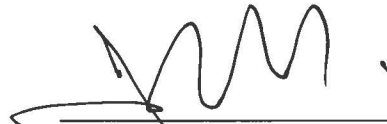
Transporting a dog Unsecured in a Vehicle


First Offence	\$100.00
Second Offence	\$150.00
Third and each subsequent Offence per calendar year	\$250.00



4. That this Bylaw shall come into force and effect upon third and final reading.


INTRODUCED AND GIVEN FIRST READING this 14th day of November, A.D., 2017.




Mayor


Chief Administrative Officer


GIVEN SECOND READING this 14th day of November, A.D., 2017.

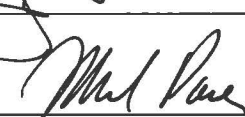


Mayor


Chief Administrative Officer

CONSENT TO PROCEED TO THIRD AND FINAL READING this 14th day of November, A.D., 2017.



Mayor


Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 14th day of November, A.D., 2017.



Mayor


Chief Administrative Officer

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: January 6, 2025

Submitted By: Administration

Meeting Date: January 14, 2025

SUBJECT: Financial Report – November 2024

BACKGROUND: As per Policy No. 01-FN-009, Administration is to present a financial report to Council on a monthly basis, with a detailed budget variance report included for Council review on a quarterly basis.

OTHER COMMENTS: Attached is the monthly financial report for November 2024. The financial report consists of the following documents included for Council's review:

- Bank Reconciliation Statement
- Operating Budget Variance Report
- Capital Budget Variance Report
- Capital Project Listing to Date

REPORT/DOCUMENT: Attached Available NIL

1. November 2024 Financial Report
-

RECOMMENDATION: THAT Council accept the November 2024 Financial Report as presented.



Renee Stoyles
Acting Chief Administrative Officer

Bank Reconciliation as of November 30, 2024

ATB Financial

Bank Statement Balance	22,457,988.74	as of November 30, 2024
Add outstanding deposits	8,152.27	
Less outstanding cheques	<u>(53,007.59)</u>	
Calculated Bank Balance	22,413,133.42	
GL Bank Account Balance	<u>22,413,133.42</u>	as of November 30, 2024
Difference	-	

Frog Lake Tie In \$13,301.74

Term Deposits as of November 30, 2024

Notice on Amount 90 days Account - ATB	<u>23,200.07</u>
Total Balance for Term Deposits:	23,200.07

TOWN OF BONNYVILLE OPERATING REPORT AS OF November 30, 2024

SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2024 Revenue			2024 Expenses			2024 Variance	
	Y.T.D	Budget	% Received	Y.T.D	Budget	% Expended	Y.T.D	Budget
General Municipal	11,389,533	11,408,557	99.83	2,206,445	2,952,318	74.74	(9,183,088)	(8,456,239)
Gen Govt Services	1,480,182	1,649,786	89.72	200,470	193,386	103.66	(1,279,712)	(1,456,400)
Council & Other	-	-	-	637,890	662,558	96.28	637,890	662,558
General Administration	1,447,405	1,212,129	119.41	2,425,892	2,714,898	89.35	978,487	1,502,769
Occupation Health	-	-	-	91,796	160,354	57.25	91,796	160,354
Police	235,681	872,821	27.00	2,285,350	2,734,471	83.58	2,049,669	1,861,650
Fire	-	-	-	398,328	577,619	68.96	398,328	577,619
Disaster Services	-	8,500	-	12,633	31,500	40.10	12,633	23,000
Ambulance	40,008	47,500	84.23	3,708	51,478	7.20	(36,300)	3,978
Bylaw Enforcement	16,619	20,750	80.09	213,746	268,129	79.72	197,127	247,379
911 Services	-	-	-	170,608	170,609	100.00	170,608	170,609
P.W. Admin & Shop	10,940	56,250	19.45	976,106	1,376,676	70.90	965,166	1,320,426
Roads	946,796	1,544,800	61.29	2,657,486	3,813,987	69.68	1,710,690	2,269,187
Storm sewer	-	-	-	1,772	14,000	12.66	1,772	14,000
Water	2,132,877	2,399,046	88.91	1,760,892	2,304,608	76.41	(371,985)	(94,438)
Sewage	1,181,014	1,174,129	100.59	376,737	519,165	72.57	(804,277)	(654,964)
SW Collection & Recycling	346,963	491,267	70.63	159,848	395,505	40.42	(187,115)	(95,762)
Landfill & Transfer Station	1,344,421	1,170,450	114.86	1,041,446	908,044	114.69	(302,975)	(262,406)
FCSS	748,792	721,665	103.76	506,094	721,665	70.13	(242,698)	-
Parent Child Centre	23,193	23,000	100.84	-	30,873	-	(23,193)	7,873
Family Resource Network Hub	197,937	126,981	155.88	110,919	126,981	87.35	(87,018)	-
Family Resource Network Spoke	76,822	91,441	84.01	75,611	91,441	82.69	(1,211)	-
LRCSD - Program	69,497	84,000	82.73	69,497	84,000	82.73	-	-
Community Programs	34,673	21,859	-	14,813	21,859	-	(19,860)	-
Planning & Dev	181,842	170,100	106.90	320,837	371,019	86.47	138,995	200,919
Economic Dev	70,458	99,361	70.91	176,307	279,466	63.09	105,849	180,105
Subdivision & Land Develop	-	-	-	-	-	-	-	-
Parks & Rec Admin	-	-	-	1,011,885	1,029,910	98.25	1,011,885	1,029,910
Swimming Pool	166,726	596,554	27.95	739,292	920,026	80.36	572,566	323,472
Parks	17,213	348,132	4.94	582,739	631,080	92.34	565,526	282,948
Programs	12,407	85,565	14.50	439,692	444,862	98.84	427,285	359,297
Curling Rink	1,000	22,629	4.42	13,011	40,325	32.27	12,011	17,696
Library	319,062	301,902	105.68	490,021	500,873	97.83	170,959	198,971
Handi-Bus	109	9,000	1.21	6,289	9,000	69.88	6,180	-
Museum	-	-	-	30,000	30,000	100.00	30,000	30,000
Culture	-	-	-	50,000	50,000	-	50,000	50,000
Contingency	814,303	6,567,183	12.40	838,245	6,092,672	13.76	23,942	(474,511)
Totals	23,306,473	31,325,357	74.40	21,096,405	31,325,357	67.35	(2,210,068)	-

TOWN OF BONNYVILLE CAPITAL REPORT AS OF November 30, 2024

SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2024 Revenue			2024 Expenses			2024 Variance	
	Y.T.D	Budget	%tage	Y.T.D	Budget	%tage	Y.T.D	Budget
General Administration	-	1,363,981	-	79,780	1,363,981	5.85	79,780	-
Police	4,762	10,000	-	12,151	10,000	-	7,389	-
Fire	952	747,615	0.13	137,027	747,615	18.33	136,075	-
Ambulance	-	-	-	-	-	-	-	-
Bylaw	-	-	-	-	-	-	-	-
P.W. Admin & Shop	-	916,330	-	100,000	1,141,330	8.76	100,000	225,000
Roads	566,057	4,413,238	12.83	3,165,082	4,188,238	75.57	2,599,025	(225,000)
Storm sewer	191,677	693,408	-	547,676	693,408	-	355,999	-
Water	277,948	10,031,223	-	384,076	10,031,223	-	106,128	-
Sewage	179,935	1,055,788	17.04	515,540	1,055,788	48.83	335,605	-
FCSS	-	-	-	-	-	-	-	-
Landfill	4,820	56,635	-	-	56,635	-	(4,820)	-
Economic Development	-	200,000	-	-	200,000	-	-	-
Recreation	-	837,627	-	2,533,854	807,627	313.74	2,533,854	(30,000)
Planning & Dev	-	30,000	-	29,650	30,000	-	29,650	-
Pool	-	1,110,000	-	25,000	1,110,000	2.25	25,000	-
Parks	-	507,240	-	280,391	537,240	52.19	280,391	30,000
Curling Rink	-	75,000	-	-	75,000	-	-	-
Library	-	-	-	-	-	-	-	-
Culture	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-
Sub Totals	1,226,151	22,048,085	5.56	7,810,227	22,048,085	35.42	6,584,076	-

