



Council

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4

Tuesday, May 23, 2023
6:00 PM

Agenda

1. **Call to Order**
2. **In-Camera Session (Commencing at 4:30 p.m.)**
 - 2.1. Advice from Officials – Downtown Revitalization Incentives Program
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
3. **Adoption of Agenda (Public Session at 6:00 p.m.)**
4. **Consent Agenda**
 - 4.1. Minutes of Regular Council - Meeting - May 9, 2023
 - 4.2. Minutes of Special In Camera Meeting – May 16, 2023
 - 4.3. Council Appointed Advisory Board/Committee Meeting Minutes

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1-8, be accepted as information.
 - 4.4. Bylaw No. 23/007 Land Use Bylaw Text Amendment for Home Business and Home Occupation Definitions
 1. THAT Bylaw No. 23/007, being a text amendment to the Land Use Bylaw No. 99/059, be read a first time.
 2. THAT the required Public Hearing be held on Tuesday, June 27, 2023.
 - 4.5. Bylaw No. 23/008 Land Use Bylaw Amendment – Re-District Municipality Lots in Ptarmigan Court from Manufactured Home Residential District (RMH) to Environmental Preservation District (EP)
 1. THAT Bylaw No. 23/008, being an amendment to the Land Use Bylaw No. 99/059, be read a first time.
 2. THAT the required Public Hearing be scheduled for June 27, 2023.

- 4.6. Bylaw No. 23/009 Bylaw Amendment to the Responsible Pet Ownership Bylaw No. 19/025, the Community Standards Appeal Committee Bylaw No. 19/001 and the Fees, Rates And Charges Bylaw No. 22/012.

THAT Bylaw No. 23/009, being a bylaw to amend the Responsible Pet Ownership Bylaw No. 19/025, the Community Standards Appeal Committee Bylaw No. 19/001 and the Fees, Rates and Charges Bylaw No. 22/012, be read a first time.

5. Presentations

- 5.1. Superintendent Mark Hancock, RCMP re: RCMP Annual Performance Plan

6. New and Unfinished Business

- 6.1. 2023 Bylaw Enforcement Plan

THAT the 2023 Bylaw Services Enforcement Plan be approved.

- 6.2. Flood Mitigation Update

1. THAT the Flood Mitigation Update be accepted as information.
2. THAT permanent above-ground flood mitigation continue to be constructed to the 1-in-200-year flood elevation for ice jam and/or open water flooding, including freeboard (0.5m), using whichever elevation is found to be higher.

- 6.3. Planning and Development Process Review Update

THAT the Planning and Development Process Review update be accepted as information.

- 6.4. 2023 Q1 Financial Performance Report

THAT the 2023 Q1 Financial Performance Report be accepted as information.

7. Councillors' Motions

- 7.1. Alberta Municipalities Procurement Resolution - Councillor K. McGrath

THAT the proposed Alberta Municipalities Procurement Resolution (Attachment 1) be approved and submitted for consideration at the 2023 Alberta Municipalities Convention.

- 7.2. Property Tax Ratio - Mayor S. Bowman

THAT Administration be directed, in preparation for the proposed 2024 Property Tax Rate Bylaw, to maintain the property tax ratio between the highest non-residential property tax rate and the lowest residential property tax rate at a ratio of up to, but not exceeding 6.21:1.

Adjournment

Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, May 9, 2023, commencing at 6:00 PM.

Present:

Sandy Bowman, Mayor
 Ken Ball, Councillor
 Lance Bussieres, Councillor
 Kendrick Cardinal, Councillor
 Shafiq Dogar, Councillor
 Allan Grandison, Councillor
 Keith McGrath, Councillor
 Jane Stroud, Councillor
 Stu Wigle, Councillor

Absent:

Funky Banjoko, Councillor
 Loretta Waquan, Councillor

Administration:

Paul Thorkelsson, Chief Administrative Officer
 Jade Brown, Chief Legislative Officer
 Deanne Bergey, Director, Community and Protective Services
 Caitlin Hanly, Municipal Legal Counsel
 Matthew Harrison, Director, Communications and Engagement
 Brad McMurdo, Director, Planning and Development
 Antoine Rempp, Director, Environmental Services
 Keith Smith, Director, Public Works
 Anita Hawkins, Legislative Officer

1. Call to Order

Mayor S. Bowman called the meeting to order at 4:31 p.m.

2. In-Camera Session

MOTION:

THAT Council close agenda item 2.1 to the public pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*.

RESULT: CARRIED [UNANIMOUS]
MOVER: Stu Wigle, Councillor
SECONDER: Jane Stroud, Councillor
FOR: Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT: Banjoko, Waquan

Exit

Councillor S. Dogar exited the meeting at 4:33 p.m.

2.1 Privileged Information - Request for Legal Support

(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Paul Thorkelsson	Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Caitlin Hanly	Acting Director, Legal Services

Recess, Reconvene and Return

A recess occurred between 4:54 p.m. and 6:02 p.m., at which time the meeting reconvened in public and Councillor S. Dogar returned to the meeting.

Entrance

Councillors K. Cardinal and K. McGrath entered the meeting at 6:02 p.m.

MOTION:

THAT the meeting reconvene in public.

RESULT: CARRIED [UNANIMOUS]
MOVER: Stu Wigle, Councillor
SECONDER: Jane Stroud, Councillor
FOR: Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT: Banjoko, Waquan

3. Adoption of Agenda

Councillor K. McGrath served notice of his intent to bring forward the following motion for Council's consideration at the May 23, 2023 Council Meeting:

"THAT the proposed Alberta Municipalities Procurement Resolution (Attachment 1) be approved and submitted for consideration at the 2023 Alberta Municipalities Convention."

Mayor S. Bowman served notice of his intent to bring forward the following motion for Council's consideration at the May 23, 2023 Council Meeting:

"THAT Administration be directed, in preparation for the proposed 2024 Property Tax Rate Bylaw, to maintain the property tax ratio between the highest non-residential property tax rate and the lowest residential property tax rate at a ratio of up to, but not exceeding 6.21:1."

MOTION:

THAT the Agenda be amended by adding item no. 7.4 - Request for Leave of Absence;

THAT Council waive any requirement to serve notice relative to the proposed addition; and

THAT the Agenda be adopted as amended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Allan Grandison, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Waquan

4. Minutes of Previous Meetings

4.1. Minutes of Council Meeting – April 25, 2023

MOTION:

THAT the Minutes of the Council Meeting held on April 25, 2023 be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Jane Stroud, Councillor
SECONDER:	Ken Ball, Councillor
FOR:	Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Waquan

5. **Presentations**

5.1. **Amber Fort, Pastew Place Detox Centre Society re: Services and Post Treatment Program Expansion**

Amber Fort, Executive Director, Pastew Place Detox Centre Society, spoke to the programs provided by Pastew Place Detox Society and the importance of re-instating the Post Treatment Program which assists individuals to re-enter the community after attending intensive detox programming.

6. **Unfinished Business**

6.1. **Water and Sewer Servicing - Fort Chipewyan, Fort Fitzgerald, Fort McKay**

Antoine Rempp, Director, and Elliot White, Senior Manager, Environmental Services, presented background information on the various reports and studies that have been completed for Fort Fitzgerald, Fort Chipewyan and Fort McKay, in relation to water and sewer servicing in response to Council's direction to conduct a feasibility study for servicing upgrades. It was explained that conducting further studies would likely generate significantly different recommendations which could delay projects already identified to ensure safe and reliable water and wastewater services for the Communities.

Exit and Return

Councillor K. McGrath exited the meeting at 6:25 p.m. and returned at 6:34 p.m.

MOTION:

THAT Administration not proceed with the feasibility study for water and sewer servicing upgrades for Fort Chipewyan, Fort McKay, and Fort Fitzgerald as directed by Council on February 7, 2022, and instead continue to focus on completing the identified infrastructure projects for these communities as outlined in this Report to Council; and

THAT Council accepts this Report as a response to the resolution passed at the February 7, 2022, meeting.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Kendrick Cardinal, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Waquan

7. New Business

7.1. Community Identification Committee Recommendation - Naming a Ball Diamond at MacDonald Island as "Bob Campbell Field"

Brad McMurdo, Director, Planning and Development, and Chris Booth, Manager, Community Development Planning, presented the Community Identification Committee recommendation to name a baseball field located at MacDonald Island as the Bob Campbell Field, noting Mr. Campbell's contributions to the community.

MOTION:

THAT the Ball Diamond located at MacDonald Island, as shown in Attachment 1, be named "Bob Campbell Field".

RESULT:	CARRIED [8 TO 1]
MOVER:	Stu Wigle, Councillor
SECONDER:	Shafiq Dogar, Councillor
FOR:	Bowman, Ball, Bussieres, Dogar, Grandison, McGrath, Stroud, Wigle
AGAINST:	Cardinal
ABSENT:	Banjoko, Waquan

7.2. Citizen Recognition Program Policy PRC-090

Deanne Bergey, Director, Community and Protective Services, and Caitlin Downie, Manager, Culture and Social Development, presented the proposed Citizen Recognition Program Policy, noting that the intent of the Policy is to recognize and celebrate outstanding contributions and impacts made by residents in the categories of Citizen of the Year, Everyday Hero, Indigenous Advocate and Youth.

Councillor S. Wigle put forward the following for consideration:

THAT Citizen Recognition Program Policy PRC-090, dated May 9, 2023, as outlined in Attachment 1, be approved.

Vacating of Chair

Mayor S. Bowman vacated the Chair at 7:19 p.m., at which time Deputy Mayor K. Ball assumed the Chair.

MOTION:

THAT the Citizen Recognition Program Policy PRC-090 be amended:

1. In subsection 3.1.2 by inserting the words “through an act of humanitarianism, heroism, or bravery; outstanding educational, sporting, theatrical, or musical achievements; the process of Reconciliation; or provincial or national achievements;
2. In clause 3.3.2.1 by inserting the words “by submitting a nomination form” after the word “Region”;
3. In clause 3.4.2.4 by deleting the words “unanimous consent of Council” and inserting “final approval from the Mayor’s Office”;
4. In clause 3.5.2.1. by deleting the word “Council” and inserting “the Mayor”; and
5. In clause 3.5.2.2 by deleting the word “Council” and inserting “The Mayor”.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Sandy Bowman, Mayor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Waquan

Resuming of Chair

Mayor S. Bowman resumed the Chair at 7:22 p.m.

MOTION:

THAT Citizen Recognition Program Policy PRC-090, dated May 9, 2023 as outlined in Attachment 1, be approved, as amended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Stu Wigle, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Waquan

Exit

Councillor S. Dogar exited the meeting at 7:25 p.m.

7.3. Request for Legal Support

Caitlin Hanly, Acting Director, Legal Services, presented the Request for Legal Support, noting that the Municipality's insurance policy would cover the legal defense and recommended that Council approve the payment of the insurance deductible through the Emerging Issues Reserve.

MOTION:

THAT Councillor S. Dogar's request for Legal Support be approved; and

THAT the Insurance Deductible of \$10,000.00 be paid through the Emerging Issues Reserve.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Keith McGrath, Councillor
SECONDER:	Kendrick Cardinal, Councillor
FOR:	Bowman, Ball, Bussieres, Cardinal, Dogar, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Waquan

7.4 Request for Leave of Absence

Jade Brown, Chief Legislative Officer, presented a request for an unpaid leave of absence submitted by Councillor Funky Banjoko, who is a candidate for the Provincial Election scheduled to take place on May 29, 2023. It was noted that there is no legislative requirement for a Councillor running for provincial office to request a leave, or vacate their position on Council during the campaign period.

MOTION:

THAT an unpaid leave of absence, inclusive of salary and benefits, be authorized for Councillor Funky Banjoko, for the period May 9 to May 30, 2023.

RESULT:	CARRIED [6 TO 3]
MOVER:	Jane Stroud, Councillor
SECONDER:	Ken Ball, Councillor
FOR:	Bowman, Dogar, Grandison, McGrath, Stroud, Wigle
AGAINST:	Ball, Bussieres, Cardinal
ABSENT:	Banjoko, Waquan

8. Councillors' Motions

The Notice of Motion regarding Poverty Reduction Plan, served by Councillor F. Banjoko on April 25, 2023 was withdrawn in accordance with the provisions of Procedure Bylaw No.18/020.

Adjournment

The meeting adjourned at 7:49 p.m.

Mayor

Chief Legislative Officer

Minutes Acceptance: Minutes of May 9, 2023 6:00 PM (Consent Agenda)

Regional Municipality of Wood Buffalo Procurement Resolution

WHEREAS the New West Partnership Trade Agreement is an accord between the Governments of British Columbia, Alberta, Saskatchewan and Manitoba (“Western Provinces”) to create a barrier-free, interprovincial market;

AND WHEREAS this trade agreement is restrictive as it relates to the procurement process and limits the opportunities or options for local sourcing by municipalities in the Western Provinces to the posting thresholds, which are less than the posting thresholds in the Canadian Free Trade Agreement;

AND WHEREAS that discrepancy in the thresholds creates an advantage for public bodies and contractors outside of the Western Provinces to be detriment of municipalities and contracts within the Western Provinces;

AND WHEREAS local sourcing could be beneficial for a number of Alberta municipalities as they would be supporting their own local economy;

NOW THEREFORE, BE IT RESOLVED that the Regional Municipality of Wood Buffalo strongly urge the Alberta Municipalities to lobby the provincial government to abolish the NWPTA, as it would permit greater opportunities for local sourcing.

RESOLUTION BACKGROUND:

The Regional Municipality of Wood Buffalo is looking for an opportunity to review procurement processes to allow for local businesses to be given priority. Domestic trade agreements, such as the Canadian Free Trade (“CFTA”) and New West Partnership Trade Agreements (“NWPTA”), which are negotiated at the federal and provincial levels of government, do not currently allow for such provisions.

One option for AB Municipalities to consider is to lobby on behalf of all municipalities in Alberta with a focus on dissolving one of the domestic trade agreements, being the NWPTA, which applies only to Western Provinces. While it is true that the NWPTA served a valuable purpose in promoting trade liberalization in the Western Provinces prior to the introduction of the CFTA in 2017, the NWPTA applies only to the Western Provinces, whereas the CFTA applies to the Federal Government and all provinces in Canada. Considering the introduction of the CFTA, a case can be made that the NWPTA continues to exist in a way that disadvantages the Western Provinces.

For example, the thresholds in the CFTA are tied to inflation and increase over time, while the thresholds in the NWPTA do not. Further, the CFTA has higher thresholds than the NWPTA, meaning the threshold for single-source or sole source procurements is higher for non-Western Provinces. Under the NWPTA, Western Provinces are restricted to a threshold of \$75,000 for goods and services and \$200,000 for construction, while other provinces can take advantage of the higher thresholds in the CFTA of \$121,200 for goods

and services and \$302,900 for construction. This ultimately allows non-Western Provinces local preference policies for procurements up to \$121,200 for goods and services and \$302,900 for construction, while Western Provinces are limited to \$75,000 for goods and services and \$200,000 for construction.

Additionally, while the foundational concepts contained in the CFTA and NWPTA are similar, the agreements do contain some different exceptions for when single-sourcing or sole sourcing is permitted. This results in more opportunities for non-Western Provinces to engage in single-source or sole-source procurements than there are for Western Provinces.

To the extent they do so in extending more sole sourcing opportunities to their own local contractors, this also means that contractors from the Western Provinces bidding for work in eastern Canada may have fewer opportunities than are afforded to contractors from eastern Canada bidding on work within the Western Provinces bound by the more restrictive terms of the NWPTA.

As the NWPTA is negotiated at the provincial government level, Alberta Municipalities, which represents numerous Alberta municipalities, is a natural conduit to lobby the provincial government for support in this initiative.

Minutes of a Special Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, May 16, 2023, commencing at 4:00 PM.

Present:

Sandy Bowman, Mayor
 Ken Ball, Councillor (via MS Teams)
 Lance Bussieres, Councillor
 Shafiq Dogar, Councillor (via MS Teams)
 Allan Grandison, Councillor
 Keith McGrath, Councillor (via MS Teams)
 Jane Stroud, Councillor
 Stu Wigle, Councillor

Absent:

Funky Banjoko, Councillor
 Kendrick Cardinal, Councillor
 Loretta Waquan, Councillor

Administration:

Paul Thorkelsson, Chief Administrative Officer
 Jade Brown, Chief Legislative Officer

1. Call to Order

Mayor S. Bowman called the meeting to order at 4:01 p.m.

2. In-Camera Session

MOTION:

THAT Council close items 2.1, 2.2, 2.3, 2.4, and 2.5 to the public pursuant to sections 24(1), 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Allan Grandison, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Grandison, McGrath, Stroud, Wigle
ABSENT:	Banjoko, Cardinal, Dogar, Waquan

Entrance

Councillor S. Dogar joined the meeting at 4:06 p.m.

2.1 Advice from Officials – Regional Emergency Services Update(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Paul Thorkelsson	Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Chief Jody Butz	Regional Fire Chief and Director of Emergency Management

2.2 Advice from Officials / Disclosure Harmful to Economic and Other Interests of a Public Body / Privileged Information – Labour Relations(in camera pursuant to sections 24(1), 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Paul Thorkelsson	Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice

2.3 Privileged Information – Legal Briefing(in camera pursuant to section 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Paul Thorkelsson	Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Susan Trylinski	Director, Legal Services
Keivan Navidi	Senior Manager, Assessment and Taxation
Harper-Lee Overli, K.C.	Harper Lee Law, External Legal Counsel
Paul Frank	Harper Lee Law, External Legal Counsel

Exit and Return

Councillor S. Wigle exited the meeting at 5:07 p.m. and returned at 5:09 p.m.

Recess and Exit

A recess occurred from 5:22 p.m. to 6:07 p.m., at which time Councillor K. McGrath disconnected and exited the meeting.

2.4 Advice from Officials – Fiscal Responsibility Policy FIN-160(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Paul Thorkelsson	Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Laurie Farquharson	Chief Financial Officer

Exits and Returns

Councillor L. Bussieres exited the meeting at 7:01 p.m. and returned at 7:05 p.m.

Councillor S. Wigle exited the meeting at 7:05 p.m. and returned at 7:08 p.m.

Recess

A recess occurred from 7:12 p.m. to 7:23 p.m.

2.5 Advice from Officials / Privileged Information - Code of Conduct Matter

(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Paul Thorkelsson	Chief Administrative Officer
Jade Brown	Clerk/Legislative Advice
Don Lidstone, K.C. (via MS Teams)	Lidstone and Company, External Legal Counsel

Exit

Councillor S. Dogar disconnected and exited the meeting at 7:49 p.m.

Recess

A recess occurred from 8:29 p.m. to 8:35 p.m.

MOTION:

THAT the meeting reconvene in public.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Stu Wigle, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Grandison, Stroud, Wigle
ABSENT:	Banjoko, Cardinal, Dogar, McGrath, Waquan

WHEREAS Council received two reports of the Integrity Commissioner in May, 2022;

AND WHEREAS Council, upon the recommendation of the Integrity Commissioner and following a procedural hearing, passed the Sanction Resolution dated May 24, 2022;

AND WHEREAS Council is in receipt of confidential reports protected under the *Freedom of Information and Protection of Privacy* outlining the training taken by Councillor S. Dogar;

AND WHEREAS Councillor Dogar was expressly informed of his right to retain legal counsel and for his legal counsel to be present at the Council meeting in which this Resolution would be discussed and voted on;

AND WHEREAS Councillor Dogar was given the opportunity to personally, or via his legal counsel, or both, to make submissions to the rest of Council regarding his conduct in this matter at a fairness hearing held in camera by Council prior to Council deliberations on the matter;

AND WHEREAS Council has considered the submissions made by Councillor Dogar or his legal counsel;

AND WHEREAS Council has attempted to reach a consensus as to the appropriate action;

AND WHEREAS each member of Council honestly believes that during the fairness hearing, they had an open mind, were amenable to persuasion, and were ready and willing to be persuaded by submissions made by Councillor Dogar;

AND WHEREAS Council has provided united or separate verbal reasons so that Councillor Dogar understands the basis for the decision.

MOTION:

THAT the May 24, 2022 sanction resolution be rescinded, with the exception of restrictions on travel on behalf of Council outside the Region, with a further review occurring in October 2023.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Allan Grandison, Councillor
SECONDER:	Jane Stroud, Councillor
FOR:	Bowman, Ball, Bussieres, Grandison, Stroud, Wigle
ABSENT:	Banjoko, Cardinal, Dogar, McGrath, Waquan

Adjournment

The meeting adjourned at 8:47 p.m.

Mayor

Chief Legislative Officer



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR

May 9, 2023

NOTICE OF SPECIAL MEETING

Pursuant to Section 194 of the *Municipal Government Act*, RSA. 2000 c.M-26, a Special Council Meeting is hereby scheduled to take place at 4:00 p.m. on the 16th day of May 2023, in the Jubilee Centre Council Chamber, to consider the following:

1. **Advice from Officials – Regional Emergency Services Update**
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
2. **Advice from Officials / Disclosure Harmful to Economic and Other Interests of a Public Body / Privileged Information – Labour Relations**
(in camera pursuant to sections 24(1), 25(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)
3. **Privileged Information – Legal Briefing**
(in camera pursuant to sections 27(1) of the *Freedom of Information and Protection of Privacy Act*)
4. **Advice from Officials – Fiscal Responsibility Policy FIN-160**
(in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)
5. **Advice from Officials / Privileged Information – Code of Conduct Matter**
(in camera pursuant to sections 24(1) and 27(1) of the *Freedom of Information and Protection of Privacy Act*)

Sandy Bowman
Mayor

Regional Municipality of Wood Buffalo

Minutes Acceptance: Minutes of May 16, 2023 4:00 PM (Consent Agenda)



Subject: Council Appointed Advisory Board/Committee Meeting Minutes

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT the Minutes from Council Appointed Advisory Board/Committee meetings, as outlined in Attachments 1-8, be accepted as information.

Summary and Background:

Administrative Directive No. GOV-060-D, Council Appointed Committee Meetings and Reporting, was approved by Administration on October 25, 2019 and was established to govern the core democratic principles of openness and transparency by ensuring that Council Committees, which are advisory in nature, are managed and administered consistently.