TOWN OF BONNYVILLE CAPITAL REPORT AS OF November 30, 2024

2024 Capital Projects (as of November 30, 2024)

Project Description	Project Type	Approved Budget Amount	Project Total	Variance
Computer Servers	Machinery & Equipment	\$ 12,000.00	\$ -	\$ 12,000.00
Town Office Renovations	Buildings	\$ 1,200,000.00	\$ 29,207.71	\$ 1,170,792.29
IT Infrastructure Upgrade	Machinery & Equipment	\$ 50,000.00	\$ 23,572.52	\$ 26,427.48
Accomodation Study		\$ 50,000.00	\$ -	\$ 50,000.00
Transfer to Capital Admin Reserve		\$ 30,000.00	\$ -	\$ 30,000.00
RCMP Office Renovations	Buildings	\$ 10,000.00	\$ 12,150.80	-\$ 2,150.80
Water Tender	Vehicles	\$ 605,500.00	\$ -	\$ 605,500.00
SCBA Equipment	Machinery & Equipment	\$ 128,115.00	\$ 121,751.75	\$ 6,363.25
Thermal Imagery Camera	Machinery & Equipment	\$ 14,000.00	\$ 15,275.00	-\$ 1,275.00
Truck	Vehicles	\$ 57,000.00	\$ 54,682.25	\$ 2,317.75
Truck	Vehicles	\$ 60,000.00	\$ 54,682.25	\$ 5,317.75
Truck	Vehicles	\$ 75,000.00	\$ 56,968.49	\$ 18,031.51
Back Up Generator for Pumphouse	Machinery & Equipment	\$ 225,000.00	\$ 15,385.44	\$ 209,614.56
Merlo	Machinery & Equipment	\$ 225,000.00	\$ -	\$ 225,000.00
Mower	Machinery & Equipment	\$ 18,000.00	\$ 16,990.63	\$ 1,009.37
Sickle Mower	Machinery & Equipment	\$ 20,000.00	\$ 18,200.00	\$ 1,800.00
Solid Grinder	Machinery & Equipment	\$ 91,500.00	\$ -	\$ 91,500.00
Gravel Truck	Machinery & Equipment	\$ 259,345.00	\$ 259,445.00	-\$ 100.00
Vac Truck	Machinery & Equipment	\$ 826,300.00	\$ -	\$ 826,300.00
Sheepsfoot Packer	Machinery & Equipment	\$ 100,000.00	\$ 100,000.00	\$ -
Chipper	Machinery & Equipment	\$ 45,000.00	\$ -	\$ 45,000.00
Hoist	Machinery & Equipment	\$ 37,000.00	\$ -	\$ 37,000.00
Loader	Machinery & Equipment	\$ -	\$ 36,000.00	-\$ 36,000.00
Sand Containment	Land Improvements	\$ 8,030.00	\$ -	\$ 8,030.00
Commercial Alleys, LIT	Engineering Structures	\$ 120,000.00	\$ -	\$ 120,000.00
Downtown Christmas Lights	Engineering Structures	\$ 10,000.00	\$ 10,465.12	-\$ 465.12
Mainstreet Decorative Lights	Engineering Structures	\$ 325,000.00	\$ 262,865.83	\$ 62,134.17
Traffic Lights Installation	Engineering Structures	\$ 78,364.00	\$ 3,874.14	\$ 74,489.86
Annual Overlay Program	Engineering Structures	\$ 1,407,140.00	\$ 1,064,087.74	\$ 343,052.26
Recycling Compound	Land Improvements	\$ 56,635.00	\$ -	\$ 56,635.00
Highway 41 Privacy Wall	Land Improvements	\$ -	\$ 2,000.00	-\$ 2,000.00
Capital Infrastructure Plan		\$ 125,000.00	\$ -	\$ 125,000.00
54 Street Rehab - Roads Portion	Engineering Structures	\$ 1,204,264.00	\$ 1,237,795.83	-\$ 33,531.83
Installation of Stormline - Roads Portion	Engineering Structures	\$ 105,522.00	\$ 60,224.59	\$ 45,297.41
Eastgate Overlay	Engineering Structures	\$ 45,373.00	\$ -	\$ 45,373.00
53 Avenue Rehab	Engineering Structures	\$ 55,000.00	\$ 31,076.89	\$ 23,923.11
48 Street Rehab	Engineering Structures	\$ 78,408.00	\$ 32,913.75	\$ 45,494.25
44 Street Rehab	Engineering Structures	\$ 22,822.00	\$ -	\$ 22,822.00
Transfer to Capital Equip Reserve		\$ 60,000.00	\$ -	\$ 60,000.00
Sanitary Flow Monitoring Program		\$ 75,000.00	\$ -	\$ 75,000.00
Concrete Pad at Lagoon	Land Improvements	\$ 5,000.00	\$ -	\$ 5,000.00
NW Lift Station Upgrades	Buildings	\$ 169,704.00	\$ 134,305.37	\$ 35,398.63
SE Lift Station Electrical Upgrades	Buildings	\$ 240,000.00	\$ 82,571.14	\$ 157,428.86
Wastewater Treatment Master Plan		\$ 100,000.00	\$ -	\$ 100,000.00
54 Street Rehab - Sanitary Sewer Portion	Engineering Structures	\$ 230,588.00	\$ 202,973.10	\$ 27,614.90
54 Street Rehab - Storm Sewer Portion	Engineering Structures	\$ 596,673.00	\$ 445,579.69	\$ 151,093.31
Installation of Stormline - Sanitary Portion	Engineering Structures	\$ 96,735.00	\$ -	\$ 96,735.00
Installation of Stormline - Storm Portion	Engineering Structures	\$ 16,476.00	\$ 102,096.20	-\$ 85,620.20
49 Street Sanitary Sewer Relining	Engineering Structures	\$ 79,520.00	\$ 71,822.00	\$ 7,698.00
WI Lift Station Roof Replacement	Buildings	\$ 18,000.00	\$ 23,666.50	-\$ 5,666.50
RV Dump Station	Land Improvements	\$ -	\$ 201.84	-\$ 201.84
Transfer to Capital Sewer Reserve		\$ 30,000.00	\$ -	\$ 30,000.00
Regional Waterline Contract 3		\$ -	\$ 40,134.95	-\$ 40,134.95
Frog Lake Tie In Design		\$ -	\$ 14,163.47	-\$ 14,163.47
Scada Upgrade	Machinery & Equipment	\$ 400,000.00	\$ -	\$ 400,000.00
Decommission Water Treatment Plant	Buildings	\$ 2,000,000.00	\$ -	\$ 2,000,000.00
54 Street Rehab - Water Portion	Engineering Structures	\$ 355,857.00	\$ 314,391.76	\$ 41,465.24
Installation of Stormline - Water Portion	Engineering Structures	\$ 17,152.00	\$ -	\$ 17,152.00
Reservoir	Buildings	\$ 7,033,214.00	\$ -	\$ 7,033,214.00
GIS Air Photo		\$ 30,000.00	\$ 29,650.00	\$ 350.00
Economic Development Priorities		\$ 200,000.00	\$ -	\$ 200,000.00
Annual Pump Replacement at Pool		\$ 10,000.00	\$ -	\$ 10,000.00
Aquatics Facility Plan	Buildings	\$ 100,000.00	\$ 25,000.00	\$ 75,000.00
Transfer to Reserve for Aquatics Facility		\$ 1,000,000.00	\$ -	\$ 1,000,000.00
Staging Area Picnec Area and Signing	Land Improvements	\$ 50,000.00	\$ 2,970.00	\$ 47,030.00
Tourism Strategy		\$ 75,000.00	\$ 51,799.73	\$ 23,200.27
Transfer to Rec Reserve for Tennis Courts		\$ 60,000.00	\$ -	\$ 60,000.00
Jessie Lake Master Plan		\$ 77,000.00	\$ 30,314.46	\$ 46,685.54
Fencing	Land Improvements	\$ 22,240.00	\$ 4,490.00	\$ 17,750.00
Playground Upgrades	Land Improvements	\$ 20,000.00	\$ -	\$ 20,000.00
Tree Lighting at Jesse Lake	Engineering Structures	\$ 40,000.00	\$ 40,109.02	-\$ 109.02
Pier at Jessie Lake	Land Improvements	\$ 10,000.00	\$ -	\$ 10,000.00
Playground Structure	Land Improvements	\$ 105,000.00	\$ 113,517.50	-\$ 8,517.50
Self Watering Planters	Machinery & Equipment	\$ 15,000.00	\$ -	\$ 15,000.00
Volleyball Court Upgrades	Land Improvements	\$ 15,000.00	\$ -	\$ 15,000.00
Transfer to Recreation Reserve for Capital		\$ 432,627.00	\$ -	\$ 432,627.00
Tot Lot Upgrades	Land Improvements	\$ 10,000.00	\$ -	\$ 10,000.00
Land Purchase for Recreation	Land	\$ -	\$ 2,237,145.62	-\$ 2,237,145.62
Curling Rink Building Upgrades	Buildings	\$ 75,000.00	\$ -	\$ 75,000.00
Rebranding Study		\$ 21,981.00	\$ 16,999.90	\$ 4,981.10
Centennial Centre Assets	Buildings/M&E	\$ 375,000.00	\$ 306,708.52	\$ 68,291.48
Totals		\$ 22,048,085.00	\$ 7,810,226.50	\$ 14,237,858.50

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: January 7, 2025

Submitted By: Administration

Meeting Date: January 14, 2025

SUBJECT: Repeal Policy No. 22-FN-083 – Sponsorships and Donations Policy and Policy No. 22-FN-085 – Community Grants Policy

BACKGROUND: During the 2024 Calendar year, Council approved various policies with regards to funding requests that are received by the Town from individuals and community organizations. These policies became effective January 1st, 2025. As such Policy No. 22-FN-083 the Sponsorships and Donations Policy and Policy No. 22-FN-085 the Community Grants Policy can be repealed.

OTHER COMMENTS: The new policies created in 2024 include:

1. Capital Projects Assistance Grant Policy
2. Community Development Grant Policy
3. Event Grant Program Policy
4. Recreational/Cultural Operating Program Policy
5. Ad Hoc Requests Policy
6. Sporting Event Attendance Policy
7. Event Sponsorship and Donations Policy

REPORT/DOCUMENT: Attached Available NIL

1. Policy No. 22-FN-083 – Sponsorships and Donations Policy
2. Policy No. 22-FN-085 – Community Grants Policy

DESIRED OUTCOMES: That Council repeal Policy No. 22-FN-083 and Policy No. 22-FN-085.

RECOMMENDATION: THAT Council repeal Policy No.'s 22-FN-083, the Sponsorships and Donations Policy and Policy No. 22-FN-085, the Community Grants Policy.



Renee Stoyles
Acting Chief Administrative Officer

Town of Bonnyville

POLICY TITLE: SPONSORSHIPS AND DONATIONS POLICY		
NEW POLICY NO. 22-FN-083		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE: January 23, 2024		

Purpose:

The purpose of this policy is to establish guidelines for responding to donation or sponsorship requests from not-for-profit organizations, registered societies and one-time annual events.

Definitions:

Sponsorships and Donations mean a funding designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to the Town of Bonnyville and its residents.

Council means the Council of the Town of Bonnyville, in the Province of Alberta.

Chief Administrative Officer means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

Donations under \$2,000.00 do not require sponsorship recognition, however, recognition in accordance with this Policy may be requested at the discretion of Administration.

Policy

1. The organization should be a not-for-profit organization or a registered society to qualify for the Town of Bonnyville Sponsorships and Donations funding.
2. The event or donation must be beneficial to Town of Bonnyville residents.
3. The event must be non-political in nature.
4. Organizations shall be limited to one Town of Bonnyville Sponsorship and Donation funding request per calendar year.
5. The Town of Bonnyville requires successful Town of Bonnyville Sponsorship and Donation applicants to provide recognition of the funding from the Town of Bonnyville in their event promotion and/or advertising, including the use of the Town of Bonnyville branding where appropriate and in accordance with the Town of Bonnyville guidelines.
6. Town of Bonnyville Sponsorship and Donation applicants are encouraged to seek other revenue opportunities. To assist with this, the Town of Bonnyville may provide not-for-profit organizations or registered societies with a letter of support.

Town of Bonnyville

POLICY TITLE: SPONSORSHIPS AND DONATIONS POLICY		
NEW POLICY NO. 22-FN-083		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE: January 23, 2024		

7. Town of Bonnyville Sponsorships and Donations are subject to Council Approval for requests in excess of \$250.00. Applications requesting funding in excess of \$250.00 shall be brought to an open Council meeting with a recommendation for decision by resolution based on “Schedule A” – Community Sponsorship and Donation Schedule, as amended from Council from time to time.

8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy No. 22-FN-082

Procedure



1. All applicants will be required to file a Sponsorship and Donation Application Form, which is available through the Town of Bonnyville website: www.town.bonnyville.ab.ca or at the Town of Bonnyville Administration Office located at 4917-49 Avenue.

2. The applicant shall ensure that any attachments provided are clearly marked with the organization’s legal name to facilitate matching their backup documents with the application.

3. Town of Bonnyville Sponsorship and Donation requests should be submitted to the Town of Bonnyville Administration no fewer than 30 days preceding the event.

4. Town of Bonnyville Administration will notify applicants within 14 days of their request being approved or denied by Town of Bonnyville.

5. Sponsorship requests in excess of \$2,500.00 will be required to provide recognition in accordance with the Grant Recognition Policy No. 22-FN-084.

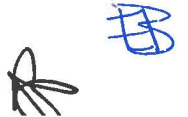
Approved by: 	Date Signed: January 23, 2024
Approved by: 	Date Signed: January 23, 2024

Town of Bonnyville

POLICY TITLE: SPONSORSHIPS AND DONATIONS POLICY		
NEW POLICY NO. 22-FN-083		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE: January 23, 2024		

**“Schedule A”
Community Sponsorship and Donation Schedule
(includes, but is not limited to)**

Event Category	Schedule
Local Annual Events including golf tournaments, etc.	Up to \$250.00 or as approved by Council
Association Conferences (where municipal staff are members and participating)	\$1,500.00 sponsorship amount for a session, break and or silent auction item as determined by the General Manager
Local/Regional Events which will attract tourists/visitors to the Town	Up to \$5,000.00 or as approved by Council
Teams participating in Provincial Championships	Maximum of \$250.00
Local Sport Associations, Teams and Community Groups	Up to \$250.00 or as approved by Council With an option for participation by the group in the Spring Clean Up to raise additional funds
School Graduations	Maximum of \$250.00 With an option for participation by the group in the Spring Clean Up to raise additional funds
Annual Charitable Activities (Christmas, Thanksgiving Meals)	Maximum of \$500.00 or as approved by Council
Career Expos	Maximum of \$500.00 or as approved by Council
Recognition of Milestone Events (anniversaries, birthdays)	Plaque donation
Memorial Donations for Outstanding Contributions for Long-time Service to the Community	Maximum of \$250.00
This schedule does not exclude Council from making a motion to purchase tickets or tables to participate in local or regional events which will be considered separately from the general sponsorship or donation requests noted above.	



Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

Policy Statement:

The Town of Bonnyville appreciates the positive contributions that Community Organizations make to the quality of life in the Municipality and recognizes that Municipal Government support may be required to help further the goals of community programs, organizations, events and activities.

Purpose:

The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Town of Bonnyville Community.

Definitions:

Community Grant Application Form means the application form available through the Town of Bonnyville Administration Office and on the Town of Bonnyville website.

Council means the Council of the Town of Bonnyville, in the Province of Alberta.

Chief Administrative Officer means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

Policy

1. The Town of Bonnyville is committed to supporting sustainable activities that positively impact the social/economic development of the Town of Bonnyville community, and is faced with allocating a limited amount of resources. This process is intended to make the best use of limited funds.
2. The Town of Bonnyville will establish guidelines for responding to requests for community grants for non-profit organizations and registered societies in a manner that will maximize the benefits to the Town of Bonnyville community.
3. **Principles**
 - 3.1 **Accountability:** The Town of Bonnyville requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.
 - 3.2 **Recognition:** The Town of Bonnyville requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner, as per the Grant Recognition Policy No. 22-FN-084.

Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

- 3.3 **Social and Economic Viability:** The Town of Bonnyville may award Community Grant funding to projects or programs that provide a social/economic benefit to the community.
- 3.4 **Other Revenue Sources:** The Town of Bonnyville Community Grant applicants are encouraged to seek other revenue opportunities. To assist with this, the Town of Bonnyville may provide non-for-profit organizations or registered societies with a letter of support.
4. Community Grant requests directed to the Town of Bonnyville must meet a number of criteria in order to be accepted for consideration. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.
- 4.1 The applicant is **ineligible** to receive a grant if any of the following conditions exist:
- The grant application is not complete.
 - Most current approved financial statement is not included.
 - A detailed budget for the grant expenditure is not included.
 - A final report remains outstanding from a previous grant application.
- 5. Program Parameters**
- 5.1 Applicants must be registered under the Societies Act or the Canadian Corporations Act (non-profit sector).
- 6. Discretionary Considerations**
- 6.1 In consideration of public interest, the Town of Bonnyville may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.
- 6.2 The Town of Bonnyville may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 7. Funding Conditions**
- 7.1 Generally, funding should not be used to fund private or commercial sector facilities.
- 7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.
- 7.3 The applicant bears ultimate development and operational responsibility for the

Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

project. All permits and contracts are the responsibility of the applicant.