A mechanism to ensure alignment with the provision of transparency is to ensure that all advisory committee minutes are appropriately forwarded to Council through a public agenda for information to Council members as well as residents and the general public.

In accordance with Administrative Directive No. GOV-060-D, Council - Appointed Committee Meetings and Reporting, Administration is providing Minutes from Council Appointed Committee meetings, for Council's information.

Strategic Plan Values:

Responsible Government
Building Partnerships

Attachments:

- 1. 2023-04-05 Wood Buffalo Development Advisory Committee Minutes**
- 2. 2023-04-05 Wood Buffalo Downtown Revitalization Committee Minutes**

- 3. 2023-04-13 Wood Buffalo Waterfront Advisory Committee Minutes**
- 4. 2023-04-13 Advisory Committee on Aging Minutes**
- 5. 2023-04-17 Vehicle for Hire Committee Minutes**
- 6. 2023-04-20 Community Identification Committee Minutes**
- 7. 2023-04-26 Community Investment Program Advisory Committee Minutes**
- 8. 2023-04-27 Wood Buffalo Waterfront Advisory Committee Minutes**

Minutes of a Meeting of the Wood Buffalo Development Advisory Committee of the Regional Municipality of Wood Buffalo held in the 7th Floor Boardroom at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, April 5, 2023, commencing at 9:00 AM.

Present:

Bryce Kumka, Chair, Business Community
 Jennifer Vardy, Vice-Chair, Public-At-Large (via MS Teams)
 Justin Ellis, Public-At-Large (via MS Teams)
 Alex McKenzie, Land Development Sector
 David Secord, Business Community Representative (via MS Teams)
 Raj Vasal, Community Development
 Dan Soupai, Land Development Industry
 Rene Wells, Public-At-Large
 Bilal Abbas, Public-At-Large
 Aurick de Sousa, Community Development
 Steven Hale, Education Sector
 Ijeoma Uche-Ezeala, Public-At-Large (via MS Teams)

Absent:

Purva Sharma, Arts, Culture and Recreation Representative

Administration:

Kelly Hansen, Director, Strategic Planning and Program Management
 Chris Booth, Manager, Community Development Planning
 Monica Lance, Department Administrator, Strategic Planning and Program Management
 Heather Fredeen, Clerk, Legislative Services

1. Call to Order

Chair Bryce Kumka called the meeting to order at 9:03 a.m.

3. Minutes of Previous Meetings

3.1. Wood Buffalo Development Advisory Committee Meeting – March 1, 2023

MOTION:

THAT the Minutes of the March 1, 2023 Wood Buffalo Development Advisory Committee meeting, be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Aurick de Sousa
SECONDER: Alex McKenzie
FOR: Kumka, Abbas, de Sousa, Ellis, Hale, McKenzie, Secord, Soupal, Uche-Ezeala, Vardy, Vasal, Wells
ABSENT: Sharma

4. New and Unfinished Business

4.1. Red Tape Reduction Update

Chris Booth, Manager, Community Development Planning, provided an update on the Planning and Development Process Review project, and highlighted areas of focus including: the Change of Use process, website enhancements, improvements to the e-permitting system, and improvements to circulations. It was noted that Administration would be providing Council with an update this spring.

Action

Administration committed to providing the Committee with data collected from key performance indicators, and how newly implemented processes, resulting from the Process Review project, have reduced red tape.

Monica Lance, Program Manager, Municipal Initiatives, provided an update on the meeting request submitted to the Minister, Service Alberta and Red Tape Reduction (the Minister) on behalf of the Committee, and spoke to the Red Tape Reduction Backgrounder to support ongoing meetings with the Minister's Office.

It was suggested that the Red Tape Reduction Working Group plan and attend ongoing meetings with the Minister or designate, and report back to the Committee.

MOTION:

THAT the Red Tape Reduction Backgrounder, dated March 30, 2023, be used as a guiding document for ongoing meetings between the Wood Buffalo Development Advisory Committee and the Office of the Minister, Service Alberta and Red Tape Reduction.

RESULT: CARRIED [UNANIMOUS]
MOVER: Alex McKenzie
SECONDER: Jennifer Vardy
FOR: Kumka, Abbas, de Sousa, Ellis, Hale, McKenzie, Secord, Soupal, Uche-Ezeala, Vardy, Vasal, Wells
ABSENT: Sharma

MOTION:

THAT Committee Members Bryce Kumka, Jennifer Vardy, Aurick de Sousa, Alex McKenzie and Dan Soupal, be appointed to the Red Tape Reduction Working Group; and

That the Red Tape Reduction Working Group plan and attend ongoing meetings with the Office of the Minister, Service Alberta, and Red Tape Reduction, on behalf of the Wood Buffalo Development Advisory Committee and provide a report to the Committee at the next available Committee Meeting.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dan Soupal, Land Development Industry
SECONDER:	Steven Hale, Education Sector
FOR:	Kumka, Abbas, de Sousa, Ellis, Hale, McKenzie, Secord, Soupal, Uche-Ezeala, Vardy, Vasal, Wells
ABSENT:	Sharma

4.2. Municipal Development Plan Update

Such Chandhiok, Supervisor, Community Development Planning, provided an update on the status of the Municipal Development Plan noting that the document is nearly complete and should be ready for presentation to Council by Fall 2023.

4.3. Land Use Bylaw Update

Chris Booth, Manager, Community Development Planning, provided an update on the Land Use Bylaw noting that prior to finalizing the document, flood mitigation and recovery measures in Draper need to be resolved.

4.4. 2023-2024 Committee Priorities2023 – 2024 Committee Priorities

Committee Priorities Working Group member, Justin Ellis provided a status update on the Committee's 2023 - 2024 priorities and committed to having the final document prepared for the Committee's review by the end of April 2023.

2022 Action Log

Monica Lance, Department Administrator, Strategic Planning and Program Management, noted that “ongoing collaboration with Fort McMurray Wood Buffalo Economic Development and Tourism (FMWBEDT)” was listed on the Committee’s 2022 Action Log. Kevin Weidlich, President and CEO, FMWBEDT and Lisa Sweet, Director, Business and Investment Attraction, FMWBEDT, provided an update on collaboration opportunities for the Committee, which include advocating for the Parson’s Creek commercial development, downtown redevelopment, continuation of the Downtown Revitalization Incentive Program (DRIP) and Highway 686.

Adjournment

The meeting adjourned at 11:11 a.m.

Chair

Minutes of a Meeting of the Wood Buffalo Downtown Revitalization Advisory Committee held in Room 207 at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, April 5, 2023, commencing at 5:30 PM.

Present:

Owen Erskine, Chair, Recreation, Culture and Heritage Representative (via MS Teams)
 Chantal Beaver, Public-At-Large (via MS Teams)
 Jean-Marc Guillamot, Business Community (via MS Teams)
 Henry Hunter, Education Sector (via MS Teams))
 Nayef Mahgoub, Land Development Sector
 Ijeoma Uche-Ezeala, Public-At-Large (via MS Teams)
 Melanie Walsh, Community Development Sector (via MS Teams)
 Funky Banjoko, Councillor
 Lance Bussieres, Councillor

Absent:

Brianne English, Oil and Gas Industry
 Ahmed Jouda, Public-At-Large
 Marty Noskey, Indigenous Representative
 Ayisha Salman, Public-At-Large

Administration:

Kevin Meacher, Department Administrator, Strategic Planning and Program Management
 Anita Hawkins, Clerk, Legislative Services

1. Call to Order

Chair Owen Erskine called the meeting to order at 5:32 p.m.

2. Adoption of Agenda

MOTION:

THAT the agenda be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Chantal Beaver
SECONDER: Jean-Marc Guillamot
FOR: Erskine, Beaver, Guillamot, Hunter, Mahgoub, Uche-Ezeala
ABSENT: English, Jouda, Noskey, Salman, Walsh

3. Minutes of Previous Meetings

3.1. Wood Buffalo Downtown Revitalization Advisory Committee Meeting - March 1, 2023

THAT the Minutes of the Wood Buffalo Downtown Revitalization Advisory Committee meeting held on March 1, 2023 be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Henry Hunter
SECONDER: Ijeoma Uche-Ezeala
FOR: Erskine, Beaver, Guillamot, Hunter, Mahgoub, Uche-Ezeala
ABSENT: English, Jouda, Noskey, Salman, Walsh

Entrance

Melanie Walsh, Committee Member, joined the meeting at 5:37 p.m.

4. New and Unfinished Business

4.1. Public Art Wood Buffalo 2023 Work Plan

Sharon Heading, Chair, Public Art Committee, and Theresa Buller, Coordinator, Culture and Social Development, presented the 2023 Public Art Work Plan, noting that this annual plan outlines public art projects to be initiated in 2023 and that funding for the projects is derived from the Public Art Reserve. It was noted that the 2023 Work Plan aligns with the Public Art Work Plan which is a 10-year plan with a mandate to strengthen community identity and sense of place through the creation and development of public art in the region.

4.2. Downtown Revitalization Incentive Program Update

Christopher Booth, Manager, and Selina Chen, Supervisor, Community Development Planning, presented an update on the Downtown Revitalization Incentive Program, noting that over the last three years, 194 applications were approved, translating into approximately \$7M being distributed to businesses and \$20M being invested in the downtown area. It was further noted that an online map is being developed that would identify locations which benefited from the program while showing before and after pictures. It was indicated that consideration is being given to either extending the current program or creating a new program.

Adjournment

The meeting adjourned at 5:59 p.m.

Chair

Minutes of a Meeting of the Wood Buffalo Waterfront Advisory Committee held in Room 206, at the Municipal Offices in Fort McMurray, Alberta, on Thursday, April 13, 2023, commencing at 5:30 PM.

Present:

Erica Brewer, Public-At-Large, Chair
 Denise Martineau, Public-At-Large, Vice-Chair
 Gary Devison, Seniors Representative
 Cheryl Hocker, Public-At-Large
 Bill Loutitt, Indigenous Representative (via MS Teams)
 Mitch Mercredi, Land Development Sector (via MS Teams)
 Rene Wells, Law Enforcement Representative (via MS Teams)
 Liana Wheeldon, Culture (Arts, Culture and Heritage)
 Ken Ball, Councillor (via MS Teams)

Absent:

Greg MacAulay, Oil and Gas Industry
 Ayisha Salman, Public-At-Large
 Stu Wigle, Councillor

Administration:

Jade Brown, Chief Legislative Officer
 Nina Caines, Acting Director, Public Works
 Kevin Meacher, Department Administrator, Strategic Planning and Program Management
 Darlene Soucy, Clerk, Legislative Services

1. Call to Order

Chair Erica Brewer called the meeting to order at 5:32 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Liana Wheeldon
SECONDER:	Denise Martineau
FOR:	Brewer, Devison, Hocker, Martineau, Mercredi, Wells, Wheeldon
ABSENT:	Loutitt, MacAulay, Salman

3. Minutes of Previous Meetings

3.1. Wood Buffalo Waterfront Advisory Committee Meeting - February 9, 2023

THAT the Minutes of the Wood Buffalo Waterfront Advisory Committee Meeting held on February 9, 2023, be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gary Devison
SECONDER:	Liana Wheeldon
FOR:	Brewer, Devison, Hocker, Martineau, Mercredi, Wells, Wheeldon
ABSENT:	Loutitt, MacAulay, Salman

4. Unfinished Business

4.1. Waterfront Park Revitalization

Josh Bernsen, Owner's representative, presented an overview of the outcomes of the workshops to review the scope of the Waterfront Park Project, noting that next steps for the Committee include ranking project objectives in terms of priority, deciding on locations for the Project scope, as well as the overall purpose of Snye Point.

Entrance

Bill Loutitt, Committee Member, joined the meeting at 6:37 p.m.

Following discussion regarding the ranking of the project objectives, it was agreed that a decision on the location of the scope areas for the Waterfront Park Revitalization Project should be determined before finalizing the objectives and overall purpose of Snye Point.

MOTION:

THAT the Wood Buffalo Waterfront Advisory Committee recommends updating the project scope areas for the Waterfront Park Revitalization to include only the areas within Reaches 1 to 4.

RESULT:	CARRIED [8 TO 1]
MOVER:	Liana Wheeldon
SECONDER:	Cheryl Hocker
FOR:	Brewer, Devison, Hocker, Loutitt, Martineau, Mercredi, Wheeldon
AGAINST:	Wells
ABSENT:	MacAulay, Salman

Based on the discussions and the volume of information to be reviewed, it was agreed that the Committee would hold a Special Meeting.

MOTION:

THAT a Special Meeting of the Wood Buffalo Waterfront Advisory Committee be held on April 27, 2023, commencing at 5:30 p.m. regarding the Waterfront Park Revitalization.

RESULT:	CARRIED [7 TO 1]
MOVER:	Liana Wheeldon
SECONDER:	Cheryl Hocker, Public-At-Large
FOR:	Brewer, Devison, Hocker, Martineau, Mercredi, Wells, Wheeldon
AGAINST:	Loutitt
ABSENT:	MacAulay, Salman

Adjournment

The meeting adjourned at 7:35 p.m.

Chair

Minutes of a Meeting of the Advisory Committee on Aging in room 4402 at the Municipal Offices in Fort McMurray, Alberta, on Thursday, April 13, 2023, commencing at 1:00 PM.

Present:

Henry Hunter, Chair, Wood Buffalo Housing Representative
 Janice Eisenhauer, Public - At - Large
 Carolyn Evancio, Seniors Resource Committee Representative
 Clement Mercredi, Indigenous Representative
 Darline Reid, Alberta Health Services Representative
 Ken Saunderson, Golden Years Society Representative
 Denise Wilkinson, Senior At Large - Urban

Absent:

Luana Bussieres, St. Aidan's House Society Representative
 Ken Ball, Councillor

Administration:

Heidi Major, Department Administrator, Community and Protective Services
 Toni Elliott, Senior Manager, Community Services
 Isela Contreras-Dogbe, Supervisor, Development Controls and Permitting
 Sonia Soutter, Manager, Senior Legislative Officer
 Destiny Hilliard, Clerk, Legislative Services

1. Call to Order

Chair Henry Hunter called the meeting to order at 1:08 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be amended by adding Agenda item 4.17 – Aging in Place;

THAT the Advisory Committee on Aging waive any requirements to serve notice relative to the addition; and

THAT the Agenda be adopted, as amended.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Ken Saunderson
SECONDER:	Denise Wilkinson
FOR:	Eisenhauer, Evancio, Hunter, Mercredi, Reid, Saunderson, Wilkinson
ABSENT:	Bussieres, Ball

3. Minutes of Previous Meetings

3.1. Advisory Committee on Aging Meeting - March 9, 2023

MOTION:

THAT the Minutes of the Advisory Committee on Aging Meeting held on March 9, 2023 be accepted as presented.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Henry Hunter
SECONDER:	Ken Saunderson
FOR:	Eisenhauer, Evancio, Hunter, Mercredi, Reid, Saunderson, Wilkinson
ABSENT:	Bussieres, Ball

4. New and Unfinished Business

4.1. Administrative Updates

Snow-Angels

Heidi Major, Department Administrator, provided an update on the Snow Angels program noting that there are currently 115 homes registered for the program and for the first time there are back up volunteers assigned to residences when volunteers are not available.

Age Friendly Work Plan

Isela Contreras-Dogbe, Supervisor, Community and Protective Services, provided an update on the Age Friendly Work Plan noting internal stakeholders who contributed to building an age friendly community have been identified and a plan has been created to introduce the age friendly work plan so they can identify their department's short-term and long-term goals.

Accessibility-Audit

Isela Contreras-Dogbe, Supervisor, Community and Protective Services, provided an update on the Accessibility Audit noting the Accessibility Working Group meeting will be held on April 24th. It was further noted the Accessibility Working Group will work with

facilities and property owners to schedule audits and that accessibility training is ongoing

4.2. Senior's Resource Committee Updates

Carolyn Evancio, Committee Member, provided an update on behalf of the Senior's Resource Committee noting the activities for Seniors Week in June have been scheduled.

Committee Members discussed concerns of seniors living in rural areas and the disadvantage they have in attending Seniors Week activities due to limited transportation. The Committee stressed the significance of senior's events being inclusive of all communities in the region.

4.3. Workplan Committee Update

Heidi Major, Department Administrator, provided an update on the Workplan Committee noting the working group met on March 27th in which the revised assessment tool was reviewed and approved. It was further noted that the application for age friendly designation is being worked on and that accessibility training is ongoing.

4.4. May 9th Age-Friendly Gathering

Carolyn Evancio, Committee Member, provided a brief overview of the Healthy Aging Alberta group noting this group is a community-based, seniors serving sector initiative that focuses on developing a coordinated sector in Alberta by bringing together community-based organizations to focus on priorities for healthy aging in the community.

It was further noted that this group will be hosting an event at the Golden Years Society. Through discussions the Committee emphasized the importance of including senior's events in the rural communities and discussed how this event could be extended to the rural communities. Administration committed to reaching out to other organizations that already provide services to seniors in the rural areas to find out if there are any opportunities for events over the summer in the rural communities.

4.5. Emerging Trends and Issues

Committee Member Carolyn Evancio, noted that vaccinations are now given at local pharmacies rather than at public health locations, as a result, there is now a fee for administering vaccines.

4.6. Information Updates

No information updates were given.

4.7 Aging in Place

Committee Members discussed the feasibility of a facility that would house seniors who do not qualify for the living arrangements currently offered at Rotary House or Long-Term Care housing, to address the needs of the increasing senior population.

Henry Hunter, Chair, noted that a letter, advocating to the Provincial Government for this type of facility, with copies to the local Members of the Legislative Assembly (MLAs) will be drafted and brought back to the Committee at the next meeting for review prior to a recommendation going forward to Council to request a letter of support in this regard.

Adjournment

The meeting adjourned at 2:10 p.m.

Chair

Minutes of a Meeting of the Vehicle for Hire Committee held in room 206 at the Municipal Offices in Fort McMurray, Alberta, on Monday, April 17, 2023, commencing at 6:00 PM.

Present:

Julieta Miranda, Chair, Driver Representative
 Michael Sieger, Vice-Chair, Airport and Tourism Representative (Via MS Teams)
 Sesan Aina, Public-At-Large (Via MS Teams)
 Jama Ali, Public-At-Large
 Abdifatah Mursal, Brokerage Representative (Via MS Teams)
 Penny Skinner, Brokerage Representative
 Funky Banjoko, Councillor

Absent:

Tim Lindsay, Public-At-Large
 Orangzeb Malik, Driver Representative
 Rene Wells, Law Enforcement Representative

Administration:

Aaron Anderson, Manager, Bylaw Services
 Monica Tilley, Department Administrator, Bylaw Services
 Caitlin Sheaves, Clerk, Legislative Services

1. Call to Order

Chair Julieta Miranda called the meeting to order at 6:14 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Sesan Aina
SECONDER:	Penny Skinner
FOR:	Miranda, Aina, Ali, Mursal, Sieger, Skinner
ABSENT:	Lindsay, Malik, Wells

3. **Minutes of Previous Meetings**

3.1. **Vehicle for Hire Committee Meeting - March 20, 2023**

MOTION:

THAT the minutes of the Vehicle for Hire Committee meeting held on March 20, 2023, be accepted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Sesan Aina
SECONDER:	Abdifatah Mursal
FOR:	Aina, Ali, Miranda, Mursal, Sieger, Skinner
ABSENT:	Lindsay, Malik, Wells

4. **New and Unfinished Business**

4.1. **Vehicle for Hire Statistics**

Aaron Anderson, Manager, Bylaw Services, provided an overview of the Vehicle for Hire statistics for the period of March 20, 2023 to April 11, 2023.

4.2. **Training Opportunities for Vehicle For Hire Drivers**

Aaron Anderson, Manager, Bylaw Services, provided an update on the training opportunities for Vehicle for Hire Drivers, noting that benchmarking was conducted with various communities in the province, and it was found that typically brokerages are responsible for facilitating training for their drivers. It was further noted that for training to become enforceable under the Vehicle for Hire Bylaw No. 22/006 an amendment would be required.

Members discussed the numerous training topics that could be beneficial to drivers including customer service, safety, and accessibility, and the importance of driver training, what program models would be most beneficial, and the costs associated with a training program.

Action Item:

Administration to follow up with members via email to form a working group to focus on training research.

Exit and Return:

Cr. Banjoko exited the meeting at 6:32 p.m. and returned at 6:34 p.m.

4.3. Emerging Issues

No emerging issues were brought forward.

5. Adjournment

The meeting adjourned at 6:48 p.m.

Chair

Minutes of a Meeting of the Community Identification Committee held in Room 201, Timberlea Landing, in Fort McMurray, Alberta, on Thursday, April 20, 2023, commencing at 5:30 PM.

Present:

Allan Grandison, Councillor, Chair
 Dan Hatcher, Public-At-Large
 Thomas Morris, Public-At-Large
 Janice Eisenhauer, Public-At-Large

Absent:

Keith McGrath, Councillor
 Chantelle Tatum, Public-At-Large
 Cathy Dreier, Fort McMurray Historical Society Representative

Administration:

Deepinder Dhaliwal, Department Administrator, Planning and Development
 Breena Iannetti, Planner, Planning and Development
 Darlene Soucy, Clerk, Legislative Services

1. Call to Order

Darlene Soucy, Clerk, Legislative Services, called the meeting to order at 6:18 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Janice Eisenhauer
SECONDER:	Thomas Morris
FOR:	Grandison, Eisenhauer, Hatcher, Morris
ABSENT:	Dreier, McGrath, Tatum

3. Minutes of Previous Meetings

3.1. Community Identification Committee Meeting - October 20, 2022

THAT the Minutes of the Community Identification Committee Meeting held on October 20, 2022 meeting be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Dan Hatcher
SECONDER:	Janice Eisenhauer
FOR:	Grandison, Eisenhauer, Hatcher, Morris
ABSENT:	Dreier, McGrath, Tatum

Introduction of New Member

Introductions were made starting with the new Committee Member and current Committee Members, followed with the Committee's administrative support.