- 7.4 The Community Grant recipient may be required to repay the Town of Bonnyville a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying the Town of Bonnyville if either of these circumstances occurs.
- 7.5 Applicants must provide recognition of the Town of Bonnyville’s contribution to the project.
- 7.6 The grant recipient must establish and maintain proper accounting records of the project.
- 7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

8. Application Deadlines

- 8.1 The Town of Bonnyville will review Community Grant applications annually in the fall in conjunction with the annual budget process.
- 8.2 The application deadline is August 31st.

9. Town of Bonnyville Notification Requirement

- 9.1 Town of Bonnyville Administration will notify applicants of their status within 30 days of the approval of final budget in April.

10. Council Approval

- 10.1 Community Grants are subject to Council Approval.
- 10.2 Once Council has made the decision to approve, deny or vary a community grant request the decision is final.
- 10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding or wish to re-apply for grant funding that was denied, they must wait a full year before resubmitting an application (Applicants that submitted an application after the August 31st deadline must wait to resubmit an application for the following August 31st deadline).

11. Freedom of Information and Protection of Privacy Act

- 11.1 The information that the applicant provides for on the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act. It will be used to assess the application. The applicant’s personal information is protected by *Alberta’s Freedom of Information and Protection of*

Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

Privacy Act.

12. Unused Funds

- 12.1 If grant funds are unutilized or unaccounted for or an application for extension or scope change was not received, funds will be required to be returned.

13. Accounting of Funds

- 13.1 Recipients of funds must file a statement of grant fund expenditures with the Town of Bonnyville upon completion of one year from the date of funding approval. If the project is not completed within the required one-year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Town of Bonnyville Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 13.2 The accounting must be signed by two authorized representatives having legal and/or financial signing authority for the organization and must show how the Community Grant was expended.
- 13.3 If the actual costs are less than the approved budget, the applicant can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose. Alternatively, the unexpended funds are to be returned to the Town of Bonnyville once the amount has been confirmed by the Town of Bonnyville Administration.
- 13.4 Future year applications will require all prior grant requirements to be completed.

14. Recognition

- 14.1 The Town of Bonnyville requires successful Community Grant applicants to provide recognition of the funding from the Town of Bonnyville in their event promotion and/or advertising, including the use of the Town of Bonnyville branding where appropriate and in accordance with the Grant Recognition Policy No. 22 FN-084.

Procedure

1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through the Town of Bonnyville's website: <http://town.bonnyville.ab.ca> or the Town of Bonnyville Administration Office.
- 1.2 The applicant shall retain a complete copy of the grant application for their

Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

records.

- 1.3 The applicant shall ensure that any attachments provided are clearly marked with the organization’s legal name to facilitate matching their backup documents with the application.

2. Application Requirements

2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

2.4 Contact Telephone Number(s)

- 2.4.1 Please include a phone number with message capabilities, cell phone or work number if possible since most calls from the Town of Bonnyville will come during the day.

2.5 Position Held

- 2.5.1 The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.

2.6 Purpose of the Organization

- 2.6.1 Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next years of operations.

2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must

Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

include a letter of support from the registered titleholder of the facility.

2.8 Budget

2.8.1 If there is an existing operating surplus or other funding source available, explain why they are not being allocated. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. Anticipated project related expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

2.9 Mandatory Attachments

- 2.9.1 Quotes, estimates for project related expenses. If these are not available, provide sources of estimates.
- 2.9.2 Organization's overall budget.
- 2.9.3 Detailed budget for Grant Funds being requested.
- 2.9.4 Most current approved financial statements.
- 2.9.5 You must include a signed Community Grant agreement.

2.10 Social and Economic Viability

2.10.1 Outline in a few sentences the social and economic benefit the grant will provide the Town of Bonnyville community.

2.11 Recognition

- 2.11.1 Outline in a few sentences the manner the Town of Bonnyville will be recognized for their contribution in accordance with the Town of Bonnyville's Grant Recognition Policy No. 22-FN-084.
- 2.11.2 Recipients of community grants will provide the Town of Bonnyville a vector or print ready copy of their logo, if available.

2.12 Past Financial Statements

2.12.1 Provide a current approved copy of your most recent financial statements. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement.

2.13 Funding Sources that Denied this Application

2.13.1 List other funding sources applied to that denied this application. The Town of Bonnyville encourages applicants to seek other revenue opportunities. To assist with this the Town of Bonnyville may provide

Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-085		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

not-for-profit organizations or registered societies a letter of support.



2.14 Previous Grant and Reporting History (if applicable)

2.14.1 List all grants received from the Town of Bonnyville within the last two (2) years, including purpose and amount. Final reports must be filed with the Town of Bonnyville within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

3. Final Report Content

3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with the Town of Bonnyville verifying expenditure of the grant. This report should include:

- 3.1.1 Name of the organization.
- 3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.
- 3.1.3 Include the method of the Town of Bonnyville was recognized for their contribution.
- 3.1.4 A short written description of activities, number of participants, successes, etc.
- 3.1.5 Signatures of two members of the organization’s executive.
- 3.1.6 Failure to provide final report requirements will require repayment of funds to the Town of Bonnyville after award anniversary date (or 15 months following award).

Approved by: 	Date Signed: December 13, 2022
Approved by: 	Date Signed: December 13, 2022



20____ Grant Application

DEADLINE: _____



20____ Grant Application

DEADLINE: _____

Community Grant Application Instructions

Overview

Grant requests directed to the Town of Bonnyville must meet several criteria to be successful. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

The Town of Bonnyville is committed to supporting sustainable activities that positively impact the social well-being of the Town of Bonnyville community and the Town is faced with allocating a limited amount of resources among an ever-growing list of applicants. This process is intended to help make the best use of limited funds.

You are ineligible to receive a grant if any of the following conditions exist:

- 1) You are not a registered charity or a registered not-for-profit society in active status.
- 2) The grant application is not complete.
- 3) A current financial statement is not included.
- 4) A detailed budget for the grant expenditure is not included.
- 5) A final report remains outstanding from a previous grant application.

Name of Organization:

Full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

Mailing Address of Organization:

This should include full address and postal code.

Contact Name(s):

Please include both first and last name(s).

Contact Telephone Number(s):

Please include a phone number with message capabilities, cell phone or work number if possible since most calls from the Town will come during the day.

Position Held:

The person making the application should normally be a member of the executive of the organization or be specially appointed by way of motion.

Purpose of the Organization:

Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

Purpose of Application:

Outline in a few sentences what these specific funds would be used for and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied.

Past Financial Statements:

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.

Funding Sources that Denied this Application:

List other funding sources applied to that denied this application.

Previous Grant and Reporting History (if applicable):

List the last two grants received from the Town of Bonnyville, including purpose and amount. Please note per 22-FN-085 – Community Grants, final reports MUST be filed with the Town within 90 days of the completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

Final Report Content:

Within 90 days of completion of the grant expenditure, a report must be filed with the Town verifying expenditure of the grant. This report should include:

- 1) Name of Organization.
- 2) A summary of actual expenditures of grant funds compared to submitted budget.
- 3) The method used to recognize the Town of Bonnyville for their contribution.
- 4) A short-written description of activities, number of participants, successes, etc.
- 5) Signatures of two members of the organization’s executive.

Grant Application Checklist

- 1) Have all final reports from previous grant applications been filed?
- 2) Has the application been fully completed and signed?
- 3) Have you attached an overall budget for your organization for the next year?
- 4) Have you attached a detailed budget for the grant application?
- 5) Have you attached your approved financial statements for the last year available?
- 6) Have you attached other supporting documentation if applicable?
- 7) Is everything you provided clearly written and easy to understand?

Organization Information

Name of Organization

Address of Organization

Contact Name

Position of Contact Person

Email:	Phone Number:
---------------	----------------------

Purpose of Organization:

What Act are you registered under?	Registration No.
---	-------------------------

Grant Information

Grant Type being Requested <input type="radio"/> Operating Grant <input type="radio"/> Capital Grant	Total Amount Requested:
--	--------------------------------

Proposed Project:

Have you previously applied for a grant from the Town of Bonnyville?

- No Yes

If awarded, please list how you plan to recognize the Town of Bonnyville. i.e., Social Media, Posters, Signs, Website

Town of Bonnyville Logo Permission Requirements

Please contact the Chief Administration Officer or their delegate at brogers@town.bonnyville.ab.ca for all use of Town of Bonnyville Logos as well as advertising, signs and imaging which require authorization by Town of Bonnyville Employees.