4. New and Unfinished Business

4.1. Appointment of Chair

Dan Hatcher nominated Councillor A. Grandison for the position of Chair. Councillor A. Grandison accepted the nomination and as no further nominations were put forward, Councillor A. Grandison was selected Chair by acclamation.

MOTION:

THAT Councillor A. Grandison be appointed as Chair of the Community Identification Committee.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Thomas Morris
SECONDER:	Janice Eisenhauer
FOR:	Grandison, Eisenhauer, Hatcher, Morris
ABSENT:	Dreier, McGrath, Tatum

Assuming of Chair

Councillor A. Grandison assumed the Chair at 6:21 p.m.

4.2. Overview of Community Identification Committee

Deepinder Dhaliwal, Department Administrator, Planning and Development, provided an overview of the Community Identification Committee's mandate, membership, and the naming process.

4.3. Discussion - Robert James Campbell

Deepinder Dhaliwal, Department Administrator, Planning and Development, provided background information regarding the name assignment for Robert James Campbell, noting that after confirmation from the Regional Recreation Corporation of Wood Buffalo, the Applicant agreed to the Committee's recommendation to name a baseball

field at MacDonald Island Park as “Bob Campbell Field”, indicating that “Bob” Campbell was the name Mr. Campbell was known by within the Region.

4.4. Name Nomination - Hodgson

Deepinder Dhaliwal, Department Administrator, Planning and Development, presented the Name Nomination for Hodgson.

Delegation

Carolyn Walsh, Nominator, spoke in support of the Name Nomination for Hodgson.

MOTION:

THAT the name "Hodgson" be added to the Naming Inventory.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Janice Eisenhauer
SECONDER:	Thomas Morris
FOR:	Grandison, Eisenhauer, Hatcher, Morris
ABSENT:	Dreier, McGrath, Tatum

4.5. Naming Request - Disc Golf Course

Deepinder Dhaliwal, Department Administrator, Planning and Development, presented the naming request for the disc golf course in Stone Creek, which is being developed by the Regional Municipality of Wood Buffalo. The requested names were for the park to be named “Stone Creek Disc Golf Park”, the short course to be named “Riverstone Ridge Course” and the long course to be named “Fox Hill Course”.

Following discussion, it was agreed that the Committee Members would review the Unassigned Naming Inventory to recommend alternative names for the disc golf park and courses for review at the next regular Committee meeting.

Action Item

Administration committed to circulating the Unassigned Naming Inventory to the Committee Members.

4.6. Discussion - Fort McKay Naming Requests

Deepinder Dhaliwal, Department Administrator, Planning and Development, provided background information regarding the Fort McKay naming requests, noting that a follow up letter has been prepared to the Fort McKay First Nation seeking their feedback on the proposed names submitted by the Fort McKay Métis Nation.

With consensus of the Committee, it was agreed that the Chair would sign the letter on behalf of the Committee, and that the deadline to receive the requested feedback would be June 30, 2023.

4.7. Discussion - Veteran Names

Deepinder Dhaliwal, Department Administrator, Planning and Development, provided background information regarding the list of veterans names that had been provided previously by a Committee Member, noting that direction is required from the Committee for Administration to continue working on identifying the veterans' names to update the Assigned and Unassigned Naming Inventories, as well as assessing the financial implications of developing updated signage that would include the poppy symbol on signs for approved and future veterans names.

MOTION:

THAT the Community Identification Committee requests that Administration continue working on identifying veterans' names;

THAT, if a veteran's name is presently on the Assigned Naming Inventory, Administration will confirm that the name assignment was for that veteran and not for another individual with the same surname; and

THAT Administration assess the financial implications of updating signage to include a poppy in front of the sign for approved and future veteran's names, for consideration during the 2024 budget deliberations.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Allan Grandison
SECONDER:	Janice Eisenhower
FOR:	Grandison, Eisenhower, Hatcher, Morris
ABSENT:	Dreier, McGrath, Tatum

4.8. Date of Next Meeting

The next meeting will be held when Agenda items are ready for the Committee's consideration, at which time Administration will reach out to the Committee to confirm a meeting date.

Adjournment

The meeting adjourned at 7:47 p.m.

Chair

Minutes of a Meeting of the Community Investment Program Advisory Committee held in Room 207, at the Municipal Offices in Fort McMurray, Alberta, on Wednesday, April 26, 2023, commencing at 6:00 PM.

Present:

Chantal Beaver, Chair, Public-At-Large
 Erica Brewer, Public-At-Large
 Trudy Cockerill, Social Profit - Rural Organization (via Teams)
 Matthew Miniely, Social Profit - Small Organization
 Anna Seinen, External Funding Representative
 Liana Wheeldon, Social Profit - Large Organization (via Teams)
 Allan Grandison, Councillor

Absent:

Michael McQuilter, Oil Sands Industry Representative
 Funky Banjoko, Councillor

Administration:

Deanne Bergey, Director, Community and Protective Services
 Janelle Fleury, Department Administrator, Community and Protective Services
 Darlene Soucy, Clerk, Legislative Services

1. Call to Order

Chair Chantal Beaver called the meeting to order at 6:05 p.m.

2. Adoption of Agenda

MOTION:

THAT the Agenda be adopted as present.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Matthew Miniely
SECONDER:	Erica Brewer
FOR:	Beaver, Brewer, Cockerill, Miniely, Seinen
ABSENT:	McQuilter, Wheeldon

3. Minutes of Previous Meetings

3.1. **Community Investment Program Advisory Committee Special Meeting - March 29, 2023**

MOTION:

THAT the Minutes of the Special Community Investment Program Advisory Committee Meeting held on March 29, 2023 be approved as presented.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Chantal Beaver
SECONDER:	Anna Seinen
FOR:	Beaver, Brewer, Cockerill, Miniely, Seinen
ABSENT:	McQuilter, Wheeldon

Entrance

Liana Wheeldon, Committee Member, joined the meeting at 6:10 p.m.

4. In Camera Session

MOTION:

THAT the Community Investment Program Advisory Committee close item 4.1 to the public pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Anna Seinen
SECONDER:	Matthew Miniely
FOR:	Beaver, Brewer, Cockerill, Miniely, Seinen, Wheeldon
ABSENT:	McQuilter

4.1. **Community Investment Program Review Draft Recommendations** (in camera pursuant to section 24(1) of the *Freedom of Information and Protection of Privacy Act*)

Name	Reason for Attending
Deanne Bergey	Director, Community and Protective Services
Janelle Fleury	Department Administrator, Community and Protective Services
Darlene Soucy	Clerk/Legislative Advice
Mark Fanous	Deloitte LLP, External Consultant
Luke Wilson	Deloitte LLP, External Consultant

MOTION:

THAT the meeting reconvene in public.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Anna Seinen
SECONDER:	Erica Brewer
FOR:	Beaver, Brewer, Cockerill, Miniely, Seinen, Wheeldon
ABSENT:	McQuilter

MOTION:

THAT a Special Meeting of the Community Investment Program Advisory Committee be held via electronic communications on May 8, 2023, commencing at 6:30 p.m. regarding the Community Investment Program Draft Recommendations.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Erica Brewer
SECONDER:	Matthew Miniely
FOR:	Beaver, Brewer, Cockerill, Miniely, Seinen, Wheeldon
ABSENT:	McQuilter

5. Adjournment

The meeting adjourned at 8:45 p.m.

Chair

Minutes of a Special Meeting of the Wood Buffalo Waterfront Advisory Committee held in Room 207 at the Municipal Offices in Fort McMurray, Alberta, on Thursday, April 27, 2023, commencing at 5:30 PM.

Present:

Erica Brewer, Public-At-Large, Chair
 Gary Devison, Seniors Representative
 Cheryl Hocker, Public-At-Large
 Denise Martineau, Public-At-Large
 Rene Wells, Law Enforcement Representative
 Liana Wheeldon, Culture (Arts, Culture & Heritage) (via MS Teams)
 Ken Ball, Councillor (via MS Teams)

Absent:

Bill Loutitt, Indigenous Representative
 Greg MacAulay, Oil and Sands Industry
 Mitch Mercredi, Land Development Sector
 Ayisha Salman, Public-At-Large
 Stu Wigle, Councillor

Administration:

Keith Smith, Director, Public Works
 Amanda Haitas, Senior Manager, Planning and Development
 Kevin Meacher, Program Manager, Municipal Initiatives
 Anita Hawkins, Clerk, Legislative Services

1. Call to Order

Chair Erica Brewer called the meeting to order at 5:37 p.m.

Committee Member Absence

Chair Erica Brewer noted that Greg MacAulay, who is unable to attend tonight's meeting due to a scheduling conflict, has requested to be excused from the meeting.

MOTION:

THAT Greg MacAulay be excused from attending the April 27, 2023 Wood Buffalo Waterfront Advisory Committee meeting.

RESULT: CARRIED [UNANIMOUS]
MOVER: Gary Devison
SECONDER: Rene Wells
FOR: Brewer, Devison, Hocker, Martineau, Wells, Wheeldon
ABSENT: Loutitt, MacAulay, Mercredi, Salman

2. Minutes of Previous Meetings

2.1. Wood Buffalo Waterfront Advisory Committee Meeting - April 13, 2023

MOTION:

THAT the Minutes of the Wood Buffalo Waterfront Advisory Committee meeting held on April 13, 2023, be approved as presented.

RESULT: CARRIED [UNANIMOUS]
MOVER: Rene Wells
SECONDER: Denise Martineau
FOR: Brewer, Devison, Hocker, Martineau, Wells, Wheeldon
ABSENT: Loutitt, MacAulay, Mercredi, Salman

3. New and Unfinished Business

3.1. Waterfront Park Revitalization

Josh Bernsen, Owner's Representative, Amie McGowan and Gregg Kahan, Urban Systems, spoke to the various design elements and project objectives, noting that the elements have been categorized by cost and impact, into four quadrants, namely low cost and high impact or low impact as well as high impact or low impact. Recommendations were made for these categories, being Lower Cost/Higher Impact (to be included in the project); Higher Cost/Higher Impact (to be included in the project with reduced design), Lower Cost/Lower Impact (to be removed from the project, or considered for future design) and Higher Cost/Lower Impact (to be removed from the project).

MOTION:

THAT the Wood Buffalo Waterfront Advisory Committee recommends that Snye Point function as a passive recreation (greenspace) location, with a simplified event space.

RESULT:	CARRIED [5 TO 1]
MOVER:	Denise Martineau
SECONDER:	Rene Wells
FOR:	Devison, Hocker, Martineau, Wells, Wheeldon
AGAINST:	Brewer
ABSENT:	Loutitt, MacAulay, Mercredi, Salman

Committee members provided feedback related to specific design elements which the Urban System team will consider when developing a revised high-level design for consideration. The revised design concept will be brought back to the Wood Buffalo Waterfront Advisory Committee with a subsequent presentation to Council.

Cancellation of May 11, 2023 meeting

As the next Committee meeting is scheduled within a two-week period, consideration was given to cancelling it in order to allow time for development of the revised design concept.

MOTION:

THAT the Wood Buffalo Waterfront Advisory Committee meeting scheduled for May 11, 2023, be cancelled.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Gary Devison
SECONDER:	Rene Wells
FOR:	Brewer, Devison, Hocker, Martineau, Wells, Wheeldon
ABSENT:	Loutitt, MacAulay, Mercredi, Salman

Adjournment

The meeting adjourned at 7:41 p.m.

Chair



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Bylaw No. 23/007 Land Use Bylaw Text Amendment for Home Business and Home Occupation Definitions

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 23/007, being a text amendment to the Land Use Bylaw No. 99/059, be read a first time.
2. THAT the required Public Hearing be held on Tuesday, June 27, 2023.

Summary:

Planning and Development is proposing an amendment to the Land Use Bylaw to address inconsistencies with respect to provisions for Home Businesses and Home Occupations. This amendment is intended to provide clarity not only to Administration when reviewing development permit applications, but also to the public, and in particular, small business owners engaged in automotive maintenance and repair.

The Land Use Bylaw currently prohibits two out of three forms of automotive-related activities from operating as a Home Business or Home Occupation. This creates a lack of consistency in how automotive activities are treated, and has resulted in complaints from the business community and neighbours alike who can be negatively impacted by what is, in effect, a loophole. This amendment proposes to treat all three forms of automotive activities equally by prohibiting them as Home Business or Home Occupation ventures.

Background:

In 2018, Council approved Bylaw 18/004 (Attachment 2), which was an amendment to the Land Use Bylaw specifically pertaining to Home Businesses and Home Occupations. Home Businesses and Home Occupations are the mechanism through which residents can operate a small business out of their home. The major distinction is that Home Businesses allow customers to visit the home (i.e. a hair or nail salon), and Home Occupations do not (i.e. a home office). The purpose of this 2018 amendment was to update the rules and regulations that apply to these two home-based activities, as they are a popular option that has been steadily growing over time throughout the

Region.

Of critical note is that the 2018 amendment altered the definitions of Home Business and Home Occupation. These definitions included a list of activities that were not allowed to be run from the home, including “Automotive and Equipment Repair and Storage.” Special prohibitions such as this are important, as Home Businesses and Home Occupations should not result in nuisances that negatively impact surrounding residents. Sections 69.1 and 70.1 of the Land Use Bylaw specifically require that “no noise, vibration, smoke, dust, odours, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced,” and that “the privacy and enjoyment of adjacent residences shall be preserved, and the amenities of the neighbourhood maintained at all times.”

Unfortunately, the 2018 amendment accidentally omitted a form of automotive repair that was previously prohibited, thereby allowing it to occur in a Home Business or Home Occupation from 2018 onward. More specifically, the amendment prohibited “Automotive and Equipment Repair and Storage” but not “Automotive and Equipment Repair.” While the activities are similar, the main difference is that the former allows on-site storage, while the latter does not. Regardless, both have the potential to create the kinds of nuisances described in the Land Use Bylaw and should have been captured in the list of activities prohibited as part of a Home Business or Home Occupation.

Planning and Development became aware of the issue through a development permit application for an automotive and equipment repair home-based business. Through discussions with concerned neighbours and other automotive businesses that were operating from commercial locations, the inconsistency created by the 2018 amendment was discovered.

Rationale for Recommendation:

Inconsistent bylaws can create confusion, and often frustration, for both new and existing business owners. The proposed Land Use Bylaw amendment would ensure consistency and address concerns around negative impacts to residential neighbourhoods and fair treatment of business operations. Automotive businesses can have significant adverse impacts due to noise, vehicle pick-up and drop-off, and storage of vehicles before and after servicing, making them best suited for commercial or industrial locations. As part of the Municipality’s continued efforts to support consistent direction and responsible development, Administration recommends that the proposed Land Use Bylaw amendment be approved.

Strategic Plan Values:

Local Economy

Attachments:

1. Bylaw No. 23/007 LUB Amendment re Home Business and Home Occupation Definitions

2. Bylaw No. 18/004 LUB Amendment (previously passed)

BYLAW NO: 23/007**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059**

WHEREAS Section 191(1) and 639 of the *Municipal Government Act*, RSA 2000, c. M-26 requires Council both to pass and amend Land Use Bylaw 99/059;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, enacts as follows:

1. Land Use Bylaw no. 99/059 is hereby amended by deleting the definitions of “Home Business” and “Home Occupation”, in Section 10, and replacing them with the following:

HOME BUSINESS means a secondary use of a Building or portion of a Building or its Accessory Buildings, for which the Principal Use is a Dwelling or a Dwelling Unit, to conduct a Business that does not include any of the following, none of which are allowed to operate as a Home Business:

Adult Entertainment Facility;
 Animal Service Facility, Major;
 Animal Service Facility, Minor;
 Automotive and Equipment Repair
 Automotive and Equipment Repair and Storage;
 Automotive/Recreational Vehicle Sales and Rental;
 Dating or Escort Services;
 Food Service, Major Restaurant;
 Food Service, Minor Restaurant;
 Kennel;
 Recreational Equipment Sales, Storage and Rental;
 Retail Store, General;
 Waste Management Facility; and
 Sales, except the type or manner of sales described in subsection 70.1(e).

HOME OCCUPATION means a secondary use of a Building or portion of a Building FOR WHICH THE Principal Use is a Dwelling or a Dwelling Unit, by only persons who live in the Dwelling or Dwelling Unit, to conduct a Business that:

- (a) does not allow visits by customers or clients of the Business to the Dwelling Unit; and;
- (b) does not include any of the following, none of which are allowed as a Home Occupation:
 Adult Entertainment Facility;
 Animal Service Facility, Major;

Animal Service Facility, Minor;
 Automotive and Equipment Repair
 Automotive and Equipment Repair and Storage;
 Automotive/Recreational Vehicle Sales and Rental;
 Dating or Escort Services;
 Food Service, Major Restaurant;
 Food Service, Minor Restaurant;
 Kennel;
 Recreational Equipment Sales, Storage and Rental;
 Retail Store, General;
 Waste Management Facility; and
 Sales, except the type or manner of sales described in subsection 69.1(h).

2. This Bylaw comes into effect on the day it is passed.

Read a first time this _____ day of _____, 2023.

Read a second time this _____ day of _____, 2023.

Read a third time and final time this _____ day of _____, 2023.

Signed and Passed this _____ date of _____ 2023

 Mayor

 Chief Legislative Officer

BYLAW NO. 18/004**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059**

WHEREAS sections 191(1) and 639 of the *Municipal Government Act* empower a council both to pass and to amend a land use bylaw.

NOW THEREFORE the Regional Municipality of Wood Buffalo, in council assembled, enacts as follows:

1. Land Use Bylaw No. 99/059 is amended as set out in sections 2 to 8 of this bylaw.
2. Section 10 is amended by adding the following definitions:

BUSINESS includes

- (i) a commercial or industrial activity or undertaking,
- (ii) a profession, trade, occupation, calling or employment, or
- (iii) an activity providing goods or services

whether or not for profit and however organized or formed, including a co-operative or association of persons;

COMMERCIAL VEHICLE includes a vehicle used in connection with carrying on a Business.

MOBILE FOOD VENDOR means a food vending Business that operates from a vehicle or towed unit capable of moving from place to place to conduct the Business.

PET GROOMING refers to the hygienic care and cleaning of pets and does not include the retail sale of products, a place for breeding or overnight boarding of pets.

3. Section 10 is further amended by deleting the definitions of “Animal Services Facility Minor”, “Home Business” and “Home Occupation” and substituting therefor the following:

ANIMAL SERVICE FACILITY MINOR means development for the purposes of outpatient care treatment of animals and includes retail sales of associated products. Typical uses are small animal veterinary clinics.

HOME BUSINESS means a secondary use of a Building or portion of a Building or its Accessory Buildings, for which the Principal Use is a Dwelling or a Dwelling Unit, to conduct a Business that does not include any of the following, none of which are allowed to operate as a Home Business:

- Adult Entertainment Facility;
- Animal Service Facility, Major;
- Animal Service Facility, Minor;
- Automotive and Equipment Repair and Storage;
- Automotive/Recreational Vehicle Sales;
- Dating or Escort Service;
- Food Service, Major Restaurant;
- Food Service, Minor Restaurant;
- Kennel;
- Recreational Equipment Sales, Storage and Rental;
- Retail Store, General;
- Waste Management Facility; and
- Sales, except the type or manner of sales described in subsection 70.1(e).

HOME OCCUPATION means a secondary use of a Building or portion of a Building for which the Principal Use is a Dwelling or a Dwelling Unit, by only persons who live in the Dwelling or Dwelling Unit, to conduct a Business that

- (a) does not allow visits by customers or clients of the Business to the Dwelling Unit; and;
- (b) does not include any of the following, none of which are allowed as a Home Occupation:

- Adult Entertainment Facility;
- Automotive and Equipment Repair and Storage;
- Automotive/Recreational Vehicle Sales and Rental
- Animal Service Facility, Major
- Animal Service Facility, Minor;
- Dating or Escort Service
- Food Service, Major Restaurant
- Food Service, Minor Restaurant
- Kennel
- Recreational Equipment Sales, Storage and Rental
- Retail Store, General;
- Waste Management Facility;
- Sales, except the type or manner of sales described in subsection 69.1(h).

4. Section 69.1 is deleted and replaced with the following sections 69.1 to 69.5:

- 69.1 Where the term Secondary Suite is used in this section 69 or in section 70 it has the meaning set out in subsection 8.2.18 in the case of a Development within the area shown in Schedule “D” and it has the meaning set out in subsection 9.4.1 in the case of a Development within the City Centre Special Area as described in subsection 9.2.1.
- 69.2 A Home Occupation does not require a Development Permit except when it is developed in a Basement Suite or in a Secondary Suite, or when it requires interior alterations to the Building in which it is developed.
- 69.3 A Home Occupation shall meet the following requirements:
- (a) Occupy no more than 30 percent of the Gross Floor Area of the Dwelling or Dwelling Unit;
 - (b) Not occupy any portion of any Accessory Building associated with the Dwelling or Dwelling Unit;
 - (c) No noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced by the Home Occupation. The privacy and enjoyment of adjacent residences shall be preserved and the amenities of the neighbourhood maintained at all times.
 - (d) Generate no client or customer pedestrian or vehicular traffic;
 - (e) Be operated solely by persons who live in the Dwelling or Dwelling Unit;
 - (f) Require no on-site vehicle parking either for visitors or for a Commercial Vehicle. (For purposes of interpreting this section, a vehicle used solely for personal trips by a person who also carries on a Home Occupation is not a Commercial Vehicle.)
 - (g) Has no identification sign on or about the property nor any other form of indication that the Home Occupation is located or operated from the property;
 - (h) Sales shall be limited to goods and articles produced on the site and may include the sale of prepackaged goods by distributorship, mail order, telephone sales or online sales. Goods may be held on a temporary basis for distribution to customers but no on-site display of goods is permitted;
 - (i) Interior alterations to accommodate the Home Occupation may be allowed at the discretion of the Development Authority if such alterations comply with the Safety Codes Act and/or an applicable Bylaw;

- (j) Obtain the necessary business license from the Municipality;
- (k) Any storage of materials or goods related to the Home Occupation must be located within the Principal Building. No exterior storage or storage within an Accessory Building is permitted; and
- (l) A Home Occupation shall comply with section 76.2.

69.4 A Home Occupation may be approved for development in a Basement Suite or Secondary Suite, and a Development Permit may be issued for such development, at the discretion of the Development Authority.

69.5 A Home Occupation shall not be developed in a Building that contains a Boarding House, Bed and Breakfast Establishment, Child Care Facility, or Group Home.

5. Section 70.1 is deleted and replaced with the following:

70.1 A Home Business requires a Development Permit which may be issued as a temporary use for up to one year, and which may be renewed at the discretion of the Development Authority provided it meets the following requirements:

- (a) The area occupied by a Home Business shall not exceed:
 - (i) 30% of the total interior floor area of a Dwelling or Dwelling Unit; or
 - (ii) 30% of total interior floor area of one Accessory Building; or
 - (iii) Any combination of the above to a maximum of 30% of the floor area.
- (b) No noise, vibration, dust, smoke, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced by the Home Business. The privacy and enjoyment of adjacent residences shall be preserved and the amenities of the neighbourhood maintained at all times.
- (c) Interior or exterior alterations, additions or renovations to accommodate the Home Business may be allowed as long as such alterations, additions or renovations comply with the Safety Codes Act and/or any applicable Bylaws;
- (d) All Commercial Vehicle trips related to the Home Business shall be restricted to:
 - (i) Monday to Saturday between the hours of 7:00 am and 10:00 pm; and

- (ii) Sundays and Statutory Holidays between the hours of 10:00 am and 6:00 pm.
- (e) Sales shall be limited to goods and articles produced on the site and may include the sale of prepackaged goods by distributorship, mail order, telephone sales or online sales. Goods may be held on a temporary basis for distribution to customers but no on-site display of goods is permitted
- (f) Obtain the necessary business license from the Municipality;
- (g) Not more than two clients or customers may be present at any one time on the premises of a Home Business;
- (h) No more than one Home Business shall be approved for a Principal Dwelling. A combination of one Home Occupation and one Home Business may be approved for a Principal Dwelling at the discretion of the Development Authority.
- (i) A Home Business shall not be developed in a Building or in any Accessory Building that contains a Basement Suite, Boarding House, Bed and Breakfast Establishment, Child Care Facility, Family Care Dwelling, Group Home or Secondary Suite.

6. Section 70.2 is deleted and replaced with the following:

70.2 A Home Business located in any residential district in the Urban Service Area and in the Country Residential District shall meet all the standards listed below:

- (a) Any storage of materials or goods related to the Home Business must be located entirely within the Principal Building and Accessory Building(s)/garage. No exterior storage is permitted;
- (b) The Home Business shall be operated only by persons who live in the Dwelling or Dwelling Unit but may use the services of not more than one employee or other person who does not live in the Dwelling or Dwelling Unit;
- (c) Subject to subsection 70.2(d) a Home Business shall provide at least one additional on-site parking stall in addition to any required on-site residential parking in accordance with Part 7 of this Bylaw. Parking in the front or side yard is prohibited except on a driveway;
- (d) One only Commercial Vehicle may be used in conjunction with a Home Business. Parking for the Commercial Vehicle must be provided as follows:

- (i) If the Commercial Vehicle does not exceed a gross vehicle weight of 7000 kilograms and is also used for non-Business personal travel, then subsection 70.2(c) does not apply;
 - (ii) If the Commercial Vehicle does not exceed a gross vehicle weight of 7000 kilograms and is used exclusively for Business purposes, then subsection 70.2(c) does apply;
 - (iii) If the Commercial Vehicle exceeds a gross vehicle weight of 7000 kg then subsection 70.2(c) does not apply but in that case an additional off-street parking stall at a different location is required for the Commercial Vehicle and that parking stall must be located in a Commercial District or an Industrial District.
- (e) Demonstrate to the satisfaction of the Development Authority that traffic generated by the Home Business will not significantly impact traffic flow in the neighborhood;
 - (f) One only non-illuminated sign or plaque identifying the Home Business, having maximum dimensions of 20 cm by 30.5 cm, is allowed to be on the Dwelling or Dwelling Unit. No other form of on-site advertising or identification is allowed;
 - (g) A Home Business shall not be approved if in the opinion of the Development Authority the business is more appropriately located in a non-residential district;
 - (h) A Home Business for pet grooming and training shall be limited to a maximum of four pets on site at any one time, including personal pets. No boarding or overnight accommodation of pets is allowed;
 - (i) A Home Business for dog breeding shall be limited to two adult breeding dogs and any offspring of those dogs that are less than six months old.

7. The following subsection is added to Section 70:

70.4 A Home Business for Mobile Food Vendor requires a Development Permit that may be issued as a temporary use for up to one year which may be renewed at the discretion of the Development Authority, and must meet the following requirements:

- (a) A Home Business for Mobile Food Vendor shall comply with section 70.1;
- (b) A Home Business for Mobile Food Vendor shall comply with section 70.2 except for subsections 70.2 (h) and (i);

- (c) A Home Business for Mobile Food Vendor must not be operated from a Residential District;
 - (d) A food truck from which a Mobile Food Vendor Home Business operates is a Commercial Vehicle and may only be parked in a Residential District:
 - (i) if off-street parking for the food truck is provided in addition to the residential parking spaces required in accordance to Part 7; and
 - (ii) if the food truck does not exceed a gross vehicle weight of 7000 kilograms.
 - (e) A food truck may be parked on commercial or industrial property if there is a written agreement with the owner or occupant of the property allowing such parking or allowing the operation of a Mobile Food Vendor business on the property.
8. Wherever the expression “Home Occupation” appears in Bylaw 99/059 in a list of the permitted uses for a residential district, the following is added immediately thereafter: “(except in the case of a Basement Suite or a Secondary Suite under any definition of Secondary Suite in this bylaw, in which case Home Occupation is a discretionary use, or in the case of a Home Occupation requiring renovation or alteration of a Building in which case Home Occupation is also a discretionary use.)”
9. This bylaw comes into effect when it is passed.

READ a first time this 27th day of February, A.D. 2018.

READ a second time this 10th day of April, A.D. 2018.

READ a third and final time this 10th day of April, A.D. 2018.

SIGNED and PASSED this 12th day of April, A.D. 2018.



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Bylaw No. 23/008 Land Use Bylaw Amendment – Re-District Municipality Lots in Ptarmigan Court from Manufactured Home Residential District (RMH) to Environmental Preservation District (EP)

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

1. THAT Bylaw No. 23/008, being an amendment to the Land Use Bylaw No. 99/059, be read a first time.
2. THAT the required Public Hearing be scheduled for June 27, 2023.

Summary:

Ptarmigan Court has historically been prone to flooding and was significantly impacted in Spring 2020. Following the 2020 flood, the Municipality provided residents with options to enhance community resiliency through either a voluntary buyout program or home-raising grant. Funding for the buyout program was provided by the Government of Alberta, and as a condition of receiving these funds, the Municipality had to take steps to restrict future development on the acquired lands. Administration is therefore proposing to re-district all Ptarmigan Court properties acquired by the Municipality from Manufactured Home Residential District to Environmental Preservation District (Attachment 2).

Background:

In April 2020, the Region was significantly impacted by flooding due to an ice jam, including a large majority of Ptarmigan Court's 69 residential properties. As structural mitigation measures were deemed impractical for the community, the Municipality instead developed a voluntary program offering residents either a grant to raise their homes or receive a buyout. These programs were fully funded by the Government of Alberta through a provincial contribution of \$11 million.

As part of the agreement with the Province, in exchange for receiving the funds, the Municipality was required to ensure that the acquired lands will not accommodate any residential or commercial uses, or the development of structures or infrastructure. The

COUNCIL REPORT – Bylaw No. 23/008 Land Use Bylaw Amendment – Re-District Municipality Lots in Ptarmigan Court from Manufactured Home Residential District (RMH) to Environmental Preservation District (EP)

Municipality was required to implement this restriction through a series of actions, including amendments to the Land Use Bylaw and the registration of caveats on the acquired lands prohibiting new developments or structures. It is important to note that the Municipality would be required to re-pay the \$11 million contribution if the agreement is not followed.

By the end of October, 2022, 52 property owners had chosen to receive a buyout, 3 owners elected to raise their homes, and 14 owners chose to maintain the status quo and did not participate in the program. The manufactured homes that were previously in place on the 52 acquired properties have been removed, and those deemed suitable are being transferred to rural communities to support local affordable housing initiatives. Administration has recently consolidated the 52 acquired properties, and caveats limiting future development have been crafted and will soon be placed on the new land title for those consolidated properties. These actions will demonstrate that the Municipality has taken all available measures to limit developability of the lands, thereby maximizing its obligations under the agreement.

The proposed Land Use Bylaw amendment was advertised to all property owners in Ptarmigan Court on November 29, 2022. Feedback was received from four owners, who, while supportive of the area being open green space, are keen on ensuring it is well-maintained and look forward to discussing future plans for the area. The Municipality is committed to engaging residents on matters pertaining to the future use of municipal lands in Ptarmigan Court, and will conduct engagement at the appropriate time.

Rationale for Recommendation:

The proposed Land Use Bylaw amendment to re-district lands purchased by the Municipality in Ptarmigan Court forms a critical part of the Municipality's obligations under the funding agreement with the Government of Alberta. The proposed Environmental Preservation district is intended for natural open space and the protection of environmentally sensitive lands, and is therefore an appropriate designation for lands that are periodically subject to flooding.

This designation will ensure that the lands cannot be used for residential or commercial development in the future, but still provides possibilities for limited lower-impact development such as parks. The proposed amendment does not preclude continued discussions with the community over future plans for the land. Rather, having the appropriate zoning in place first would ensure that any subsequent discussions about future uses would be in continued alignment with the funding agreement.

Strategic Plan Values:

Local Economy

Attachments:

COUNCIL REPORT – Bylaw No. 23/008 Land Use Bylaw Amendment – Re-District Municipality Lots in Ptarmigan Court from Manufactured Home Residential District (RMH) to Environmental Preservation District (EP)

1. Bylaw No. 23/008 - Land Use Bylaw Amendment - Re-Districting Municipal Lots in Ptarmigan Court

2. Subject Area Map

Media Map

BYLAW NO. 23/008**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND THE LAND USE BYLAW NO. 99/059**

WHEREAS Sections 639 and 191(1) of the *Municipal Government Act*, RSA 2000, c. M-26 requires Council may pass and amend a land use bylaw;

NOW THEREFORE the Council of Regional Municipality of Wood Buffalo duly assembled, enacts as follows:

1. Land Use Bylaw No. 99/059 is hereby amended by re-districting lands in Ptarmigan Court legally described as:

Lot 22, Block 28, Plan: 232 0478;
 Lot 12, Block 29, Plan: 232 0478;
 Lot 24, Block 30, Plan: 232 0478;
 Lot 25, Block 31, Plan: 232 0478;
 Lot 6U, Block 28, Plan: 1347TR;
 Lot 19R, Block 28, Plan: 1347TR;
 Lot 20R, Block 28, Plan: 1347TR;
 Lot 21R, Block 28, Plan: 1347TR;
 Lot 8R, Block 29, Plan: 1347TR;
 Lot 9R, Block 29, Plan: 1347TR;
 Lot 10R, Block 29, Plan: 1347TR;
 Lot 22R, Block 30, Plan: 1347TR;
 Lot 23R, Block 30, Plan: 1347TR;
 Lot 25R, Block 31, Plan: 1347TR; and
 Lot 26R, Block 31, Plan: 1347TR

from RMH – Manufactured Home Residential District to EP – Environmental Preservation District.

2. This Bylaw comes in to effect on the day it is passed.

READ a first time this _____ day of _____, 2023.

READ a second time this _____ day of _____, 2023.

READ a third and final time this _____ day of _____, 2023.

SIGNED and PASSED this _____ day of _____, 2023.

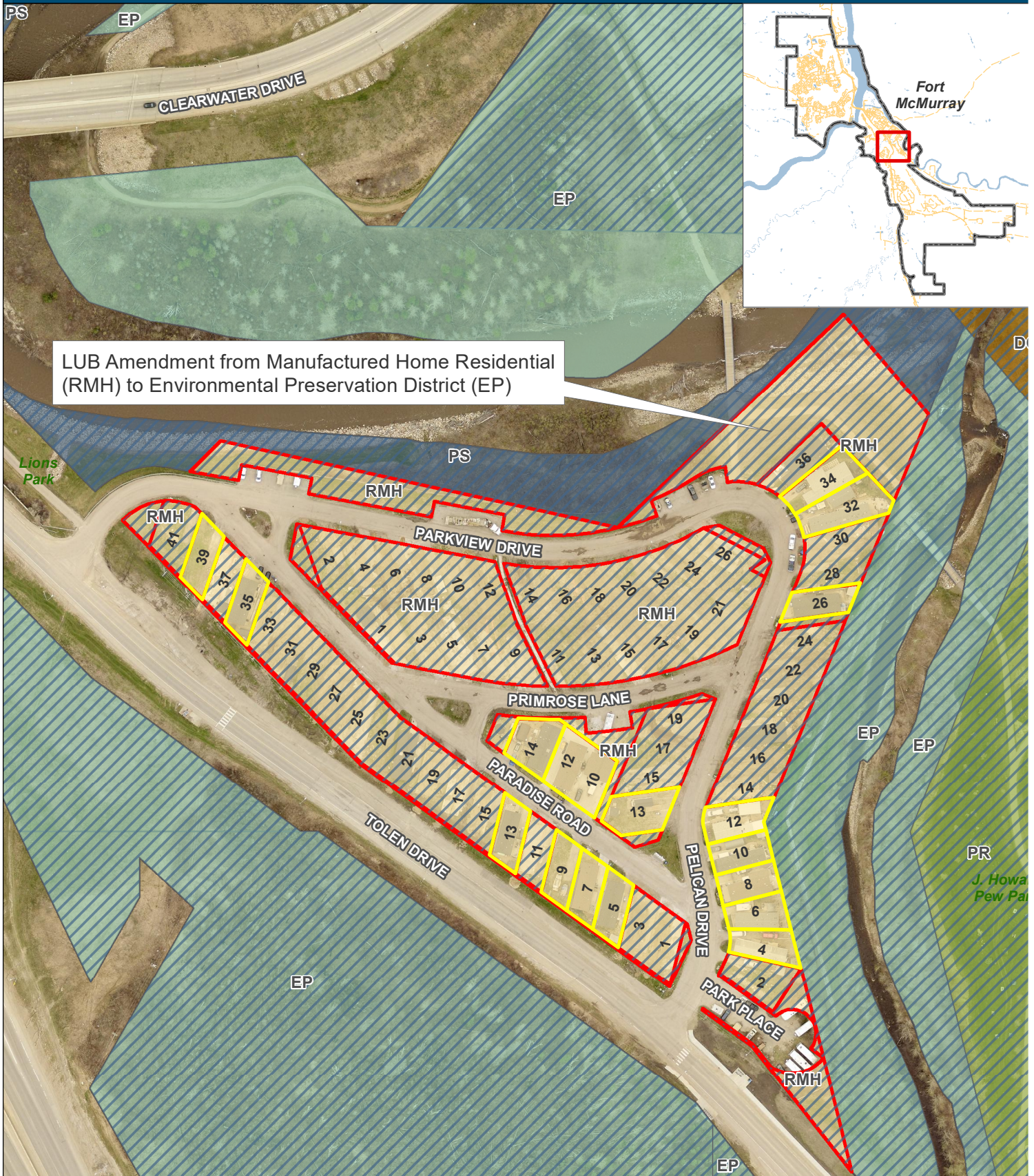
Mayor

Chief Legislative Officer

SUBJECT AREA MAP

Ptarmigan Mobile Park - Rezoning of RMH Lots

Attachment



- | | |
|---|---|
| Subject Area | Manufactured Home Residential - RMH |
| Privately Owned Lots | Parks and Recreation - PR |
| Direct Control - DC | Public Service - PS |
| Environmental Preservation - EP | RMWB Lands |

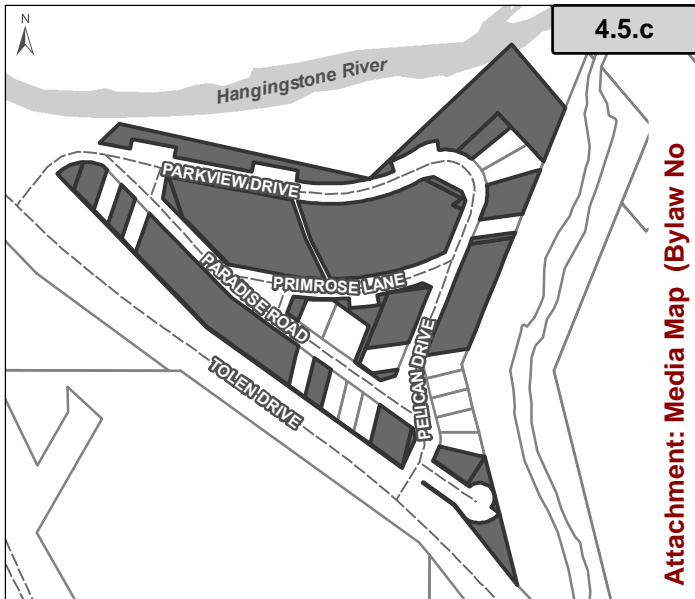


1 cm = 20 m



Map Produced by the Geographic Information System

Packet Pg. 65



4.5.c

Attachment: Media Map (Bylaw No

SUBJECT AREA

LUB Amendment from Manufacture
(RMH) to Environmental Preservation

Packet Pg. 66



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Bylaw No. 23/009 Bylaw Amendment to the Responsible Pet Ownership Bylaw No. 19/025, the Community Standards Appeal Committee Bylaw No. 19/001 and the Fees, Rates And Charges Bylaw No. 22/012.

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT Bylaw No. 23/009, being a bylaw to amend the Responsible Pet Ownership Bylaw No. 19/025, the Community Standards Appeal Committee Bylaw No. 19/001 and the Fees, Rates and Charges Bylaw No. 22/012, be read a first time.

Summary:

The Responsible Pet Ownership Bylaw No. 19/025 was reviewed to ensure it met the needs for the wellbeing and security of pet owners, their animals, and the Region. Administration recommends that the Responsible Pet Ownership Bylaw No. 19/025 is amended to improve enforcement standards and responsible pet ownership.

Background:

The Responsible Pet Ownership Bylaw (the Bylaw) has been in effect since November 19, 2019, and has helped promote safe and responsible pet ownership. With the changing needs of the community, legislative recommendations from court proceedings, feedback from community members and our front-line Bylaw Enforcement Officers, the Bylaw has been reviewed and Administration is recommending amendments to certain aspects of the Bylaw.

The purpose of the amendments to the Responsible Pet Ownership Bylaw is to improve public safety, further promote responsible pet ownership, address concerns of the community, and strengthen the ability of Bylaw Enforcement Officers to protect the community through judicial processes.

General Amendments:

1. General housekeeping amendments:

COUNCIL REPORT – Bylaw No. 23/009 Bylaw Amendment to the Responsible Pet Ownership Bylaw No. 19/025, the Community Standards Appeal Committee Bylaw No. 19/001 and the Fees, Rates And Charges Bylaw No. 22/012.

- a. removing the word “provocation” in the requirement to declare an animal vicious and clarifying the situations where the Animal Control supervisor can declare an animal vicious.
 - b. clarifying the Municipality has no legal obligation to have an animal’s behaviour assessed by an independent expert but instead, the Animal Control supervisor can require an owner to obtain a behavioural assessment in a number of identified situations where there may be concern about an animal’s behavioural tendencies.
 - c. clarifying that restrictions on setting a cat trap do not apply where it is being set under the direct supervision of a Peace Officer.
 - d. clarifying the importance of public safety as a factor when the Animal Control Supervisor makes a decision to declare an animal vicious and when the Community Standards Appeal Committee considers an appeal.
 - e. clarifying the situations under which a Bylaw Officer has the authority to take possession of and impound an animal, for example, when an owner’s dog has been declared vicious and the owner is not abiding by the conditions in the bylaw for owning a vicious animal.
 - f. clarifying that an animal cannot be tethered on public property and in the case of an animal tethered on private property, the tether may not extend outside the boundaries of that private property and the animal cannot be left unattended.
 - g. specifying that the means of disposal for animal defecation must be a plastic bag that must be produced upon demand of a Bylaw Enforcement Officer.
 - h. clarifying that it is an offence to provide false or misleading information to the Bylaw Enforcement Officer in any circumstance, not only on the License Application.
2. Including a sample vicious animal sign to create consistency in the manner in which the public obtains notification that a vicious animal resides on the property.
 3. Creating more offence categories for situations where a dog attacks or bites another animal or human to allow for a variety of fines depending on the severity of the offence.
 4. Changing the parameters for declaring an animal a Nuisance Animal so that it is not dependent on the number of convictions under the Bylaw (this previous approach was resulting in a delayed declaration because of the time required for court proceedings, which is often beyond the Municipality’s control); instead, the

COUNCIL REPORT – Bylaw No. 23/009 Bylaw Amendment to the Responsible Pet Ownership Bylaw No. 19/025, the Community Standards Appeal Committee Bylaw No. 19/001 and the Fees, Rates And Charges Bylaw No. 22/012.

proposed changes allow an animal to be declared nuisance by the Animal Control Supervisor under certain described situations, provide an opportunity for the owner to provide their perspective and an appeal now exists to the Community Standards Appeal Committee so that an owner has a right to seek a review of the decision.

5. Granting the Animal Control Supervisor the ability to require an owner and animal to obtain a behavioral assessment or attend obedience training when the requirements outlined in the bylaw have been met. The assessment or training must be conducted by a certified trainer and at the owner's cost.
6. Updating the Animal Control fee schedule, which was missed when the most recent Fees, Rates and Charges 2023 Bylaw was passed.

Rationale for Recommendation:

The amendments reflect research on best practices from other enforcement agencies and incorporates concerns raised during court proceedings and from our front-line enforcement officers.