Financial Statement

Please submit a copy of your organization’s most recent financial statement (based on your organization’s legislated requirements). A financial statement template is provided for your convenience should you wish to submit that instead.

By signing your name below, you are agreeing with the following statements:

1. The organization applying for the grants is registered with Corporate Registries or under the Societies Act.
2. The grant application is complete and includes all supporting documenting, including most recent financial statement (based on legislative requirements of your organization), balance sheet, current bank balances and current year detailed operating budget.
3. The grant shall be used for only those purposes for which the application was made.
4. If the original grant application or purposes for which the grant requested have been varied by the Town of Bonnyville Council, the grant will be used for those varied purposes only.
5. The organization will provide a written report to the Town of Bonnyville within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditures verified.
6. The organization agrees to submit to an evaluation of the project related to the grant.
7. The organization will return any unused portion of the grant funds to the Town of Bonnyville or to request approval from the municipality to use the funds for an optional project.

Signature:

Date Submitted (dd/mm/yyyy)

FOIP Disclosure

Any personal information that the Town of Bonnyville may collect on this form is in compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality. If you have any questions about the collection of information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-826-3496.

COMMUNITY GRANT AGREEMENT

This **Agreement** is effective the _____ day of _____, 20__.

BETWEEN:

TOWN OF BONNYVILLE
(the "Grantor")

OF THE FIRST PART,

- and -

XXXXXXXXXXXXX
(the "Recipient")

OF THE SECOND PART.

The Recipient has submitted a 20_____ Community Grants Application for Funding to the Town of Bonnyville.

The Grantor is willing to enter into a grant agreement and is authorized to do so in accordance with the Community Grants Council Policy.

The Grantor and the Recipient therefore agree as follows:

Name of Project, Program, Event or Special Initiative	
Granted Amount:	
Date Approved by Town Council:	
Council Motion:	

To be disbursed to the Recipient as follows:	
Date:	

1. PURPOSE OF GRANT

- 1.1 The purpose of this Agreement is to enable the Recipient to carry out the Project, Event or Special Initiative described in the attached Community Grants Application for Funding. The Recipient must use the grant solely for paying for eligible expenditures as described in the Community Grants Application for Funding.
- 1.2 The Recipient shall not make any substantial changes to the Project, Program, Event or Special Initiative as described in the Community Grants Application for Funding without prior written approval from the Town of Bonnyville.

2. TERM

- 2.1 This Agreement will take effect on the date of signing by the Grantor and will cease, subject to its termination at a prior date, after the expiration of the Project, Program, Event or Special Initiative indicated in Section 2.2.
- 2.2 This Agreement covers the activities for funding for the period starting on January 1, 20____, and ending on December 31, 20____, unless otherwise approved in writing by the Grantor.
- 2.3 All obligations of the Recipient shall, expressly or by their nature, survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding any termination or expiry until and unless they are satisfied or by their nature expire.
- 2.4 The completion date for the Project, Program, Event or Special Initiative receiving the grant must be with twelve months of the date of this Agreement.

3. PAYMENTS

- 3.1 The grant payment(s) will be made in accordance with the date and amount noted above in this Agreement.

4. GRANT RECOGNITION

- 4.1 The Recipient must publicly acknowledge the financial support received from the Grantor, in all communication materials and promotional activities related to this Agreement, such as advertising, promotional and program materials, public announcements, speeches, website, social media, etc. The acknowledgement requirement takes effect on the date this Agreement is signed.

4.1.1 Print Materials (including electronic)

4.1.1.1 The Town of Bonnyville logo must be used in a prominent location on all printed materials and be sized appropriately with equal durations and prominence of any other sponsor or funding provider. This would include advertising, posters, banners, social media and any other printed materials. The official watermark can be obtained from the Town of Bonnyville.

4.1.2 Websites

4.1.2.1 The Town of Bonnyville logo must be displayed on all websites related to the funding activities.

4.1.3 Public Announcements

4.1.3.1 If there are to be any verbal public acknowledgements, the Grantor shall be recognized with equal durations and prominence of any other sponsor or funding provider.

5. LIABILITY

5.1 The Town of Bonnyville, their employees and agents shall not be held liable for any injury, including death to any person, or for any loss or damage to property of the Recipient or for any obligation of the Recipient or anyone else, incurred or suffered by the Recipient or its employees, agents or voluntary workers in carrying out the Project, Program, Event or Special Initiative, including where the Recipient has entered into loans, capital leases or other long term obligations in relation to this Agreement.

5.2 Where the Recipient is an unincorporated organization, it is agreed by the representatives of the Recipient signing this Agreement on behalf of the Recipient, that they shall be personally, jointly and severally liable for all obligations, covenants, promises, liabilities and expenses assumed by the Recipient under this Agreement.

6. INDEMNIFICATION

6.1 The Recipient shall indemnify and save harmless the Town of Bonnyville and their employees and agents from and against all claims, losses, damages, costs, expenses, including reasonable solicitor/client fees, administrative fees and disbursements and all claims, demands, actions and other proceedings made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner based upon, occasioned by or attributable to any injury to or death of a person or environmental effect or damage to or loss of property arising directly or indirectly and whether by reason of

anything done as a result of any willful or negligent act or delay on the part of the Recipient or its employees, agents or voluntary workers in carrying out the Project, Program, Event or Special Initiative. Exception to this would be if that the Town of Bonnyville shall not claim indemnification under this section to the extent that the injury, loss or damage has been caused by the Town of Bonnyville or their employees or agents.

7. PARTNERSHIP

7.1 The parties acknowledge that this Agreement does not constitute an association for the purpose of establishing a partnership or joint venture and does not create an agency relationship between the Town of Bonnyville and the Recipient, and that it in no way implies any agreement or undertaking to conclude any subsequent agreement.

8. NOTICES

8.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this Agreement shall be given by personal delivery, mail, courier service, or email at the postal address, fax number or email address as the case may be, at the addresses and numbers indicated in the attached Community Grants Application for Funding.

8.2 If there is any change to the postal address or email address or contact person of a party, the party concerned shall notify the other in writing of the change, as soon as possible.

9. ASSIGNMENT AND SUBCONTRACTORS

9.1 The Recipient shall not assign this Agreement or any part thereof or any payments to be made there under without the written permission of the Grantor, but nothing shall preclude the Recipient from enlisting the assistance of others in carrying out the obligations under this Agreement.

10. INTELLECTUAL PROPERTY

10.1 Any intellectual property developed as a result of the Project, Program, Event or Special Initiative shall belong to the Recipient.

11. AMENDMENTS

11.1 This Agreement may be amended by mutual written consent of the parties hereto. To be valid, any amendment to this Agreement shall be in writing and shall be signed by the parties hereto or by their duly authorized representatives, while this Agreement is in effect.

12. SUCCESSORS AND ASSIGNS

12.1 This Agreement is binding upon the parties and the successors and assigns of the Recipient.

13. FINAL REPORT, RESULTS AND EXCESS FUNDS

13.1 The Recipient must submit a final report to the Grantor by August 31st of the year after the grant was disbursed to the Recipient. The final report will include the Name of the Organization, a summary of actual expenditures of grant funds compared to the submitted budget, method of recognition of the Town of Bonnyville, a short-written description of activities, number of participants, successes, etc. and signatures of two members of the organization’s executive.

IN WITNESS WHEREOF the parties have executed this Agreement as of the Effective Date shown above.

**TOWN OF BONNYVILLE
(Grantor)**

Per:

Per:

Mayor

Chief Administrative Officer

(RECIPIENT)

SIGNED SEALED AND DELIVERED
in the presence of

Per:

Witness

Name:
Title:

SIGNED SEALED AND DELIVERED
in the presence of

Per:

Witness

Name:
Title:



Town of Bonnyville
"It's Multi-Natural"

Town of Bonnyville

4917 49 Avenue
Postal Bag 1006
Bonnyville, Alberta T9N 2J7
Telephone: (780) 826 3496
Fax: (780) 826 4806

E-Mail: rstoyles@town.bonnyville.ab.ca
Website: www.town.bonnyville.ab.ca

Date

Name of Organization
Address of Organization
Address of Organization

Via Email: *Email Address of Organization*

Dear Sir or Madam:

Re: 20?? Community Grant Funding

On behalf of the Town of Bonnyville, this letter is to confirm that we have now received all of the documentation and have reviewed your Community Grant Application.

Your application has been approved and, once the Community Grant Funding Agreement has been signed, the amount of \$##### will be forwarded to you based on the dates included in the agreement. Please refer to the signed Agreement regarding the final reporting requirements.