Strategic Plan Values:

Building Partnerships
Rural and Indigenous Communities and Relationships

Attachments:

1. Bylaw No. 23/009 - Responsible Pet Ownership Bylaw Amendment
2. Responsible Pet Ownership Bylaw Amending Bylaw No 23/009 - Redlined
3. Responsible Pet Ownership Bylaw 19/025

BYLAW NO. 23/009**A BYLAW TO AMEND THE RESPONSIBLE PET OWNERSHIP BYLAW NO. 19/025, THE COMMUNITY STANDARDS APPEAL COMMITTEE BYLAW NO. 19/001 AND THE FEES, RATES AND CHARGES BYLAW NO. 22/012.**

NOW THEREFORE the Regional Municipality of Wood Buffalo, in Council duly assembled, enacts as follows:

1. The *Responsible Pet Ownership Bylaw No. 19/001*, as amended, is further amended by:
 - (a) Adding the following definition after subsection 2.2:
 - 2.2A. "Attack" means force applied by an animal to a person or other Animal consisting of more than one bite, or more than one puncture, or more than one laceration, resulting in bleeding, sprains, serious bruising, or multiple injuries;
 - (b) Adding the following definitions after subsection 2.5:
 - 2.5A. "Backyard Hen Bylaw" means the Backyard Hen Bylaw No. 23/004, as amended or replaced.
 - 2.5B. "Behaviour Assessment" means an assessment of a dog's temperament by a Certified Dog Trainer, including a written report in a form approved by the Bylaw Program Supervisor;
 - 2.5C. "Bite" means force applied by an animal by means of its mouth and teeth upon a person or other animal;
 - (c) Adding the following definition after subsection 2.8:
 - 2.8A. "Certified Dog Trainer" means a person specializing in training dogs who is a Certified Behaviour Consultant – Knowledge Assessed (CBCC-KA) by the Certification Council for Professional Dog Trainers or such other certification as the Bylaw Program Supervisor may approve;
 - (d) Repealing the definition at subsection 2.15.
 - (e) Adding the following definition after subsection 2.16:
 - 2.16A. "Fees Bylaw" means the Fees, Rates and Charges 2023 Bylaw No. 22/012 as amended or replaced.
 - (f) Adding the following definition after subsection 2.19.:

2.19A. “Kennel” means real property located outside of the Urban Service Area that has been approved for that purpose by the Development Authority in accordance with the Municipality’s Land Use Bylaw.

(g) Striking out “or premises” at subsection 2.34.

(h) Adding the following definition after subsection 2.36.:

2.36A. “Premise” means a house, building or structure and the real property
is occupies.

(i) Adding the following definition after subsection 2.45.:

2.45A. “Severe Injury” means any injury to a person or animal that requires medical attention such as wounds requiring sutures, or other wound repair and closing, or surgery, disfiguring or scarring lacerations, broken bones, severe sprains, or any other similar serious injury.

(j) Adding the following definition after subsection 2.47:

2.47A. “Tethered” or “Tied” means there is a rope, cord, chain, leash or other form of line holding an animal in place and attached to a fixed object.

(k) Adding the following definition after subsection 2.50.:

2.50A. “Vicious Sign” means a sign that is a minimum length of eight inches and a minimum height of 11 inches and containing the form and content at Schedule C.

(l) Striking out “4 licensed animals that are 3 months or older” at section 22 and replacing it with “4 animals that require a license under this bylaw”.

22. No person shall keep more than 4 animals that require a license under this bylaw, except:.

(m) Striking out “Dog Lot Occupant” at section 25 and replacing it with “Kennel”.

(n) Striking out “premises” at both places in section 27 and replacing it with “premise”.

(o) Striking out “and” at subsection 33.3;

(p) Striking out “.” at the end of subsection 33.4 and replacing it with “;”.

- (q) Adding the following as subsection 33.5:
 - 33.5 the animal is not left unattended; and
- (r) Adding the following as subsection 33.6:
 - 33.6. the animal is not capable of leaving the boundaries of the Owner's Property.
- (s) Adding the following as a new section 33A.:
 - 33A. No person shall tether an animal in a public place.
- (t) Striking out "Bylaw Services" at section 34 and replacing with "the Bylaw Program Supervisor."
- (u) Striking out section 44 and replacing with the following:
 - 44. An owner of a dog in an off-leash area shall carry a leash for each dog in his or her care or control and shall produce the leash or leashes upon the request of a Bylaw Enforcement Officer.
- (v) Repealing section 50.
- (w) Repealing the heading "Unattended Animals" before section 50 and relocating the heading "Animals in Motor Vehicles" before section 51.
- (x) Striking out "in heat" at section 56 and replacing with "in estrus".
- (y) Striking out "No person shall set a cat trap outdoors:" at section 59 and replacing it with "Except for a Bylaw Enforcement Officer, no person shall set a cat trap outdoors:".
- (z) Striking out "11:00pm" at subsection 59.3 and replacing it with "8:00pm".
- (aa) Repealing section 63 and replacing it with the following:
 - 63. When a dog is not on an owner's property, an owner shall carry a disposable plastic bag for removing dog feces and shall produce the plastic bag upon the request of a Bylaw Enforcement Officer.
- (bb) Striking out "his or her property" at section 64 and replacing it with "Owner's Property".
- (cc) Repealing section 67 and replacing it with the following:
 - 67. An owner of an animal is guilty of an offence if such animal:
 - 67.1. threatens, harasses or chases a person;

- 67.2. bites a person or commits any act that causes a person to suffer injury;
- 67.3 attacks a person;
- 67.4 attacks a person causing severe injury;
- 67.5 threatens, harasses or chases an animal;
- 67.6 bites an animal or commits any act that causes an animal to suffer injury;
- 67.7 attacks an animal causing severe injury;
- 67.8 causes death to an animal;
- 67.9 causes any damage to property or chattels; or
- 67.10 chases any vehicle.

(dd) Adding the following as a new section 67A.:

67A. Where the Bylaw Program Supervisor has reasonable grounds to believe that an animal has contravened section 67, the Bylaw Program Supervisor may require an Owner to obtain and provide a Behaviour Assessment of the animal within 10 days, at the Owner's expense.

(ee) Repealing section 70 and replacing it with the following:

70. The Bylaw Program Supervisor may declare an animal a Nuisance Animal where:
- 70.1. the animal has engaged in threatening or aggressive behaviour;
 - 70.2. the animal has been found At Large more than once;
 - 70.3 the animal is a dog that repeatedly barks, howls, or otherwise makes or causes noise which disturbs any Person; or
 - 70.4. an Owner has demonstrated an inability to control the animal in an Off-Leash Area or other public place on more than one occasion.

(ff) Adding the following as a new section 70A.:

70A. Where the Bylaw Program Supervisor is considering designating an animal as a Nuisance Animal, the Bylaw Program Supervisor must:

70A.1. send a written notice to the Owner of the reason why the designation is being considered;

70A.2. provide an opportunity to the Owner to make written submissions within 14 days of receiving the notice; and

70A.3. consider any written submissions made by the Owner and any information provided by a Bylaw Enforcement Officer obtained from any investigation conducted pursuant to this Bylaw involving the Animal.

(gg) Adding the following as a new section 70B.:

70B. Where the Bylaw Program Supervisor has decided to designate an animal as a Nuisance Animal, the designation decision must be sent to the Owner with reasons for the decision, along with notice of any conditions imposed by the Bylaw Program Supervisor.

(hh) Repealing section 71 and replacing it with the following:

The Bylaw Program Supervisor may impose one or more conditions on the Owner of a Nuisance Animal that, in the opinion of the Bylaw Program Supervisor, are reasonably necessary to reduce the nuisance posed by the animal and where conditions have been imposed, the owner shall abide by all such conditions.

(ii) Adding the following as a new section 71A.:

71A. An Owner may appeal the Bylaw Program Supervisor's decision to declare the animal a Nuisance Animal, or any condition imposed on the Owner of a Nuisance Animal, by submitting a Notice of Appeal to the Clerk within 14 days of the Bylaw Program Supervisor having provided the written notice that the animal has been declared a Nuisance Animal or that the condition under appeal has been imposed.

(jj) Adding the following as a new section 71B.:

71B. Upon receiving a notice of appeal under section 71A, the Community Standards Appeal Committee shall hear the appeal and may either:

71B.1. confirm the Bylaw Program Supervisor's declaration of the animal as a Nuisance Animal;

71B.2. overturn or vary the Bylaw Program Supervisor's declaration of the animal as a Nuisance Animal;

71B.3. confirm a condition imposed on the Owner of the Nuisance Animal; or

71B.4. overturn or vary a condition imposed on the Owner of the Nuisance Animal.

(kk) Repealing section 76 and replacing it with the following:

76. The Bylaw Program Supervisor may declare an animal to be a Vicious Animal where the animal:

76.1 bites a person;

76.2 attacks a person;

76.3 attacks an animal; or

76.4 kills an animal; and

76.5 the Bylaw Program Supervisor forms a reasonable belief that the animal is a risk to public safety.

(ll) Adding the following as a new section 76A.:

76A. An animal is deemed a Vicious Animal under this Bylaw if the animal has been declared vicious, dangerous or any other designation indicating the animal may pose a risk to a person or animal, by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation or federal legislation.

(mm) Adding the following as a new section 78A.:

78A. Where an animal is deemed vicious pursuant to section 76A there shall be no appeal.

(nn) Striking out “, and” at subsection 80.2 and replacing it with “;”.

(oo) Striking out the “.” at the end of subsection 80.3 and replacing it with “; and”.

(pp) Adding the following as subsection 80.4:

80.4 obtain a Behaviour Assessment, at the Owner's expense, and provide it to the Bylaw Program Supervisor.

- (qq) Striking out “property of the owner” at section 85 and replacing it with “owner’s property”.
- (rr) Striking out “property of the owner” at section 86 and replacing it with “owner’s property”.
- (ss) Repealing section 89 and replacing it with the following:
 - 89. Within 10 days of an animal being declared vicious, an owner shall display the vicious sign on the owner’s property and shall ensure that:
 - 89.1 the vicious sign is posted at each entrance to any dwelling where the vicious animal is kept and on any outdoor pen or structure where the vicious animal is confined; and
 - 89.2 each vicious sign is posted to be clearly visible and seen by any person accessing the owner’s property.
- (tt) Adding the following as a new section 89A.:
 - 89A.: In addition to the requirement at subsection 80.4, the Bylaw Program Supervisor may direct that a Vicious Animal and its Owner attend training from a Certified Dog Trainer at the Owner’s expense and provide evidence of successful completion in a form satisfactory to the Bylaw Program Supervisor.
- (uu) Striking out the “or” at subsection 91.7.
- (vv) Striking out the “.” at end of subsection 91.8. and replacing it with “; or”.
- (ww) Repealing subsection 91.9. and replacing with the following:
 - 91.9 a hen as defined by the Backyard Hen Bylaw, which is permitted where a hen is being kept in accordance with a license granted pursuant to the Backyard Hen Bylaw.
- (xx) Striking out “capture” at section 95 and replacing it with “take possession of”.
- (yy) Repealing subsection 95.1 and replacing it with the following:
 - 95.1 found at large or abandoned;
- (zz) Repealing subsection 95.2 and replacing it with the following:

- 95.2 where the Bylaw Enforcement Officer has reasonable grounds to believe that the animal has been involved in a contravention of section 67, pending either:
- (a) the outcome of an investigation to declare the animal a vicious animal"; or
 - (b) the Court's determination of an application made under the Dangerous Dog Act, R.S.A. 2000, c D-3;
- (aaa) Striking the "." at the end of subsection 95.3 and replacing it with "; or".
- (bbb) Adding the following as a new subsection 95.4:
- 95.4: where the animal is the subject of a declaration of vicious animal and a Bylaw Enforcement Officer has reasonable grounds to believe that an Owner has failed to abide by any conditions of the License or any requirement for keeping a vicious animal, pending either:
- (a) an Owner having demonstrated to the satisfaction of the Bylaw Program Supervisor that the Owner is in compliance with all conditions of the License and all requirements for keeping a vicious animal; or
 - (b) the Court's determination of an application made under the Dangerous Dog Act, R.S.A. 2000, c-3.
- (ccc) Adding "or to impound an animal pursuant to section 95" at section 96 after the words "any provision of this bylaw".
- (ddd) Striking out "impounded animal" at section 97 and replacing it with "animal impounded pursuant to section 95.1"
- (eee) Striking out "Fees, Rates and Charges Bylaw No. 19/024" at subsections 98.1, 102.2, 111.2, and 120A. and replacing it with "Fees Bylaw".
- (fff) Adding "and" at subsection 100.1 after the ";
- (ggg) Striking out the ";" at subsection 100.2 and replacing it with a ".".
- (hhh) Repealing subsection 100.3.
- (iii) Repealing subsection 100.4.
- (jjj) Striking out "Despite section 100, a" at section 101 and replacing it with "A".

(kkk) Adding the following as a new section 101A:

101A. Without limiting the generality of section 101, a Bylaw Enforcement Officer may extend the 72 impoundment period where:

101A.1.in the opinion of a Bylaw Enforcement Officer, an animal ought to remain in the care of a veterinarian, veterinary technologist or other animal care specialist and the Bylaw Enforcement Officer has reasonable grounds to believe that immediate release of the animal to the Owner would jeopardize the health or well-being of the animal; and

101A.2.the Owner shall be responsible for payment to the Municipality of all fees and costs of the extended impounded, including any veterinary or other care.

(III) Repealing subsection 102.3 and replacing it with the following:

102.3. at the end of a 10-day period, if the owner has made no other care arrangements for the animal, the animal will become the property of the Municipality and the Municipality is authorized to

(a) destroy the animal;

(b) sell or gift the animal; or

(c) surrender the animal to an appropriate adoption agency.

(mmm) Adding the following as a new subsection 102A.:

102A. The Bylaw Program Supervisor may extend the 10-day period at subsection 102.3 in her or her sole discretion and in such case, the Owner shall be responsible for payment to the Municipality of all fees and costs of the extended impoundment.

(nnn) Striking out “or” at subsection 106.3.

(ooo) Striking out the “.” at the end of subsection 106.4 and replacing it with “; or”.

(ppp) Adding the following as a new subsection 106.5:

106.5 providing false or misleading information to a Bylaw Enforcement Officer.

(qqq) Striking out “by issuing a summons by means of a violation ticket” at section 115 and replacing it with “under the Provincial Offences Procedures Act”.

- (rrr) Repealing Schedule A and replacing it with Schedule A of this bylaw.
 - (sss) Adding Schedule B of this bylaw as a new Schedule C.
2. Schedule "B" of the *Fees, Rates and Charges* Bylaw No. 22/012, as amended, is further amended by:
- (a) Repealing the Animal License – Spayed or Neutered fee amount of \$15.00 at subsection 1.a) and replacing it with \$25.00;
 - (b) Repealing the Animal License – Non-spayed or Non-neutered fee amount of \$50.00 at subsection 1.b) and replacing it with \$60.00;
 - (c) Repealing the Animal License – Dangerous Dog fee amount of \$100.00 at subsection 1.d) and replacing it with \$250.00;
 - (d) Adding the following as a new Licensing Fee at subsection 1.e):
 - e) Animal License – Nuisance Animal.....\$150.00
 - (e) Repealing section 3 and replacing it with the following:
 - 3. Impound Fee (per day)
 - a) Per Animal.....\$40.00
 - b) Vicious Animal.....\$100.00
 - c) Dangerous Dog.....\$100.00
 - (f) Repealing the administration fee per animal amount of \$25.00 at subsection 5(a) with \$35.00;
 - (g) Adding the following as a new Administration Fee at subsection 5(d):
 - (d) Nuisance Animal.....\$150.00
3. The *Community Standards Appeal Committee* Bylaw No. 19/001, as amended, is further amended by:
- (a) Repealing the definition at subsection 2(b) and replacing it with the following:
 - (b) "Animal Licensing Decision" means a decision by the Bylaw Program Supervisor to refuse or revoke a License under the Responsible Pet Ownership Bylaw;

- (b) Repealing the definition at subsection 2(c) and replacing it with the following:
 - (c) “Appeal” means the review of an MGA Order, Hen Licensing Decision, Animal Licensing Decision, Nuisance Animal Declaration or Vicious Animal Declaration.
- (c) Adding the following as a definition after subsection 2(e):
 - (e.1) “Backyard Hen Bylaw” means the Municipality’s *Backyard Hen Bylaw* No. 23/004, as amended or replaced;
- (d) Striking subsection 2(j).
- (e) Adding the following as a definition after subsection 2(s):
 - (s.1) “Nuisance Animal Declaration” means a decision by the Bylaw Program Supervisor to declare an animal a nuisance under the Responsible Pet Ownership Bylaw;
- (f) Adding the following definitions after subsection 2(u):
 - (v) “Responsible Pet Ownership Bylaw” means the Municipality’s *Responsible Pet Ownership Bylaw* No. 19/025, as amended or replaced;
 - (w) “Vicious Animal Declaration” means a decision by the Bylaw Program Supervisor to declare an animal vicious under the Responsible Pet Ownership Bylaw;
- (g) Repealing the definition at subsection 2(n) and replacing it with the following:
 - (n) “Interim Stay” means a temporary suspension of enforcement of an MGA Order, Hen Licensing Decision, Animal Licensing Decision, Nuisance Animal Declaration or Vicious Animal Declaration pending a future decision of the Committee;
- (h) Repealing the definition at subsection 2(s) and replacing it with the following:
 - (s) “Notice of Appeal” means a written request, in a form acceptable to the Clerk, seeking an Appeal;
- (i) Repealing section 24.1 and replacing with the following:

24.1. Only a person who is an owner of the animal pursuant to the Responsible Pet Ownership Bylaw may appeal an Animal Licensing Decision, a Nuisance Animal Declaration or a Vicious Animal Declaration.

- (j) Striking out “or Declaration of Vicious Animal” at subsection 25.(f) and replacing it with “, Nuisance Animal Declaration or Vicious Animal Declaration”.
- (k) Striking out “or Declaration of Vicious Animal” at subsection 29.(b) and replacing it with “, Nuisance Animal Declaration or Vicious Animal Declaration”.
- (l) Adding “, provided however that in the case of a Vicious Animal Declaration, the Committee shall not impose any condition that suspends, cancels or otherwise varies the requirement to obtain a Behavioural Assessment.

4. This Bylaw comes into effect the day it is passed.

Read a first time this _____ day of _____, 2023.

Read a second time this _____ day of _____, 2023.

Read a third and final time this _____ day of _____, 2023.

Signed and Passed this _____ day of _____ 2023

Mayor

Chief Legislative Officer

SCHEDULE A**FINES**

SECTION	OFFENCE	SPECIFIED PENALTY
4	Unlicensed dog	\$150.00
6	Unlicensed cat	\$150.00
8	Failure to take steps required upon declaration	\$500.00
8.4	Failure to abide by conditions of a nuisance animal declaration or vicious animal declaration	\$500.00
9	Unlicensed Nuisance or vicious animal	\$500.00
12	Cat/Dog not wearing issued license tag	\$75.00
58	Animal at-large	\$150.00
62	Failure to remove feces	\$250.00
63	Failure to produce means to facilitate removal of feces	\$100.00
66	Animal barking or howling causing disturbance	\$150.00
67.1	Threatens, harasses or chases person	\$150.00
67.2	Bites a person or causes person to suffer injury	\$500.00
67.3	Attacks a person	\$1000.00
67.4	Attacks a person causing severe injury	\$2000.00
67.5	Threatens, harasses or chases animal	\$150.00
67.6	Bites an animal or causes animal to suffer injury	\$500.00
67.7	Attack an animal causing severe injury	\$500.00
67.8	Causes death to an animal	\$850.00
67.9	Causes damage to property	\$150.00

67.10	Chases a vehicle	\$150.00
69	Person using an animal to attack, chase or threaten a person or animal	\$500.00
75.1	Failure to notify that nuisance animal is sold, gifted, transferred or deceased	\$500.00
82.1	Failure to notify that vicious animal is sold, gifted, transferred or deceased	\$500.00
83.1	Vicious animal attack	\$2000.00
83.2	Vicious animal causes damage to property	\$1000.00
83.3	Vicious animal at-large	\$1000.00
84	Failure to notify of vicious animal at large	\$500.00
85	Failure to keep vicious animal properly confined on owner's property	\$1000.00
86	Failure to properly secure vicious animal off owner's property	\$1000.00
89.1	Failure to properly post vicious animal signage	\$1000.00
106	Obstruct Bylaw Enforcement Officer	\$500.00

SCHEDULE B**Vicious Animal Sign**

REDLINE INCORPORATION PROPOSED AMENDMENTS

Responsible Pet Ownership Bylaw

BYLAW NO. 19/025**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS IN THE REGIONAL MUNICIPALITY OF WOOD BUFFALO.**

WHEREAS, pursuant to section 7(a) of the *Municipal Government Act*, R.S.A. 2000, c-M26, as amended, 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*, R.S.A. 2000, c-M26, as amended, a council may pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

Short Title

1. This bylaw may be cited as the “*Responsible Pet Owner Bylaw*”.

Definitions

2. In this bylaw, unless the context otherwise requires:
 - 2.1. “Animal” means any vertebrate, but excludes humans, fish and wildlife;
 - 2.2. “Animal Care Facility” means any premises designated by the Municipality for the lodgment and care of animals;
 - 2.2A. “Attack” means force applied by an animal to a person or other animal consisting of more than one bite, or more than one puncture, or more than one laceration, resulting in bleeding, sprains, serious bruising, or multiple injuries;
 - 2.3. “Attack Report” means information submitted to the Municipality in a form approved by the Bylaw Program Supervisor for the purpose of reporting an animal attack or animal bite occurring within the Municipality;
 - 2.4. “Athletic Field” means any field or land, whether natural or manmade, that is used for athletic purposes to conduct organized or unorganized sporting activities;
 - 2.5. “At Large” means an animal that is:
 - (a) not under the control of the owner by means of a leash; and
 - (b) is in a public place that is not a designated off-leash area; or

- (c) is on property other than the owner's property and in respect of which the animal does not have the right of occupation;

2.5A. "Backyard Hen Bylaw" means the Backyard Hen Bylaw No. 23/004, as amended or replaced.