The Town would like to thank you for participating and contributing to our community.

Yours truly,

Renee Stoyles
General Manager of Corporate Services
Town of Bonnyville



Town of Bonnyville
Community Grants, Sponsorships and Donations
Project/Event Outcome Report

Organization or Person Receiving Funding: _____

Funding Awarded by Bonnyville: Grant Sponsorship Donation

Contact Name: _____ Phone(h): _____ Phone(c): _____

Email Address: _____

Name of Project/Event: _____

Location of Project/Event: _____

Completion Date of Project/Event: _____

Amount of Funding Awarded by Town of Bonnyville: _____

Describe the impact your project/event had on the community. If applicable estimate the economic effect (dollar value impact) to the local economy.

How has the community benefited from your project/event?

Short term impact (0-3 months) Long term impact (4+ months)

Please explain the impact of the project/event:

Were the direct goals/objectives of the project/event achieved?

At this funded project/event how was the Town of Bonnyville recognized?

Summarize the event/project (include photos if possible):
If funds provided by the Town of Bonnyville were utilized to acquire/complete Capital upgrades:

If the project/event was not completed within the grant award timelines please check one of the boxes below:

- Applied for an application extension
- Returned Funds
- Other. Please explain _____

Have all of the funds been utilized for the project/event they were awarded for?

- Yes
- No If no, please explain:

Were you successful in receiving funding from other entities? Please include In-Kind Donations.

List any In-Kind Services you have provided:

Reporting can be submitted via one of the following:

1. Mail: Town of Bonnyville, 4917-49 Avenue, Bag 1006, Bonnyville, AB T9N 2J7
2. In person delivery: Town of Bonnyville Administration Office, 4917-49 Avenue
3. For questions, please email rstoyles@town.bonnyville.ab.ca

You may attach a separate piece of paper if additional room is required.



**Town of Bonnyville
Community Grant
Profit Loss Statement
As at December 31,**

20_____

REVENUES

	Current Year	Previous Year
Government Grants		
Foundation/Charity Grants		
Other Fundraising Income		
Donations (if applicable)		
Amortization of deferred contributions		
Other Income		
TOTAL REVENUES	\$ -	\$ -

EXPENDITURES

	Current Year	Previous Year
Wages/Honorariums/Benefits		
Travel Expenses		
Rent/Occupancy Costs		
Utilities		
Office Supplies		
Marketing		
Amortization Capital Assets		
Other		
Other		
TOTAL EXPENDITURES	\$ -	\$ -

EXCESS OF REVENUES OVER EXPENDITURES	\$ -	\$ -
---	-------------	-------------

Reporting can be submitted via one of the following:

1. Mail: Town of Bonnyville, 4917-49 Avenue, Bag 1006, Bonnyville, AB T9N 2J7
2. In Person Delivery to Town Administration Office at 4917-49 Avenue
3. For Questions, please email rstoyles@town.bonnyville.ab.ca



**Town of Bonnyville
Community Grant
Balance Sheet
As at December 31, 20_____**

	Current Year	Previous Year
ASSETS		
<i>Current Assets</i>		
Cash and Cash Equivalents		
Grants Receivable		
Accounts Receivable		
Prepaid Expenses		
<i>Investments</i>		
Capital Assets (Property & Equipment)		
Total Assets	\$ -	\$ -
LIABILITIES & NET ASSETS		
<i>Current Liabilities</i>		
Bank Debts (Contracted Debts)		
Accounts Payable (<i>suppliers-non bank</i>)		
Current Mortgage Payable (<i>next 12 months</i>)		
Sub-total	\$ -	\$ -
<i>Long Term Liabilities</i>		
Mortgage Payable (<i>month 13 till paid in full</i>)		
Other		
Sub-total	\$ -	\$ -
Deferred Contributions		
Deferred Contributions - Capital Assets		
Sub-Total	\$ -	\$ -
NET ASSETS		
Assets Restricted for Endowment		
Assets Invested in Capital Assets		
Assets Restricted for Special Projects		
Unrestricted Net Assets		
Sub-total	\$ -	\$ -
TOTAL LIABILITIES AND NET ASSETS	\$ -	\$ -

Definitions

Deferred Contribution is a restricted contribution received or recorded as receivable but carried forward to be taken in to income in future periods as the related restrictions are met.

Endowment Contribution is a type of restricted contribution subject to externally imposed stipulations specifying that the resources contributed be maintained permanently, although the constituent assets may change from time to time.

Restricted Contribution is a contribution subject to externally imposed stipulations that specify the purpose for which the contributed asset is to be used. A contribution restricted for the purchase of a capital asset or a contribution of the capital asset itself is a type of restricted contribution.

TOWN OF BONNYVILLE

REQUEST FOR DECISION

Date: January 7, 2025

Submitted By: Administration

Meeting Date: January 14, 2025

SUBJECT: Roll No. 00213510 – Request for Waiver of Property Taxes

BACKGROUND: Attached is an email from Property Owners of Unit 110, 4407-45 Avenue requesting that the property taxes be waived. The reasoning for this request is due to the property being uninhabitable as there is a Bonnyville Regional Fire Authority (BRFA) evacuation order for the property because of the leaking Trican Well in the area. They are requesting taxes be waived from June 20th, 2024, until the Trican Well is fully remediated.

OTHER COMMENTS: The Trican Well was first discovered to be leaking in June of 2024. At that time the Alberta Energy Regulator (AER) delegated the remediation of the well to the Orphan Well Association (OWA) as the company, Trican, is no longer in business. Currently the work with regard to remediating this well remains ongoing and no definite end date is known. Also, the BRFA evacuation order is still in place for this property.

The Municipal Government Act (MGA) includes the following Section with regards to cancelling, reducing, refunding or deferral of taxes:

Section 347(1) If a Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- a) cancel or reduce tax arrears;
- b) cancel or refund all or part of a tax;
- c) defer the collection of a tax.

As the timing for completing the well remediation is unknown, nor has the BRFA evacuation order been rescinded, Administration would recommend that Council approve the request to cancel the municipal portion of the property taxes from June 20th until the BRFA evacuation order has been lifted.

REPORT/DOCUMENT: Attached Available NIL

- a) Email and Consent Letter

DESIRED OUTCOMES: That Council approve the request to cancel the municipal portion of the property taxes for Roll #00213510 from June 20th, 2024, until the BRFA evacuation order has been lifted.

OPTIONS:

1. Approve the request to cancel property taxes for the municipal portion only from June 20th, 2024, until the BRFA evacuation order has been lifted.
2. Approve the request to cancel property taxes from June 20th, 2024, until the BRFA evacuation order has been lifted.
3. Deny the request to cancel property taxes.

RECOMMENDATION: THAT Council approve the request to cancel the municipal portion only of the property taxes for Roll #00213510 from June 20th, 2024, until the BRFA evacuation order has been lifted.

FINANCIAL: The 2024 property taxes had a total of \$3,098.52 with the municipal portion being \$2,281.43. The prorated amount of municipal taxes from June 20th to December 31st, 2024 equates to \$1,212.60. As it is unknown when the BRFA evacuation order will be lifted, the 2025 amount is also unknown.



Renee Stoyles
Acting Chief Administrative Officer

From: [Annette Swiderski](#)
To: [Renee Stoyles](#)
Cc: [Monique Kufeldt](#); [Churko Yvonne](#); [tinacsawchuk](#); [Wessler Michelle](#)
Subject: Reimbursement for taxes from June 20, 2024
Date: December 12, 2024 8:01:00 AM
Attachments: [OWA consent letterOct 17 2024.pdf](#)

Good morning Renee,

As per our meeting yesterday, I am forwarding a request for the waiver of taxes for 110-4407 45 Avenue in Bonnyville.

As discussed, we are requesting that taxes on property be waived for Roll Number 000 00213510 from June 20, 2024 and ongoing until the Trican Well is fully remediated. As you are aware, the property remains uninhabitable due to the ongoing gas leak.

Thank you for your consideration on this matter and we hope you are advocating for a swift resolution to this issue.

I have attached the signed consent letter that was shared previously with the Town of Bonnyville and other stakeholders.

Again, thank you for meeting with us yesterday.

Annette Swiderski
Yvonne Churko
Monique Kufeldt (for Rina Swiderski)

Annette Swiderski
PO Box 178
Ardmore, AB T0A 0B0

October 17, 2024

Orphan Well Association
1800, 222 – 3rd Avenue SW
Calgary, AB T2P 0B4

Attention: Cliff Pybus @ cliff.pybus@orphanwell.ca
Lars De Pauw @ lars.depauw@orphanwell.ca
Re: Trican 12-08-61-05w4 Well

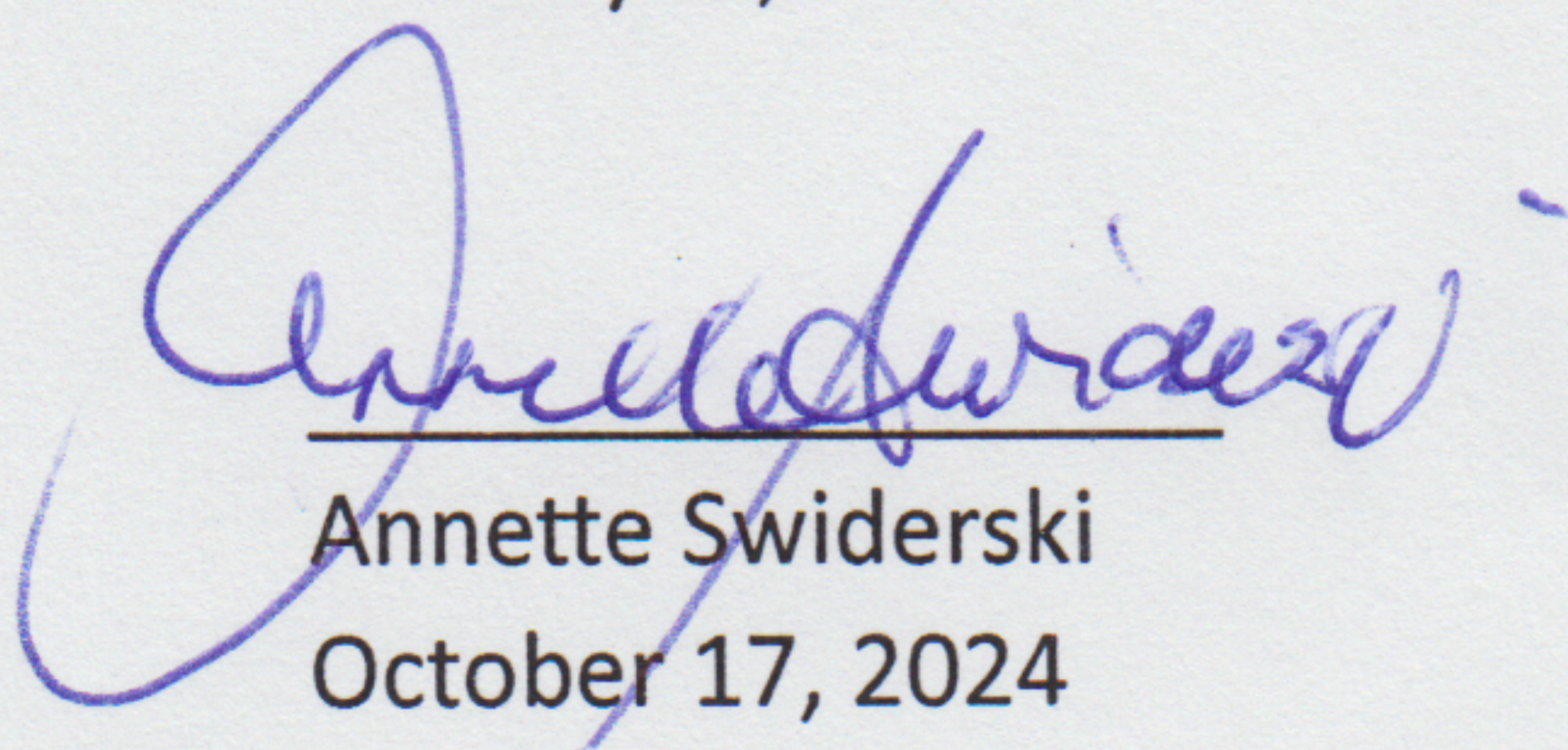
Dear Sirs:

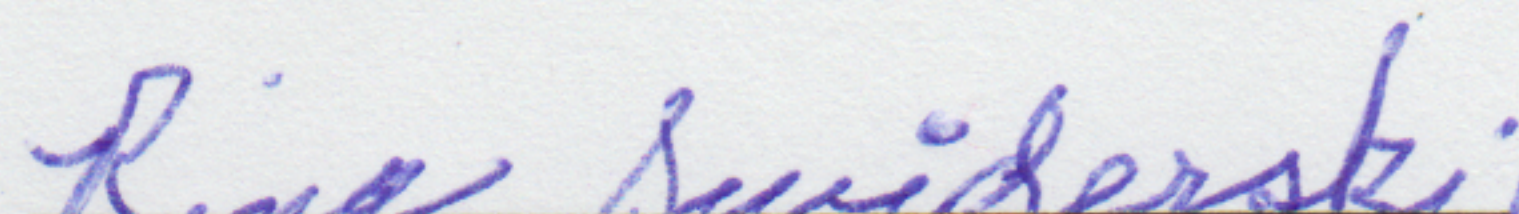
This letter is to confirm that all communication regarding the property at 110-4407 45 Avenue, Bonnyville, AB will now be required to be in writing via email to Monique Kufeldt at mkufeldt@icloud.com who will act as Rina Swiderski's proxy, and titleholders - Annette Swiderski at annettesw64@gmail.com and to Yvonne Churko at bychurko@telus.net. Due to the nature of the information being exchanged verbally with Rina Swiderski only - and not all title holders – specifically regarding information for the plans to repair the leaking well, the timeline, and changing messaging since the meeting on September 11, 2024, we are requesting all communication be via email from today ongoing.

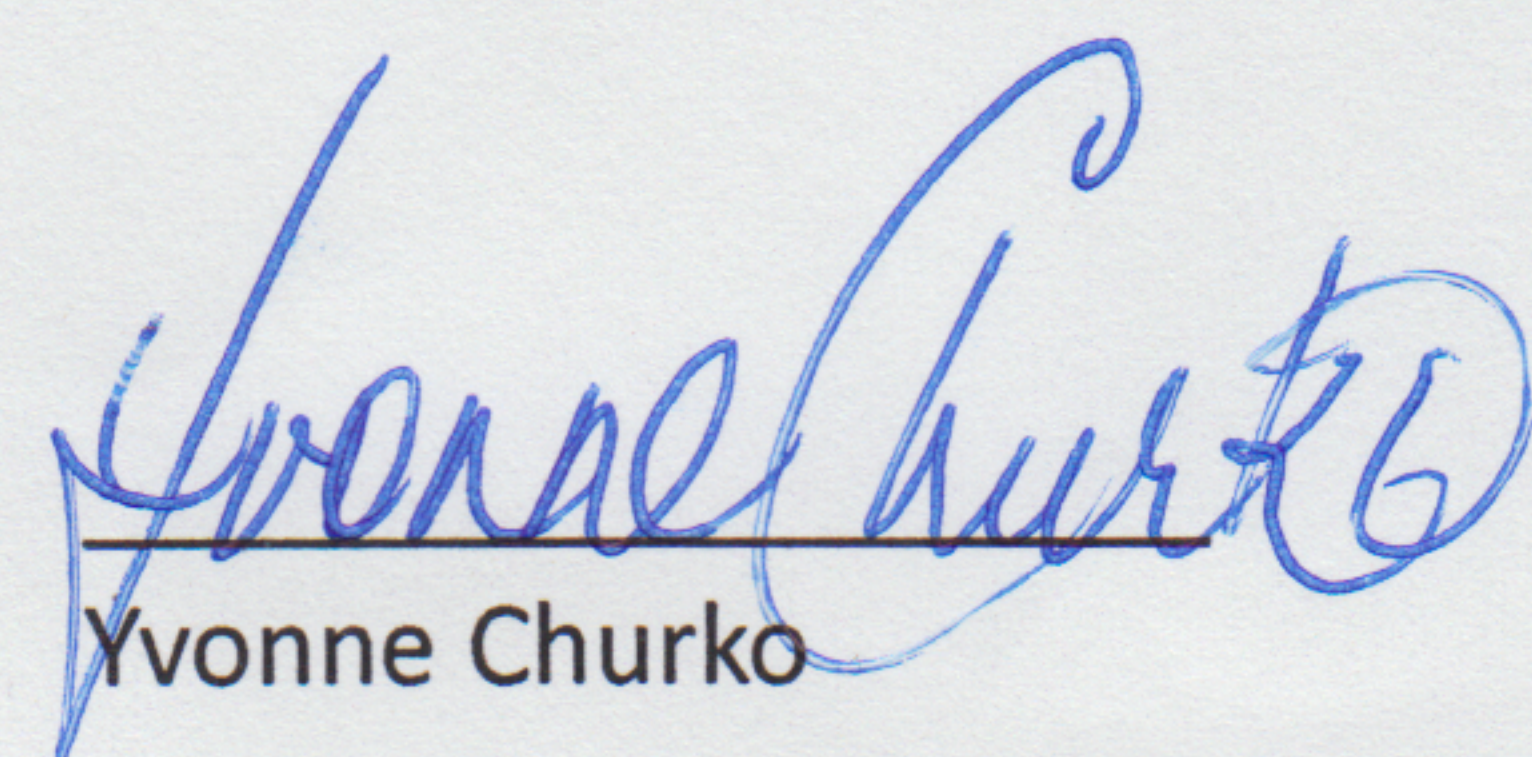
There should be no further communication by telephone or in person without ALL title holders and proxy present, and with sufficient notice to attend any meetings.