2.5B. "Behaviour Assessment" means an assessment of a dog's temperament by a Certified Dog Trainer;

2.5C. "Bite" means force applied by an animal by means of its mouth and teeth upon a person or other animal;

2.6. "Breeder" means a person who owns, keeps or maintains animals for breeding purposes;

2.7. "Bylaw Program Supervisor" means the person appointed into this position under the authority of the CAO or who is responsible for the animal control operations and includes anyone acting or delegated all or partial responsibilities of this position;

2.8. "Bylaw Enforcement Officer" means a Peace Officer as defined in the Provincial Offences Procedure Act and includes any person appointed by the Municipality pursuant to section 55 of the *Municipal Government Act*,

R.S.A. 2000, c. M-26, as amended or replaced;

2.8A. "Certified Dog Trainer" means a person specializing in training dogs who is a Certified Behaviour Consultant – Knowledge Assessed (CBCC-KA) by the Certification Council for Professional Dog Trainers or such other certification as the Bylaw Program Supervisor may approve;

2.9. "Community Standards Appeal Committee" means the committee established pursuant to the Municipality's *Community Standards Appeal Committee Bylaw*, as amended or replaced;

2.10. "Controlled Confinement" means the confinement of an animal in a pen, cage, carrier, humane trap or within a closed building;

2.11. "Clerk" means the clerk of the Community Standards Appeal Committee;

2.12. "Damage to Property" means damage to property other than the owner's property and includes but is not limited to digging, defecating or urinating on such property;

2.13. "Dangerous Dog" means a dog that is the subject of an order under the *Dangerous Dog Act*, R.S.A. 2000, c. D-3, as amended or replaced;

2.14. "Development Authority" means a development officer of the Municipality.

- 2.15. ~~Repealed “Dog Lot Occupant” means any person who keeps sled dogs on a site outside of the Urban Service Area which site has been approved by the Development Authority for that purpose in accordance with the Municipality’s Land Use Bylaw, as amended or replaced;~~
- 2.16. “Exotic Animal” means any snake, reptile, arachnid or amphibian;’
- 2.16A. “Fees Bylaw” means the Fees, Rates and Charges 2023 Bylaw No. 22/012, as amended or replaced.
- 2.17. “Guide Dog” means a guide dog as defined in the *Blind Persons’ Rights Act*, R.S.A. 2000 c. B-3, as amended or replaced;
- 2.18. “Impound” means the lodgment of an animal at a designated animal care facility;
- 2.19. “Infectious Physical Condition” means any physical condition of an animal which may be passed to another animal or human by invasion of an organism emanating from the animal suffering the physical condition;
- 2.19A “Kennel” means real property located outside of the Urban Service Area that has been approved for that purpose by the Development Authority in accordance with the Municipality’s Land Use Bylaw.
- 2.20. “Land Use Bylaw” means the Municipality’s *Land Use Bylaw No. 99/059*, as amended or replaced;
- 2.21. “Leash” means a physical line not exceeding two metres in length, capable of leading and restraining the Animal to which it is attached;
- 2.22. “License” means an animal license issued by the Municipality to a Person for an animal in accordance with the provisions of this bylaw;
- 2.23. “License Fee” means the annual fee payable in respect of a license, as set out in the *Fees, Rates and Charges Bylaw No. 19/024*;
- 2.24. “License Tag” means an identification tag issued by the Municipality with the license number for an animal;
- 2.25. “Motor Vehicle” has the meaning as defined in the *Traffic Safety Act, RSA 2000 Chapter T-6*, as amended or replaced;
- 2.26. “Municipal Tag” means a document prepared by the Municipality alleging an offence issued pursuant to this bylaw;
- 2.27. “Municipality” means the Regional Municipality of Wood Buffalo;
- 2.28. “Muzzle” means a humane fastening or covering device of adequate strength over the mouth of an animal to prevent it from biting;

- 2.29. "Notice of Appeal" means a Notice of Appeal pursuant to the *Community Standards Appeal Committee Bylaw No. 19/001*, as amended or replaced.
- 2.30. "Nuisance Animal" means any animal that has been declared a nuisance animal under this bylaw by the Bylaw Program Supervisor;
- 2.31. "Off-Leash Area" means a location designated as such by the Municipality;
- 2.32. "Outside Animal" means any Animal that is kept outside the owner's residence:
- (a) more than 12 hours per day; or
 - (b) kept outside during the hours of 10pm and 7am; and
 - (c) whether or not the owner has provided any form of shelter for the animal other than the owner's residence;
- 2.33. "Owner" means one or more persons:
- (a) who has care, charge, custody, possession, or control of an animal;
 - (b) who owns or who claims any proprietary interest in an animal;
 - (c) who harbors, suffers, or permits an animal to be present on any property owned, occupied or leased by him, or which is otherwise under his control;
 - (d) who claims and receives an animal from the custody of the Municipality; or
 - (e) to whom a subsisting license is issued for the animal;
- 2.34. "Owner's Property ~~or Premises~~" means any real property owned, leased or legally occupied by the owner;
- 2.35. "Person" means an individual or any business or other entity including a firm, partnership, association, corporation, company, or society;
- 2.36. "Playground" means land controlled or owned by the Municipality or a Board of Education upon which there is a play structure or spray park;
- 2.36A. "Premise" means a house, building or structure and the real property it occupies
- 2.37. "Prohibited Animals" means all animals that can be scientifically classified in whole or in part into any species classification listed in Schedule B, attached hereto, and forming part of this bylaw;

(BL 20/006)

- 2.38. "Prohibited Area" means an area where animals are not permitted and includes, school grounds, adopt-a-parks, athletic fields, golf courses, playgrounds, and cemeteries;
- 2.39. "Provincial Offences Procedure Act" means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or replaced;
- 2.40. "Public Place" means any place within the Municipality, whether privately or publicly owned, to which the public reasonably has or is permitted to have access, whether upon payment or otherwise;
- 2.41. "Public Property" means any place or property owned by or under the care, control and management of the Municipality or a Board of Education, including, but not limited to school grounds, roads, parks or recreational areas, and any open space to which the public reasonably has or is permitted to have access;
- 2.42. "Road" means land:
- (a) shown as a road on a plan of survey that has been filed or registered in a land titles office; or
 - (b) used as a public road; and
 - (c) includes bridges forming part of a public road and any structure incidental to a public road;
- 2.43. "Rural Service Area" means that portion of the Municipality that does not form a part of the Urban Service Area as defined in the *Province of Alberta Order in Council numbered O.C. 817/94*, as amended or replaced;
- 2.44. "School Ground" means that area of land adjacent to a school, and that is property owned or occupied by the Municipality or a Board of Education within the Municipality;
- 2.45. "Service Dog" means a dog trained as a guide for a disabled person and having the qualifications prescribed by the *Service Dogs Qualifications Regulation, AR 59/2017*, as amended or replaced;
- 2.45A. "Severe Injury" means any injury to a Person or Animal that requires medical attention such as wounds requiring sutures, or other wound repair and closing, or surgery, disfiguring or scarring lacerations, broken bones, severe sprains, or any other similar serious injury.
- 2.46. "Society" means any incorporated group of five or more people who share a common recreational, cultural, scientific or charitable interest and is regulated under the *Societies Act*, RSA 2000, c S-14, as amended or replaced, and also includes a registered charity;

2.47. "Specified Penalty" means the penalty specified in Schedule A;

(BL 20/006)

2.47A. "Tethered" or "Tied" means there is a rope, cord, chain, leash or other form of line holding an animal in place and attached to a fixed object.

2.48. "Urban Service Area" means that portion of the Municipality defined as the Urban Service Area in the Province of Alberta Order in Council numbered O.C. 817/94, as amended or replaced;

2.49. "Veterinarian" means a veterinarian which is currently registered and licensed to practice in Alberta by the Alberta Veterinary Medical Association;

2.50. "Vicious Animal" means an animal that has been declared a vicious animal under this bylaw or any dog that has been the subject of an order pursuant to the *Dangerous Dog Act*, R.S.A. 2000, c. D-3, as amended or replaced;

2.50A. "Vicious Sign" means a sign that is a minimum length of eight inches and a minimum height of 11 inches and containing the form and content at Schedule C.

2.51. "Violation Ticket" means a ticket issued pursuant to the current *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or replaced, and regulations there under;

2.52. "Wildlife" means wildlife as defined in the *Wildlife Act* R.S.A 2000 c.W-10, as amended or replaced, and which is held live under a permit issued pursuant to the *Wildlife Act* or the keeping of which is otherwise subject to permit requirements under the *Wildlife Act*, as amended or replaced;

2.53. "Wound" means an injury to a human resulting from the action of an animal which causes the skin to be broken or flesh to be torn.

LICENSING

Dog Licensing

3. Every person who is the owner of a dog shall apply to the Municipality for a license for that dog within one business day of becoming the owner of the dog or taking up residence in the Municipality and in doing so must provide the Municipality with:
 - 3.1. a description of the dog, including breed, history, health, name, gender, and age;
 - 3.2. whether the dog has been declared a vicious animal, dangerous dog, restricted dog or other declaration indicating the dog may pose a risk to another person or animal by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation or federal legislation;

- 3.3. the owner's name, address, and telephone number;
 - 3.4. confirmation that the dog is neutered or spayed;
 - 3.5. the License Fee;
 - 3.6. a current digital photograph of the dog, when requested by the Municipality;
and
 - 3.7. any other information the Municipality may require.
4. No person shall own or keep a dog within the Municipality unless the dog is licensed.

Cat Licensing

5. Every person who is the owner of a cat shall apply to the Municipality for a license for that cat within one business day of becoming the owner of the cat or taking up residence in the Municipality and in doing so must provide the Municipality with:
- 5.1. a description of the cat, including breed, history, health, name, gender, and age;
 - 5.2. whether the cat has been declared a vicious animal or other declaration indicating the cat may pose a risk to another person or animal by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation, or federal legislation;
 - 5.3. the owner's name, address, and telephone number;
 - 5.4. confirmation that the cat is neutered or spayed;
 - 5.5. the License Fee;
 - 5.6. a current digital photograph of the cat, when requested by the Municipality;
and
 - 5.7. any other information the Municipality may require.
6. No person shall own or keep a cat within the Municipality unless the cat is licensed.

Nuisance Animal and Vicious Animal Licensing

7. A license is immediately rendered void upon an animal being declared a vicious animal or nuisance animal under this bylaw.
8. The owner of an animal declared a nuisance animal or vicious animal shall:
- 8.1. apply for a new license for the nuisance animal or vicious animal on the first business day after the animal has been declared nuisance or vicious; or

- 8.2. apply for a license on the first business day after becoming owner of an animal declared nuisance or vicious; and
 - 8.3. maintain a current license for the nuisance animal or vicious animal;
 - 8.4. abide by all conditions specified in the declaration; and
 - 8.5. pay the License Fee.
9. No person shall own or keep a nuisance animal or a vicious animal within the Municipality unless the animal is licensed.

Licensing Information

- 10. No person shall provide false or misleading information when applying for a license under this bylaw.
- 11. Where the Municipality approves a license application, the Municipality shall provide the owner with a license tag.
- 12. An owner shall ensure that a cat or dog is wearing an issued license tag at all times when the animal is off the owner's property.
- 13. A license is valid for 12 calendar months commencing on the first day of the month following the month in which the license application is approved unless the license is otherwise rendered void pursuant to this Bylaw.
- 14. A license issued pursuant to this bylaw is not transferable from one owner to another owner nor from one animal to another animal.
- 15. An owner must notify the Municipality within five business days of any change with respect to information provided in an application for a license under this bylaw.
- 16. The Bylaw Program Supervisor or designate shall consider each applicant for a license and may:
 - 16.1. refuse the application and provide reasons; or
 - 16.2. approve the application, with or without conditions.
- 17. The Bylaw Program Supervisor or designate may revoke a license if the:
 - 17.1. owner fails to comply with any condition of the license;
 - 17.2. license was issued based on incorrect or false information or a misrepresentation by the owner;
 - 17.3. license was issued in error; or
 - 17.4. owner breaches a provision of this bylaw.

18. If a license application is refused or a license is revoked, the owner must remove the animal from the Municipality or surrender the animal to the Municipality for disposition within 48 hours of being given written notice that the license application is refused, or the license is revoked.
19. Any owner wishing to appeal a decision to refuse a license or revoke a license for his or her animal must do so within 14 days of the decision by submitting a Notice of Appeal to the Clerk of the Community Standards Appeal Committee.
20. Upon receiving a notice of appeal under section 19, the Community Standards Appeal Committee shall hear the appeal and may either:
 - 20.1. confirm the Bylaw Program Supervisor's decision to refuse or revoke a license for the animal; or
 - 20.2. direct the Bylaw Program Supervisor to issue a license for the animal, which license shall be issued for a period of one year.
21. Upon being directed by the Community Standards Appeal Committee to issue a license for an animal, the Bylaw Program Supervisor may attach whatever conditions to the license that he or she deems appropriate in the circumstances.

Keeping of Animals

22. No person shall keep more than 4 ~~licensed~~ animals that ~~are 3 months or older~~ require a license under this bylaw at any one premise, except:
 - 22.1. a society or registered charity that has a mandate requiring the housing of animals;
 - 22.2. a veterinary clinic under the control of a veterinarian;
 - 22.3. premises operated by an institution of education for research, study or teaching purposes;
 - 22.4. an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums; and
 - 22.5. retail premises where such animals are legally sold or cared for; or
 - 22.6. unless otherwise permitted under this bylaw.
23. No person shall keep more than two outside animals at any one premise unless otherwise permitted under this bylaw.
24. Despite section 23, any person who at the time this bylaw comes into force is the owner of more than two licensed outside animals:
 - 24.1. may continue keeping the animals outside for as long as that person continuously holds subsisting licenses for the animals and remains resident at the premise identified on the licenses for those animals; and

- 24.2. shall not be entitled to receive a license for another animal intended to be kept as an outside animal at the same premise unless the total number of licensed outside animals kept by that owner is less than two.
25. A ~~Dog Lot Occupant~~Kennel may keep more than two licensed outside animals at a property outside of the Urban Service Area where that property has been approved by the Municipality's development authority under the *Land Use Bylaw, as amended or replaced*, for the purpose of keeping more than two outside animals.
26. No person shall keep more than one vicious animal or one nuisance animal at any one premise.
27. Despite section 22, the Bylaw Program Supervisor may grant a written exemption authorizing the keeping of up to 6 licensed animals at one premises, provided however that the Bylaw Program Supervisor may not waive the section 23 limitation on the number of outside animals permitted at a premises;

Exemptions from License Fees:

28. Except where the animal is a vicious animal or nuisance animal, an owner is not required to pay a license fee:
- 28.1. to license a Service Dog;
 - 28.2. to license a Guide Dog
 - 28.3. where the owner is 60 years of age or older; and
 - 28.4. to license an animal under the age of six (6) months.
29. Where the Bylaw Program Supervisor or designate is satisfied that the cost of licensing an animal is an undue hardship for the owner, the Bylaw Program Supervisor or designate may waive payment of the license fee for an animal, except for the payment of the license fee for a vicious animal or nuisance animal which shall not be waived.

RESPONSIBILITIES OF ANIMAL OWNERS

Basic Care Requirements

30. An owner shall ensure an animal is provided with:
- 30.1. potable water;
 - 30.2. species-specific food;
 - 30.3. sanitary food and water receptacles;
 - 30.4. regular opportunity for exercise sufficient for the wellbeing of the animal;
 - 30.5. a clean and sanitary shelter, enclosure or living area; and

- 30.6. veterinary care to relieve or prevent pain when the animal exhibits any signs of pain, injury, illness or suffering, including prompt veterinary care for any potential Infectious Physical Condition.
- 31. No person shall do anything to tease, torment, annoy, abuse or injure any animal.
- 32. An owner shall ensure that an outside animal is provided with:
 - 32.1. a shelter that protects from wind, heat, cold, wet and the direct rays of the sun;
 - 32.2. a shelter that is structurally sound;
 - 32.3. a shelter that is sanitary;
 - 32.4. a shelter that is sufficiently large to allow the animal to easily and comfortably stand, turn and lie down; and
 - 32.5. continuous access to unfrozen potable water and species-specific food.
- 33. Every person who keeps an animal tethered must ensure that:
 - 33.1. the tether is a minimum of 3 meters in length;
 - 33.2. the animal has unrestricted movement within the range of the tether;
 - 33.3. the animal cannot suffer injury resulting from being tethered; ~~and~~
 - 33.4. the animal has unobstructed and continuous access to species-specific food, unfrozen potable water and shelter within the range of the tether; ~~;~~
 - 33.5. the animal is not left unattended; and
 - 33.6. the animal is not capable of leaving the boundaries of the Owner's Property
- 33A. No person shall tether an animal in a public place.

Animal Health

- 34. An owner of an animal that:
 - 34.1. attacks, bites or injures another animal;
 - 34.2. attacks, bites or injures a person; or
 - 34.3. attacks, bites or injures livestock;
- must report the incident within 24 hours by completing and submitting an attack report to the Bylaw ~~Services~~Program Supervisor.

35. A person who receives a wound upon being bitten by an animal shall immediately report the matter to the Regional Health Authority and complete and submit an attack report to the Bylaw Program Supervisor.
36. An owner of an animal having an infectious physical condition:
 - 36.1. shall not permit the animal to be in any public place;
 - 36.2. shall not keep the animal in contact with or in proximity to another animal; and
 - 36.3. shall keep the animal in controlled confinement;

but no contravention of this section occurs by reason only of the fact that a person transports an animal suffering from an infectious physical condition to a place where the animal may obtain veterinary care and the provisions of this section do not apply to a Veterinarian when in the course of administering care to an animal.
37. An owner of an animal suspected of exposure to rabies shall immediately:
 - 37.1. place the animal in controlled confinement;
 - 37.2. report the matter to the Regional Health Authority;
 - 37.3. report the matter to the Bylaw Program Supervisor, in the manner approved by the Bylaw Program Supervisor;
 - 37.4. follow all directions of the Regional Health Authority and any Bylaw Enforcement Officer regarding place, duration and manner of confinement or isolation of the animal;
 - 37.5. surrender the animal to the Regional Health Authority or a Bylaw Enforcement Officer for quarantine where required by the Regional Health Authority or a Bylaw Enforcement Officer;
 - 37.6. keep the animal confined, isolated or quarantined as directed by the Regional Health Authority or a Bylaw Enforcement Officer, until otherwise directed; and
 - 37.7. shall pay all costs of quarantine where the animal is quarantined by the Regional Health Authority or a Bylaw Enforcement Officer.
38. No person shall keep, harbor or have custody of any cat or dog over three months of age unless such animal has up to date rabies vaccinations.
39. On demand from a Bylaw Enforcement Officer, the owner of a dog or cat shall provide to the Bylaw Enforcement Officer all veterinary records for the dog or cat.

Off-Leash Areas

40. An owner of a dog is not required to keep the dog on a leash in an off-leash area unless:
 - 40.1. the dog is under the control of a person less than 18 years of age; or
 - 40.2. the dog has been declared a nuisance animal.
41. An owner of a vicious animal shall ensure a vicious animal does not enter an off-leash area.
42. A person shall comply with all signs that are posted in an off-leash area.
43. A person shall have no more than 4 dogs under his or her care and control when in an off-leash area.
44. An owner of a dog in an off-leash area shall carry a leash for each dog in his or her care or control and shall produce the leash or leashes upon the request of—if requested by a Bylaw Enforcement Officer.
45. A Bylaw Enforcement Officer may:
 - 45.1. order an owner to put a dog on a leash in an off-leash area; or
 - 45.2. order an owner to remove a dog from an off-leash area; and

the owner shall immediately comply with the Bylaw Enforcement Officer's order.
46. An owner of a dog in an off-leash area must immediately put the dog on a leash and remove it from the off-leash area where the dog engages in any of the activities in section 67.

Animals in Prohibited Areas

47. An owner shall ensure an animal does not enter a prohibited area or any area within 5 meters of a prohibited area.
48. An owner shall ensure an animal does not enter an area where the animal is prohibited by posted signs.
49. An owner shall ensure an animal does not enter any naturally occurring or man-made body of water unless signs are posted permitting the activity.

~~Unattended Animals~~

50. ~~Repealed An owner shall ensure that an animal is not left unattended while tethered or tied in a public place~~

Animals in Motor Vehicles

51. An owner must not leave an animal unattended in a motor vehicle unless the animal is properly restrained in a manner that prevents contact with a person or other animal and the motor vehicle is suitably ventilated and temperature regulated.
52. No person shall allow an animal to be outside the passenger cab of a motor vehicle, regardless of whether the motor vehicle is moving or parked.
53. Despite section 52, a person may allow an animal to be outside the passenger cab of a motor vehicle, including in the back of a pick-up truck or flatbed truck if the animal is:
 - 53.1 in a topper enclosing the bed area of a truck;
 - 53.2 contained in a kennel or similar device securely fastened to the bed of the truck; or
 - 53.3 securely tethered in such a manner as to:
 - (a) not require the animal to stand on bare metal;
 - (b) prevent the animal from jumping or being thrown from the vehicle;
 - (c) eliminate any danger of strangulation; and
 - (d) ensure the animal cannot reach beyond the outside edges of the vehicle.
54. The registered owner of a vehicle involved in an offence referred to in sections 51-53 is guilty of the offence.

Animals in Heat

55. An owner of a female animal in estrus must keep the animal in controlled confinement until the animal is no longer in estrus.
56. An owner of a female animal in ~~estrus-heat~~ may allow the animal to be outdoors in order to urinate, defecate or exercise on the owner's property, provided that:
 - 56.1. the animal is on a leash and restrained at all times; and
 - 56.2. the animal is returned to controlled confinement immediately upon completion of the urination, defecation or exercise.

NUISANCES

Animal at Large

57. An owner of an animal shall keep the animal on a leash at all times while off the owner's property unless otherwise permitted under this bylaw.

58. An owner of an animal shall ensure the animal is not at-large.
59. Except for a Bylaw Enforcement Officer, no person shall set a cat trap outdoors:
- 59.1. if the temperature is below 0 degrees Celsius or forecast to be below 0 degrees Celsius in the next 72 hour period;
 - 59.2. in an area not shaded from the sun;
 - 59.3. unless the trap is checked hourly and closed by ~~11~~8:00pm each night and rendered in operable until 6:00am the following day; and
- 58.1. unless the person is residing and present at the property where the cat trap is located.
60. A person who sets a cat trap outdoors must notify the owners or occupants of all adjacent properties that the trap has been set out.
61. A person who traps a cat that he or she does not own must immediately turn the cat over to a Bylaw Enforcement Officer or take the cat to the local humane society.

Removing Defecation

62. Where an animal defecates on property that is not the owner's property, the owner shall remove the feces immediately.
63. ~~An owner of~~When a dog is not on an owner's property, an owner shall ~~always~~ carry a ~~suitable means~~disposable plastic bag for ~~of removing dog feces while the dog is in the custody of the owner on property other than the owner's property and shall provide evidence of such~~produce the plastic bag upon means ~~at~~ the request of a Bylaw Enforcement Officer.
64. A person who stores or fails to remove feces from ~~his or her~~ an owner's property so as to have, in the opinion of a Bylaw Enforcement Officer, created a nuisance or odour or disturbed the peace and enjoyment of an adjacent property owner or occupant is guilty of an offence.

Barking

65. An owner of a dog shall ensure it does not bark, howl or otherwise comport itself in a fashion as to annoy or disturb any person.
66. An owner of a dog that barks, howls or otherwise comports itself in a fashion as to annoy or disturb any person is guilty of an offence.

Threatening Behaviours

67. An owner of an animal is guilty of an offence if such animal:
- 67.1 ~~attacks,~~ threatens, harasses, or chases, ~~bites or injures any a~~ person;

- 67.2 bites a person or commits any act that causes a person to suffer injury;
 - 67.3 attacks a person;
 - 67.4 attacks a person causing Severe Injury;
 - 67.5 threatens, harasses, or chases, ~~bites, kills or injures any an animal~~animal;
 - 67.6 ~~attacks, threatens, harasses, chases, bites~~ an animal or commits any act that cause an animal to suffer , kills or injures any livestockinjury;
 - 67.7 attacks an animal causing Severe Injury;
 - 67.8 causes death to an animal;
 - 67.9 causes any damage to property or chattels; or
 - 67.10 chases any vehicle.
- 67A. Where the Bylaw Program Supervisor has reasonable grounds to believe that an animal has contravened section 67, the Bylaw Program Supervisor may require an Owner to obtain and provide a Behaviour Assessment of the animal within 10 days, at the Owner's expense.
68. Upon contravention of section 67, an owner must immediately place the offending animal in controlled confinement.
69. No person shall use or direct an animal to attack, chase, harass or threaten a person or animal.

NUISANCE ANIMALS

Declaration of Nuisance Animal

70. ~~Where an animal is the subject of three or more convictions within the past five years for any offence under this bylaw, the~~ The Bylaw Program Supervisor may declare ~~an the~~ animal a ~~nuisance~~ Nuisance animal Animal where:-
- 70.1 the animal has engaged in threatening or aggressive behaviour;
 - 70.2 the animal has been found At Large more than once;
 - 70.3 the animal is a dog that repeatedly barks, howls, or otherwise makes or causes noise which disturbs any Person; or
 - 70.4 an Owner has demonstrated an inability to control the animal in an Off-Leash Area or other public place on more than one occasion.
- 70A. Where the Bylaw Program Supervisor is considering designating an animal as a Nuisance Animal, the Bylaw Program Supervisor must:

- 70A.1. send a written notice to the Owner of the reason why the designation is being considered;
- 70A.2. provide an opportunity to the Owner to make written submissions within 14 days of receiving the notice; and
- 70A.3. consider any written submissions made by the Owner and any information provided by a Bylaw Enforcement Officer obtained from any investigation conducted pursuant to this Bylaw involving the Animal.
- 70.B Where the Bylaw Program Supervisor has decided to designate an animal as a Nuisance Animal, the designation decision must be sent to the Owner with reasons for the decision, along with notice of any conditions imposed by the Bylaw Program Supervisor.
- ~~71. An owner of a Nuisance Animal shall abide by all conditions set out in the declaration of Nuisance Animal~~
71. The Bylaw Program Supervisor may impose one or more conditions on the Owner of a Nuisance Animal that, in the opinion of the Bylaw Program Supervisor, are reasonably necessary to reduce the nuisance posed by the animal and where conditions have been imposed, the owner shall abide by all such conditions.
- 71A. An Owner may appeal the Bylaw Program Supervisor's decision to declare the animal a Nuisance Animal, or any condition imposed on the Owner of a Nuisance Animal, by submitting a Notice of Appeal to the Clerk within 14 days of the Bylaw Program Supervisor having provided the written notice that the animal has been declared a Nuisance Animal or that the condition under appeal has been imposed.
- 71B. Upon receiving a notice of appeal under section 71A, the Community Standards Appeal Committee shall hear the appeal and may either:
- 71B.1. confirm the Bylaw Program Supervisor's declaration of the animal as a Nuisance Animal;
- 71B.2. overturn or vary the Bylaw Program Supervisor's declaration of the animal as a Nuisance Animal;
- 71B.3. confirm a condition imposed on the Owner of the Nuisance Animal; or
- 71B.4. overturn or vary a condition imposed on the Owner of the Nuisance Animal.
72. Once every two years, commencing on the second anniversary of an animal's declaration as a Nuisance Animal, an owner may request that the Bylaw Program Supervisor review the animal's declaration as a Nuisance Animal upon which the Bylaw Program Supervisor shall undertake a review and may confirm or cancel the declaration on his or her sole discretion.

Regulation of Nuisance Animal

73. An owner of a nuisance animal shall, within 10 days after the animal has been declared a nuisance animal and prior to a license being issued:
- 73.1 have a veterinarian tattoo or implant an electronic identification microchip in the animal;
 - 73.2 provide the information contained on the tattoo or in the microchip to the Bylaw Program Supervisor; and
 - 73.3 have the animal neutered or spayed, if the animal is in an unaltered state, provided the animal is over 6 months of age.
74. The Bylaw Program Supervisor may provide a written extension of the 10 day time period in section 73 where the owner provides a written confirmation from a veterinarian identifying the nuisance animal and confirming that the procedures have been scheduled to occur, including date and location of the procedures, and the owner shall abide by the time period contained in the extension or is guilty of an offence under section 73.
75. The owner of a nuisance animal shall:
- 75.1. notify the Bylaw Program Supervisor within 5 days when the animal is sold, gifted, transferred or deceased; and
 - 75.2. be deemed an owner of the animal under this bylaw until formal notification of sale, gift or transfer is provided to the Bylaw Program Supervisor.

VICIOUS ANIMALS

Declaration of Vicious Animal

76. The Bylaw Program Supervisor may declare an animal to be a vicious Animal where the animal:
- 76.1 bites a person ~~the animal has attacked another animal without provocation~~
 - 76.2 attacks a person;
 - 76.3 attacks an animal; or
 - 76.4 kills an animal; and
 - 76.5 the Bylaw Program Supervisor forms a reasonable belief that the animal is a risk to public safety.
- 76A. An animal is deemed a Vicious Animal under this Bylaw if the animal has been declared vicious, dangerous or any other designation indicating the animal may pose a risk to a person or animal, by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation or federal legislation.
77. An owner may appeal the Bylaw Program Supervisor's decision to declare the

animal vicious by submitting a Notice of Appeal to the Clerk within 14 days of the Bylaw Program Supervisor having provided written notice that the animal has been declared vicious under section 76.

78. Upon receiving a notice of appeal under section 77, the Community Standards Appeal Committee shall hear the appeal and may either

78.1 confirm the Bylaw Program Supervisor's declaration of the animal as a vicious animal; or

78.2 overturn the Bylaw Program Supervisor's declaration of the animal as a vicious animal.

78A. Where an animal is deemed vicious pursuant to section 76A there shall be no appeal.

79. A declaration of vicious animal under this bylaw continues to apply to the animal if the animal is sold, gifted or otherwise transferred to a new owner and must be licensed by the new owner as a vicious animal.

Regulation of Vicious Animal

80. An owner of a vicious animal shall, within 10 days after the animal has been declared a vicious animal and prior to a license being issued:

80.1. have a veterinarian tattoo or implant an electronic identification microchip in the animal;

80.2. provide the information contained on the tattoo or in the microchip to the Bylaw Program Supervisor; ~~and~~

80.3. have the animal neutered or spayed, if the animal is in an unaltered state, provided the animal is over 6 months of age; and

80.4. obtain a Behaviour Assessment at the Owner's expense, and provide it to the Bylaw Program Supervisor.-

81. The Bylaw Program Supervisor may provide a written extension of the 10 day time period in section 80 where the owner provides a written confirmation from a veterinarian identifying the vicious animal and confirming that the procedures have been scheduled to occur, including date and location of the procedures, and the owner shall abide by the time period contained in the extension or is guilty of an offence under section 80.
82. The owner of a vicious animal shall:
 - 82.1 notify the Bylaw Program Supervisor within 5 days when the animal is sold, gifted, transferred or deceased; and
 - 82.2 be deemed an owner of the animal under this bylaw until formal notification of sale, gift or transfer is provided to the Bylaw Program Supervisor.
83. The owner of a vicious animal shall ensure that the animal:
 - 83.1 does not chase, injure, bite, attack or otherwise threaten another animal or person;
 - 83.2 cause damage to property; and
 - 83.3 is not at-large.
84. The owner of a vicious animal shall immediately notify a Bylaw Enforcement Officer if the animal is at-large.
85. The owner of a vicious animal shall ensure that at all times, when the animal is on the owner's property ~~property of the owner~~, the animal is under the control of a person at least 16 years of age, and:
 - 85.1 confined indoors; or
 - 85.2 if outdoors, is secured in a locked pen or other structure constructed to the specifications contained in section 88 in order to prevent the escape of the vicious animal and to prevent the entry of any person not in control of the animal.
86. The owner of a vicious animal shall ensure that at all times, when the animal is off the owner's property ~~property of the owner~~, the animal is under the control of a person 16 years of age, and:
 - 86.1 secured with a muzzle; and
 - 86.2 on a leash.
87. An owner of a vicious animal shall keep in force a policy of liability insurance in a form satisfactory to the Bylaw Program Supervisor, including, but not limited to:
 - 87.1 providing third party coverage in a minimum amount of \$500,000.00 for injuries caused by the owner's animal; and

87.2 containing a provision requiring the insurer to immediately notify the Bylaw Program Supervisor in writing should the policy expire, be cancelled or terminated;

and upon cancellation, expiry or termination of the policy, the license for the vicious animal shall be automatically revoked.

88. The owner of a vicious animal shall ensure that a locked pen or other structure used to secure the vicious animal when outdoor conforms to the following standards:

88.1 have secure sides and a secure top, and where there is no bottom secured to the sides, the sides shall be embedded in the ground to a minimum depth of 30 centimeters;

88.2 provide the vicious animal with shelter from the elements;

88.3 have a minimum floor area of 1.5 meters by 3 meters with a minimum height of 1.5 meters; and

88.4 be situated more than 1 meter from any property line and more than 5 meters from any neighbouring dwelling unit.

89. Within 10 days of an animal being declared vicious, ~~an the~~ owner shall display the vicious sign on the owner's property and shall ensure that:

89.1 the vicious sign is posted at each entrance to any dwelling where the vicious animal is kept and on any outdoor pen or structure where the vicious animal is confined; display a sign on the owner's property, in a form approved by the Bylaw Program Supervisor, warning of the presence of the vicious animal; and

89.2 each vicious sign is posted to be clearly visible and seen by any person accessing the owner's property.

89A. In addition to the requirement at subsection 80.4, the Bylaw Program Supervisor may direct that a Vicious Animal and its Owner attend training from a Certified Dog Trainer at the Owner's expense and provide evidence of successful completion in a form satisfactory to the Bylaw Program Supervisor. such sign shall be posted:

~~—— (a) — at each entrance to the owner's property;~~

~~—— (b) — on any outdoor pen or structure where the vicious animal is kept confined; and~~

~~—— (c) — in a manner such that the signs are unobstructed and visible to any person accessing the owner's property.~~

EXOTIC ANIMALS, LIVESTOCK AND PROHIBITED ANIMALS

Exotic Animals

90. An owner shall not allow an exotic animal to be in any public place, with the exception of:
 - 90.1 an animal rescue that is promoting pet adoption or education events;
 - 90.2 a licensed veterinary clinic under the control of a veterinarian;
 - 90.3 a premise legally operated by an institution of education for research, study or teaching purposes;
 - 90.4 an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
 - 90.5 a retail premises where such animals are legally sold; and
 - 90.6 an event to display live animals for educational purposes held at an exhibition venue that possesses a permit issued under the Land Use Bylaw by the Development Authority, authorizing such an event.

Prohibited Animals

91. No person shall harbor, keep or possess a prohibited animal in the Municipality, except:
 - 91.1 a licensed veterinary clinic under the control of a veterinarian;
 - 91.2 a premise legally operated by an institution of education for research, study or teaching purposes;
 - 91.3 an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
 - 91.4 an event to display live animals held at an exhibition venue that possesses a permit issued under the Land Use Bylaw by the Development Authority authorizing such an event;
 - 91.5 where the keeping of such an animal is a permitted or a discretionary use under the Municipality's Land Use Bylaw and a permit has been issued by the Development Authority authorizing such a use at the location the animal is being kept, harboured or possessed;
 - 91.6 where an animal is being legally transported in an enclosed motor vehicle;
 - 91.7 where the Bylaw Program Supervisor has issued a written exemption to a person pursuant to section 93; ~~or~~

91.8 in the case of a horse, which may be ridden or led on the right side of the non-drivable portion of the following roads:

- (a) roads located in the rural service area that are under the direction, control and management of the Municipality;
- (b) Saprae Creek Trail; and
- (c) Tower road;

provided that a horse may be ridden or led on the carriage or shoulder of such roads, where it is safe to do so, but only for the purpose of crossing a road; or-

91.9 a "Hen" as defined by the Backyard Hen Bylaw ~~No. 21/006~~, which is permitted ~~may be allowed~~ where a hen is being kept in license is granted in accordance with a licence granted pursuant to the Backyard Hen ~~the said B~~bylaw.

(BL 21/006)

92. Any person wishing to:

92.1 operate a horse or cattle drawn vehicle in the Municipality; or

92.2 lead, ride or drive a horse or cattle within the Municipality;

may request a written temporary exemption from section 91 from the Bylaw Program Supervisor.

93. Upon receiving a request for temporary exemption under section 92, the Bylaw Program Supervisor may:

93.1 issue a written temporary exemption, with or without conditions; or

93.2 refuse to issue a written temporary exemption.

94. Where the Bylaw Program Supervisor issues a written temporary exemption under section 93, the person to whom the temporary exemption is issued shall comply with any and all conditions specified in the temporary exemption.

ANIMAL CONTROL OPERATIONS

Authority of Bylaw Enforcement Officer

95. A Bylaw Enforcement Officer may take possession of ~~capture~~ and impound any animal:

95.1 found at large or abandoned;

- 95.2 ~~where the Bylaw Enforcement Officer has reasonable grounds to believe that the animal has been involved in a contravention of section 67, pending either which attacked, or is alleged to have attacked a person or other animal, pending the outcome of an investigation to declare the animal a vicious animal; or~~
- (a) ~~the outcome of an investigation to declare the animal a vicious animal”;~~
~~or~~
- (b) ~~the Court’s determination of an application made under the Dangerous Dog Act, R.S.A. 2000, c D-3;~~
- 95.3 which is required to be impounded pursuant to the provisions of any legislation of the Province of Alberta; or
- 95.4 ~~where the animal is the subject of a declaration of vicious animal and a Bylaw Enforcement Officer has reasonable grounds to believe that an Owner has failed to abide by any conditions of the License or any requirement for keeping a vicious animal, pending either:~~
- (a) ~~an Owner having demonstrated to the satisfaction of the Bylaw Program Supervisor that the Owner is in compliance with all conditions of the License and all requirements for keeping a vicious animal; or~~
- (b) ~~the Court’s determination of an application made under the Dangerous Dog Act, R.S.A. 2000, c-3.~~
96. A Bylaw Enforcement Officer is authorized to enter any lands or premises (excluding a dwelling house) within the Municipality in accordance with section 542 of the Municipal Government Act, R.S.A. 2000, c.M-26, as amended, or repealed and replaced from time to time, to inspect for conditions which may contravene any provision of this bylaw or to impound an animal pursuant to section 95.
97. An ~~impounded~~ animal impounded pursuant to section 95.1 may be kept for an impoundment period of 72 hours and Saturdays, Sundays and statutory holidays shall not be included in the computation of the 72 hour period.
98. During the 72 hour impoundment period, an animal may be reclaimed by its owner, except as otherwise provided for in this bylaw, upon making the following payments to the Municipality:
- 98.1 the impoundment and administration fees as set out in the Fees, Bylaw Rates and Charges Bylaw No. 19/024;
- 98.2 the license fee, if the animal is unlicensed; and
- 98.3 the cost of any veterinary treatment where an animal is found or becomes injured or ill, including any costs incurred for veterinary treatment required as a result of injuries that occur during the process of capture.

99. At the expiration of the 72 hour impoundment period, the animal will become the property of the Municipality and the Municipality is authorized to:

99.1 destroy the animal;

99.2 sell or gift the animal; or

99.3 surrender the animal to an appropriate adoption agency.

100. A Bylaw Enforcement Officer shall not be obliged to release the animal to the owner and an animal shall become the property of the Municipality if at the expiration of the 72 hour impoundment period:

100.1 no license has been issued for the animal, or the conditions of the license have not been met; and

100.2 the owner has not paid the amounts specified in section 98 to the Municipality;

100.3 ~~Repealed in the opinion of a Bylaw Enforcement Officer, the animal ought to remain in the care of a veterinarian and the Bylaw Enforcement Officer has reasonable and probable grounds to believe that immediate release of the animal to the owner would otherwise jeopardize the health or well-being of the animal; or~~

100.4 ~~Repealed the Bylaw Enforcement Officer has reasonable and probable grounds to believe that the animal is a continued danger to persons, animals, or property.~~

101. ~~A~~ Despite section 100, a Bylaw Enforcement Officer may, in his or her sole discretion, extend the 72 hour impoundment period and in such case the owner shall be responsible for payment to the Municipality of all fees and costs of the extended impoundment.

101A. Without limiting the generality of section 101, a Bylaw Enforcement Officer may extend the 72 impoundment period where:

101A.1. in the opinion of a Bylaw Enforcement Officer, an animal ought to remain in the care of a veterinarian, veterinary technologist or other animal care specialist and the Bylaw Enforcement Officer has reasonable grounds to believe that immediate release of the animal to the Owner would jeopardize the health or well-being of the animal; and

101A.2. the Owner shall be responsible for payment to the Municipality of all fees and costs of the extended impounded, including any veterinary or other care.

Temporary Impoundment in Emergencies

102. The Bylaw Program Supervisor may:

- 102.1 receive an animal for temporary impound in the case of fire, flood or other emergency;
- 102.2 charge the owner fees for the costs of temporary impound as set out in the Fees ~~_, Rates and Charges Bylaw No. 19/024;~~ and
- 102.3 at the end of a 10 day period, if the owner has made no other care arrangements for the animal, the animal will become the property of the Municipality and the Municipality is authorized to: treat the animal as an impounded animal under sections 97-101 of this bylaw.
 - (a) destroy the animal;
 - (b) sell or gift the animal; or
 - (c) surrender the animal to an appropriate adoption agency

102A. The Bylaw Program Supervisor may extend the 10-day period at subsection 102.3 in her or her sole discretion and in such case, the Owner shall be responsible for payment to the Municipality of all fees and costs of the extended impoundment.

Found Animals

103. A person who finds an animal at-large shall notify the Municipality within 24 hours, provide information as may be requested, and surrender the animal to a Bylaw Enforcement Officer upon request.

Surrendered Animals

- 104. An animal shall become the property of the Municipality upon being surrendered by the owner to a Bylaw Enforcement Officer.
- 105. When surrendering an animal, the owner shall provide the Municipality with veterinary records for the animal.

Obstruction and Interference

106. No person shall:

- 106.1 interfere with or attempt to obstruct a Bylaw Enforcement Officer who is engaged in the capture or impoundment of an animal;
- 106.2 interfere with, hinder or impede a Bylaw Enforcement Officer in the performance of any duty authorized by this bylaw;
- 106.3 open a motor vehicle that holds an animal that has been secured for impoundment; ~~or~~

106.4 remove, or attempt to remove any animal from the possession of a Bylaw enforcement Officer; or

106.5 providing false or misleading information to a Bylaw Enforcement Officer.

CONTRAVENTION OF BYLAW AND PENALTIES

General Penalty Provisions

107. If an animal is involved in an activity in contravention of this bylaw, the owner of that animal is guilty of an offence.
108. An owner who contravenes any of the provisions of this bylaw by:
- 108.1 doing any act or thing which the person is prohibited from doing, or
 - 108.2 failing to do any act or thing the person is required to do; is guilty of an offence.
109. A person who is convicted of an offence pursuant to this bylaw is liable on summary conviction to:
- 109.1 a penalty specified in Schedule A of this bylaw; and
 - 109.2 where there is no penalty specified in Schedule A of this bylaw, to a penalty of \$200.
110. Despite section 109, where a person has been convicted of contravening the same provision of this bylaw:
- 110.1 2 times within a 12 calendar month period, the specified penalty payable in respect of the second conviction is double the amount specified in Schedule A or where there is no penalty specified in Schedule A, to a penalty of \$400; and
 - 110.2 3 or more times within a 12 calendar month period, the specified penalty payable in respect of the third or subsequent conviction is triple the amount specified in Schedule A or where there is no penalty specified in Schedule A, to a penalty of \$600.
- (BL 20/006)**
111. Despite sections 108 and 109, where a violation ticket is issued under Part 2 of the Provincial Offences Procedure Act and the Bylaw Enforcement Officer has elected not to specify a penalty on the violation ticket, a person who is convicted of an offence under this bylaw is liable on summary conviction to:
- 111.1 a penalty not exceeding \$10,000; and

111.2 the Court is not bound by the specified penalty amount in Schedule A, provided that the fine amount ordered by the court shall not be less than the specified penalty in Schedule A and the Fees ~~-, Rates and Charges-~~ Bylaw No. 19/024.