A copy of this letter will be forwarded to the Bonnyville Regional Fire Authority and to the Town of Bonnyville to advise them to maintain all communication in writing as well. Should any other parties become involved that require this consideration, you will be advised promptly and in writing.

Thank you,


Annette Swiderski
October 17, 2024


Rina Swiderski


Yvonne Churko

CC: Bonnyville Regional Fire Authority
Alicia Krawchuk
Alicia.krawchuk@brfa.ca

Town of Bonnyville
Communications Coordinator
rhenry@town.bonnyville.ab.ca

Tracy Ghostkeeper

Subject: FW: A heartfelt thanks!
Attachments: Town of Bonnyville - CLAS - Thank You.pdf; CLAS24 at a Glance.pdf

From: Wandler, Janae <Wandler.Janae@cfmws.com>
Sent: Tuesday, December 17, 2024 10:21 AM
To: Tracy Ghostkeeper <admin@town.bonnyville.ab.ca>; Renee Stoyles <rstoyles@town.bonnyville.ab.ca>; Elisa Brosseau <ebrosseau@town.bonnyville.ab.ca>
Subject: A heartfelt thanks!

Dear Team at the Town of Bonnyville,

I hope this note finds you well. On behalf of 4 Wing and CFB Cold Lake Commander, Colonel Mark Hickey, please find attached a heartfelt thank-you letter expressing our deep appreciation for your generous support of the 2024 Cold Lake Air Show.

On a personal note, I truly appreciated the opportunity to work with you. Your support made a real difference in bringing the event to life, and it was a pleasure to work together.

Preparations are already underway for the 2026 Cold Lake Air Show, and the public is eagerly anticipating its return. Our recent announcement on social media generated significant reach and engagement, showing just how much this event resonates with our community. We're excited to build on this momentum for the next show.

But looking ahead to 2025, I'd love to explore further opportunities to work with you. Through the Personnel Support Programs organization, we have numerous initiatives for military members and their families here at CFB Cold Lake. These programs make a lasting difference in our community and offer great visibility for sponsors like you.

If you're interested in learning more about these initiatives, please don't hesitate to reach out. It would be a privilege to continue building on the relationship we've established.

Thank you once again for everything. I hope to connect with you again soon!

And Happy Holidays!!

Janae Wandler

Corporate Services Manager (CSM) | Gestionnaire des services corporatifs (GSC)
Personnel Support Programs (PSP) | Programmes de soutien du personnel (PSP)
4 Wing Cold Lake | 4^e Escadre Cold Lake

Canadian Forces Morale & Welfare Services (CFMWS)

Services de bien-être et morale des Forces canadiennes (SBMFC)

T: 780-840-8000 local 7857 | CSN/RCCC: 690-7857 | C: 780-815-5631

manager@couriernews.ca or wandler.janae@cfmws.com

www.couriernews.ca

<https://cfmws.ca/cold-lake>

<https://coldlakeairshow.com/>

We're on Facebook! Search @couriernewscoldlake, @4wingconnection, @4wingmesses and @coldlakeairshow
Also check out our Instagram pages @couriernewscoldlake, @4wingrecreation, @4winghealthpromotion,
@4wingmesses and @coldlakeairshow



CAN UNCLASSIFIED

Office of the Commander
4 Wing and CFB Cold Lake
P.O. Box 6550 Stn Forces
Cold Lake AB T9M 2C6



Bureau du Commandant
de la 4^e Escadre et BFC Cold Lake
C.P. 6550 Succ Forces
Cold Lake AB T9M 2C6

14 November 2024

Thanks so much!
Buck

Mayor Elisa Brosseau
Town of Bonnyville
4917 49 Ave, Bonnyville, AB T9N 2J7

Dear Mayor Brosseau,

On behalf of 4 Wing and CFB Cold Lake I extend my heartfelt thanks for your generous support of the 2024 Cold Lake Air Show. This spectacular event saw 30,000 spectators visit our show on July 20th and 21st.


Your sponsorship played a vital role in helping us host an extraordinary show with international flair, highlighted by an awe-inspiring performance by the Italian Freccce Tricolori, the invaluable support of United States Air Force and of course the pride in showcasing our own Canadian Armed Forces displays. Their participation, alongside our other partners, truly elevates our show to world-class status.

Despite the challenges posed by wildfire smoke that limited aerial displays, the show was a resounding success. In addition to the dynamic aerial displays, this year's static displays were praised as some of the best at any North American air show, showcasing an extraordinary range of aircraft, equipment, and more.

Beyond just the world-class aviation displays, we were delighted to offer a range of attractions, from the lively Kids' Zone to the Classic Car Show and other engaging activities. It was truly a weekend for everyone, and none of this would have been possible without your support.

Without sponsors like you, it isn't possible to host an event of this magnitude for the world to see. Thank you for playing such an integral role in our success.

Sincerely,


Mark Hickey
Colonel
Commander 4 Wing and CFB Cold Lake

1/1



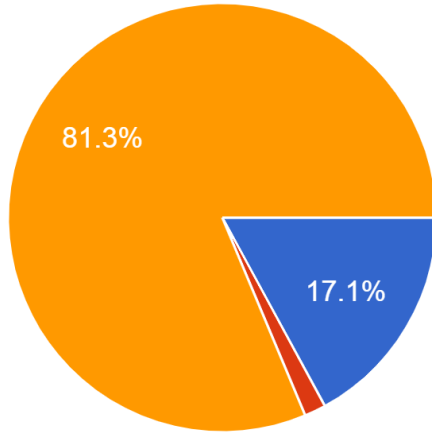
Canada

CAN UNCLASSIFIED

2024 Cold Lake Air Show at a Glance

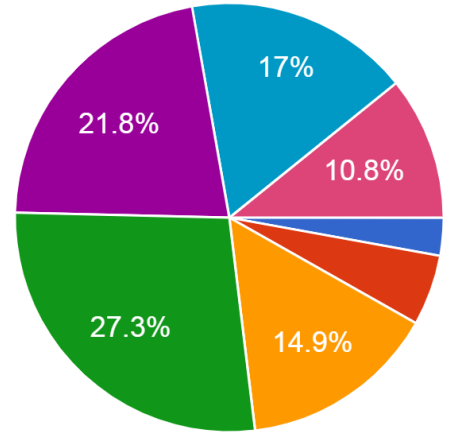
Distance Travelled

- Under 50 kms
- 51-100 kms
- Over 100 kms



Age

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+



Data based on information taken from 2024 Cold Lake Air Show Attendee Survey

30,000 Attendees!

Cold Lake Air Show Social Media Insights in 2024 vs. 2022

@coldlakeairshow



- 9,977 Followers
- increased by 88%
- Reach of 873.5K
- increased by 440%



- 3,425 Followers
- increased by 80%
- Reach of 198.4K
- increased by 1132%

Here's what some of our guests had to say about the show:

I've NEVER been to such a well organized event. Unbelievable! Everyone, to a person was smiling, couldn't do enough for you, was generally concerned you were having a great experience. Tough weather this year and whether it was a scramble on Saturday, or all back up plans that got pulled out of the binder, well done! To add to the statics and have all of the teams participate in that is a little mind blowing. It's hard to go to the best, and not expect 5 Star everywhere else. Congratulations to the entire 4 Wing team! - Garrett

Honestly, the whole thing was amazing, unfortunately we went Saturday and the smoke grounded all flights. But my kids didnt stop smiling the entire day at all the static displays!! So well done making it still so memorable! Definitely will come back in 2yrs if you put on another one!! - Joanna

Hats off to the Cold Lake Air show committee, the men and women in uniform and everyone else involved in the planning and execution of the air show, fantastic job done by all. Mother Nature had other plans sadly but the event was still a success - Michelle



Visit our YouTube channel for videos of the event
@thecoldlakeairshow



see more images
on our website