Municipal Tag

112. A municipal tag may be issued to any person where a Bylaw Enforcement Officer believes the person has contravened any provision of this bylaw.
113. If a municipal tag is issued in respect of an offence, the municipal tag must specify
- 113.1 the name of the person;
 - 113.2 the offence;
 - 113.3 the fine amount as established by this bylaw;
 - 113.4 that the fine amount shall be paid within 14 days from the issuance of the municipal tag; and
 - 113.5 any other information as may be required.

Violation Tickets

114. If a municipal tag has been issued and if the specified penalty has not been paid within the prescribed time, a violation ticket may be issued.
115. Despite sections 112 and 114, where a Bylaw Enforcement Officer believes that a person has contravened any provision of this bylaw, he or she may commence proceedings under the Provincial Offences Procedures Act ~~by issuing a summons by means of a violation ticket.~~

Payment in Lieu of Prosecution

116. If a municipal tag is issued in respect of a non-compliance, and if the municipal tag specifies the fine amount established by this bylaw for the non-compliance, the person to whom the municipal tag is issued may make a voluntary payment equal to the specified fine, in lieu of prosecution.
117. Where the voluntary payment referred to in section 116 is received within 7 days of the day of issuance of the municipal tag, the prescribed penalty shall be reduced by 25% and such reduced payment shall be accepted in lieu of prosecution.

Continuous Offences

118. In the case of an offence that is of a continuing nature, each contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such offence is liable to a fine in an amount not less than the amount shown in Schedule A for each day.

Mandatory Court or Information

119. Where there has been a breach of this bylaw, any Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation ticket or long form information pursuant to Part 2 of the Provincial Offences Procedure Act.

Liability for Fees

120. The levying and payment of any fine or term of imprisonment imposed by the Court shall not relieve a person from paying any fees, charges or costs from which the person is liable under the provisions of this bylaw.
- 120A. The fees and charges payable under this Bylaw shall be as prescribed for Animal Control in the Fees ~~_, Rates and Charges~~ Bylaw ~~No. 19/024~~.

Severability

121. Should any section, subsection, clause or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole, or any part thereof, other than the part so declared to be invalid.

Transitional

122. An existing license issued under Animal Control Bylaw No. 02/031, remains valid until the term of such license expires.
123. Animal Control Bylaw No. 02/031 and any amendments thereto are hereby repealed.
124. If on the effective date of this bylaw, any municipal tags or violation tickets have been issued with respect to alleged offences under either the Animal Control Bylaw No. 02/031 or this bylaw, all relevant sections of such bylaw or bylaws, including penalty provisions, shall be deemed to remain in force until the conclusion of such proceedings.
125. This Bylaw comes into force when it is passed.

SCHEDULE A FINES

SECTION	OFFENCE	SPECIFIED PENALTY
4	Unlicensed dog	\$150.00
6	Unlicensed cat	\$150.00
8	Failure to take steps required upon declaration	\$500.00
8.4	Failure to abide by conditions of a nuisance animal declaration or vicious animal declaration	\$500.00
9	Unlicensed Nuisance or vicious animal	\$500.00
12	Cat/Dog not wearing issued license tag	\$75.00
58	Animal at-large	\$150.00
62	Failure to remove feces	\$250.00
63	Failure to produce means to facilitate removal of feces	\$100.00
66	Animal barking or howling causing disturbance	\$150.00
67.1	Animal attack on a person <u>Threatens, harasses or chases person</u>	\$1000.00 <u>\$150.00</u>
67.2	Animal attack on an animal <u>Bites a person or causes person to suffer injury</u>	\$500.00
<u>67.3</u>	<u>Attacks a person</u>	<u>\$1000.00</u>
67.4	Animal cause damage to property <u>Attacks a person causing severe injury</u>	\$250.00 <u>\$2000.00</u>
<u>67.5</u>	<u>Threatens, harasses or chases animal</u>	<u>\$150.00</u>
<u>67.6</u>	<u>Bites an animal or causes animal to suffer injury</u>	<u>\$500.00</u>
<u>67.7</u>	<u>Attack an animal causing severe injury</u>	<u>\$500.00</u>
<u>67.8</u>	<u>Causes death to an animal</u>	<u>\$850.00</u>
<u>67.9</u>	<u>Causes damage to property</u>	<u>\$150.00</u>

<u>67.10</u>	<u>Chases a vehicle</u>	<u>\$150.00</u>
69	Person using an animal to attack, chase or threaten a person or animal	\$500.00
75.1	Failure to notify that nuisance animal is sold, gifted, transferred or deceased	\$500.00
82.1	Failure to notify that vicious animal is sold, gifted, transferred or deceased	\$500.00
83.1	Vicious animal attack	\$2000.00
83.2	Vicious animal causes damage to property	\$1000.00
83.3	Vicious animal at-large	\$1000.00
84	Failure to notify of vicious animal at large	\$500.00
85	Failure to keep vicious animal properly confined on owner's property	\$1000.00
86	Failure to properly secure vicious animal off owner's property	\$1000.00
89.1	Fail to properly post vicious animal signage	\$1000.00
106	Obstruct Bylaw Enforcement Officer	\$500.00

(BL 20/006)

SCHEDULE B PROHIBITED ANIMAL

Mammals

Artiodactyla (including but not limited to cattle, goats, sheep and pigs)

Camelidae (including but not limited to llama and alpaca)

Candiae (including but not limited to coyotes, wolves, foxes) except domestic dogs

Chiroptera (including but not limited to fruit bats, myotis, flying foxes)

Edentates (including but not limited to anteaters, sloths, armadillos)

Felidae (including but not limited to tigers, leopards, cougars) except domestic cats

Hyaenidae (including but not limited to hyaenas)

Lagomorpha (including but not limited to hares, pikas) except domestic rabbits

Marsupials (including but not limited to kangaroos, opossums, wallabies)

Mustelidae (including but not limited to mink, skunks, weasels, otters, badgers) except domestic ferrets

Non-Human primates (including but not limited to chimpanzees, gorillas, monkeys, lemurs)

Perissodactyla (including but not limited to donkeys, jackasses, mules)

Proboscidae (including but not limited to elephants)

Procyonidae (including but not limited to coatimundi, cacomistles)

Rodentia (including but not limited to porcupines and prairie dogs) except rodents which do not exceed 1,500 grams and are derived from self-sustaining captive populations

Ursidae (including but not limited to bears)

Viverridae (including but not limited to mongooses, civets, genets)

Birds

Anseriformes (including but not limited to ducks, geese, swans)

Galliformes (including but not limited to pheasants, partridges, grouse, guineafowls, turkeys, chickens)

Struthioniformes (including but not limited to ostriches, rheas, cassowaries, emus, kiwis)

Snakes/Amphibians

Venomous and poisonous snakes, spiders, reptiles, amphibians and insects or snakes belonging to the Pythonidae or Boidae families.

Other

Any animal which may be declared prohibited by Council of the Regional Municipality of Wood Buffalo.

Any animal that is considered controlled as defined and updated from time to time in the *Alberta Wildlife Regulation*, Schedule 5, Part 1-4: Controlled Animals.

SCHEDULE C

Vicious Animal Sign





REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Consolidated Version of **Responsible Pet Ownership Bylaw**

(being Bylaw No. 19/025 of the Regional Municipality of Wood Buffalo,
as amended by Bylaw No. 20/006, consolidated and printed under the
authority of the Chief Administrative Officer of the Regional
Municipality of Wood Buffalo)

This is certified to be a true copy of
consolidated Bylaw No. 19/025 of the Regional
Municipality of Wood Buffalo.

Jade Brown
Chief Legislative Officer

The text shown in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change. For example (BL 20/006) refers to Bylaw No. 20/006.

BYLAW NO. 19/025

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROVIDE FOR THE LICENSING, REGULATION AND CONTROL OF ANIMALS IN THE REGIONAL MUNICIPALITY OF WOOD BUFFALO.

WHEREAS, pursuant to section 7(a) of the *Municipal Government Act*, R.S.A. 2000, c-M26, as amended, 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*, R.S.A. 2000, c-M26, as amended, a council may pass bylaws for municipal purposes respecting wild and domestic animals and activities in relation to them;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

Short Title

1. This bylaw may be cited as the “*Responsible Pet Owner Bylaw*”.

Definitions

2. In this bylaw, unless the context otherwise requires:
 - 2.1. “Animal” means any vertebrate, but excludes humans, fish and wildlife;
 - 2.2. “Animal Care Facility” means any premises designated by the Municipality for the lodgment and care of animals;
 - 2.3. “Attack Report” means information submitted to the Municipality in a form approved by the Bylaw Program Supervisor for the purpose of reporting an animal attack or animal bite occurring within the Municipality;
 - 2.4. “Athletic Field” means any field or land, whether natural or manmade, that is used for athletic purposes to conduct organized or unorganized sporting activities;
 - 2.5. “At Large” means an animal that is:
 - (a) not under the control of the owner by means of a leash; and
 - (b) is in a public place that is not a designated off-leash area; or

- (c) is on property other than the owner's property and in respect of which the animal does not have the right of occupation;
- 2.6. "Breeder" means a person who owns, keeps or maintains animals for breeding purposes;
- 2.7. "Bylaw Program Supervisor" means the person appointed into this position under the authority of the CAO or who is responsible for the animal control operations and includes anyone acting or delegated all or partial responsibilities of this position;
- 2.8. "Bylaw Enforcement Officer" means a Peace Officer as defined in the Provincial Offences Procedure Act and includes any person appointed by the Municipality pursuant to section 55 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or replaced;
- 2.9. "Community Standards Appeal Committee" means the committee established pursuant to the Municipality's *Community Standards Appeal Committee Bylaw*, as amended or replaced;
- 2.10. "Controlled Confinement" means the confinement of an animal in a pen, cage, carrier, humane trap or within a closed building;
- 2.11. "Clerk" means the clerk of the Community Standards Appeal Committee;
- 2.12. "Damage to Property" means damage to property other than the owner's property and includes but is not limited to digging, defecating or urinating on such property;
- 2.13. "Dangerous Dog" means a dog that is the subject of an order under the *Dangerous Dog Act*, R.S.A. 2000, c. D-3, as amended or replaced.;
- 2.14. "Development Authority" means a development officer of the Municipality.
- 2.15. "Dog Lot Occupant" means any person who keeps sled dogs on a site outside of the Urban Service Area which site has been approved by the Development Authority for that purpose in accordance with the Municipality's *Land Use Bylaw*, as amended or replaced;
- 2.16. "Exotic Animal" means any snake, reptile, arachnid or amphibian;
- 2.17. "Guide Dog" means a guide dog as defined in the *Blind Persons' Rights Act*, R.S.A. 2000 c. B-3, as amended or replaced;
- 2.18. "Impound" means the lodgment of an animal at a designated animal care facility;

- 2.19. “Infectious Physical Condition” means any physical condition of an animal which may be passed to another animal or human by invasion of an organism emanating from the animal suffering the physical condition;
- 2.20. “Land Use Bylaw” means the Municipality’s *Land Use Bylaw No. 99/059*, as amended or replaced;
- 2.21. “Leash” means a physical line not exceeding two metres in length, capable of leading and restraining the Animal to which it is attached;
- 2.22. “License” means an animal license issued by the Municipality to a Person for an animal in accordance with the provisions of this bylaw;
- 2.23. “License Fee” means the annual fee payable in respect of a license, as set out in the *Fees, Rates and Charges Bylaw No. 19/024*;
- 2.24. “License Tag” means an identification tag issued by the Municipality with the license number for an animal;
- 2.25. “Motor Vehicle” has the meaning as defined in the *Traffic Safety Act, RSA 2000 Chapter T-6*, as amended or replaced;
- 2.26. “Municipal Tag” means a document prepared by the Municipality alleging an offence issued pursuant to this bylaw;
- 2.27. “Municipality” means the Regional Municipality of Wood Buffalo;
- 2.28. “Muzzle” means a humane fastening or covering device of adequate strength over the mouth of an animal to prevent it from biting;
- 2.29. “Notice of Appeal” means a Notice of Appeal pursuant to the *Community Standards Appeal Committee Bylaw No. 19/001*, as amended or replaced.
- 2.30. “Nuisance Animal” means any animal that has been declared a nuisance animal under this bylaw by the Bylaw Program Supervisor;
- 2.31. “Off-Leash Area” means a location designated as such by the Municipality;
- 2.32. “Outside Animal” means any Animal that is kept outside the owner’s residence:
 - (a) more than 12 hours per day; or
 - (b) kept outside during the hours of 10pm and 7am; and
 - (c) whether or not the owner has provided any form of shelter for the animal other than the owner’s residence;

- 2.33. "Owner" means one or more persons:
- (a) who has care, charge, custody, possession or control of an animal;
 - (b) who owns or who claims any proprietary interest in an animal;
 - (c) who harbors, suffers or permits an animal to be present on any property owned, occupied or leased by him, or which is otherwise under his control;
 - (d) who claims and receives an animal from the custody of the Municipality; or
 - (e) to whom a subsisting license is issued for the animal;
- 2.34. "Owner's Property or Premises" means any real property owned, leased or legally occupied by the owner;
- 2.35. "Person" means an individual or any business or other entity including a firm, partnership, association, corporation, company or society;
- 2.36. "Playground" means land controlled or owned by the Municipality or a Board of Education upon which there is a play structure or spray park;
- 2.37. "Prohibited Animals" means all animals that can be scientifically classified in whole or in part into any species classification listed in Schedule B, attached hereto and forming part of this bylaw;
- (BL 20/006)**
- 2.38. "Prohibited Area" means an area where animals are not permitted and includes, school grounds, adopt-a-parks, athletic fields, golf courses, playgrounds and cemeteries;
- 2.39. "Provincial Offences Procedure Act" means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or replaced;
- 2.40. "Public Place" means any place within the Municipality, whether privately or publicly owned, to which the public reasonably has or is permitted to have access, whether upon payment or otherwise;
- 2.41. "Public Property" means any place or property owned by or under the care, control and management of the Municipality or a Board of Education, including, but not limited to school grounds, roads, parks or recreational areas, and any open space to which the public reasonably has or is permitted to have access;

- 2.42. "Road" means land:
- (a) shown as a road on a plan of survey that has been filed or registered in a land titles office; or
 - (b) used as a public road; and
 - (c) includes bridges forming part of a public road and any structure incidental to a public road;
- 2.43. "Rural Service Area" means that portion of the Municipality that does not form a part of the Urban Service Area as defined in the *Province of Alberta Order in Council numbered O.C. 817/94*, as amended or replaced;
- 2.44. "School Ground" means that area of land adjacent to a school, and that is property owned or occupied by the Municipality or a Board of Education within the Municipality;
- 2.45. "Service Dog" means a dog trained as a guide for a disabled person and having the qualifications prescribed by the *Service Dogs Qualifications Regulation, AR 59/2017*, as amended or replaced;
- 2.46. "Society" means any incorporated group of five or more people who share a common recreational, cultural, scientific or charitable interest and is regulated under the *Societies Act*, RSA 2000, c S-14, as amended or replaced, and also includes a registered charity;
- 2.47. "Specified Penalty" means the penalty specified in Schedule A;
(BL 20/006)
- 2.48. "Urban Service Area" means that portion of the Municipality defined as the Urban Service Area in the Province of Alberta Order in Council numbered O.C. 817/94, as amended or replaced;
- 2.49. "Veterinarian" means a veterinarian which is currently registered and licensed to practice in Alberta by the Alberta Veterinary Medical Association;
- 2.50. "Vicious Animal" means an animal that has been declared a vicious animal under this bylaw or any dog that has been the subject of an order pursuant to the *Dangerous Dog Act*, R.S.A. 2000, c. D-3, as amended or replaced;
- 2.51. "Violation Ticket" means a ticket issued pursuant to the current *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or replaced, and regulations there under;

- 2.52. “Wildlife” means wildlife as defined in the *Wildlife Act* R.S.A 2000 c.W-10, as amended or replaced, and which is held live under a permit issued pursuant to the *Wildlife Act* or the keeping of which is otherwise subject to permit requirements under the *Wildlife Act*, as amended or replaced;
- 2.53. “Wound” means an injury to a human resulting from the action of an animal which causes the skin to be broken or flesh to be torn.

LICENSING

Dog Licensing

3. Every person who is the owner of a dog shall apply to the Municipality for a license for that dog within one business day of becoming the owner of the dog or taking up residence in the Municipality and in doing so must provide the Municipality with:
- 3.1. a description of the dog, including breed, history, health, name, gender, and age;
 - 3.2. whether the dog has been declared a vicious animal, dangerous dog, restricted dog or other declaration indicating the dog may pose a risk to another person or animal by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation or federal legislation;
 - 3.3. the owner’s name, address and telephone number;
 - 3.4. confirmation that the dog is neutered or spayed;
 - 3.5. the License Fee;
 - 3.6. a current digital photograph of the dog, when requested by the Municipality; and
 - 3.7. any other information the Municipality may require.
4. No person shall own or keep a dog within the Municipality unless the dog is licensed.

Cat Licensing

5. Every person who is the owner of a cat shall apply to the Municipality for a license for that cat within one business day of becoming the owner of the cat or taking up residence in the Municipality and in doing so must provide the Municipality with:
- 5.1. a description of the cat, including breed, history, health, name, gender, and age;

- 5.2. whether the cat has been declared a vicious animal or other declaration indicating the cat may pose a risk to another person or animal by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation or federal legislation;
 - 5.3. the owner's name, address and telephone number;
 - 5.4. confirmation that the cat is neutered or spayed;
 - 5.5. the License Fee;
 - 5.6. a current digital photograph of the cat, when requested by the Municipality; and
 - 5.7. any other information the Municipality may require.
6. No person shall own or keep a cat within the Municipality unless the cat is licensed.

Nuisance Animal and Vicious Animal Licensing

- 7. A license is immediately rendered void upon an animal being declared a vicious animal or nuisance animal under this bylaw.
- 8. The owner of an animal declared a nuisance animal or vicious animal shall:
 - 8.1. apply for a new license for the nuisance animal or vicious animal on the first business day after the animal has been declared nuisance or vicious; or
 - 8.2. apply for a license on the first business day after becoming owner of an animal declared nuisance or vicious; and
 - 8.3. maintain a current license for the nuisance animal or vicious animal;
 - 8.4. abide by all conditions specified in the declaration; and
 - 8.5. pay the License Fee.
- 9. No person shall own or keep a nuisance animal or a vicious animal within the Municipality unless the animal is licensed.

Licensing Information

- 10. No person shall provide false or misleading information when applying for a license under this bylaw.
- 11. Where the Municipality approves a license application, the Municipality shall provide the owner with a license tag.

12. An owner shall ensure that a cat or dog is wearing an issued license tag at all times when the animal is off the owner's property.
13. A license is valid for 12 calendar months commencing on the first day of the month following the month in which the license application is approved, unless the license is otherwise rendered void pursuant to this Bylaw.
14. A license issued pursuant to this bylaw is not transferable from one owner to another owner nor from one animal to another animal.
15. An owner must notify the Municipality within five business days of any change with respect to information provided in an application for a license under this bylaw.
16. The Bylaw Program Supervisor or designate shall consider each applicant for a license and may:
 - 16.1. refuse the application and provide reasons; or
 - 16.2. approve the application, with or without conditions.
17. The Bylaw Program Supervisor or designate may revoke a license if the:
 - 17.1. owner fails to comply with any condition of the license;
 - 17.2. license was issued based on incorrect or false information or a misrepresentation by the owner;
 - 17.3. license was issued in error; or
 - 17.4. owner breaches a provision of this bylaw.
18. If a license application is refused or a license is revoked, the owner must remove the animal from the Municipality or surrender the animal to the Municipality for disposition within 48 hours of being given written notice that the license application is refused, or the license is revoked.
19. Any owner wishing to appeal a decision to refuse a license or revoke a license for his or her animal must do so within 14 days of the decision by submitting a Notice of Appeal to the Clerk of the Community Standards Appeal Committee.
20. Upon receiving a notice of appeal under section 19, the Community Standards Appeal Committee shall hear the appeal and may either:
 - 20.1. confirm the Bylaw Program Supervisor's decision to refuse or revoke a license for the animal; or
 - 20.2. direct the Bylaw Program Supervisor to issue a license for the animal, which license shall be issued for a period of one year.

21. Upon being directed by the Community Standards Appeal Committee to issue a license for an animal, the Bylaw Program Supervisor may attach whatever conditions to the license that he or she deems appropriate in the circumstances.

Keeping of Animals

22. No person shall keep more than 4 licensed animals that are 3 months or older at any one premise, except:
- 22.1. a society or registered charity that has a mandate requiring the housing of animals;
 - 22.2. a veterinary clinic under the control of a veterinarian;
 - 22.3. premises operated by an institution of education for research, study or teaching purposes;
 - 22.4. an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums; and
 - 22.5. retail premises where such animals are legally sold or cared for; or
 - 22.6. unless otherwise permitted under this bylaw.
23. No person shall keep more than two outside animals at any one premise unless otherwise permitted under this bylaw.
24. Despite section 23, any person who at the time this bylaw comes into force is the owner of more than two licensed outside animals:
- 24.1. may continue keeping the animals outside for as long as that person continuously holds a subsisting license for the animals and remains resident at the premise identified on the licenses for those animals; and
 - 24.2. shall not be entitled to receive a license for another animal intended to be kept as an outside animal at the same premise unless the total number of licensed outside animals kept by that owner is less than two.
25. A Dog Lot Occupant may keep more than two licensed outside animals at a property outside of the Urban Service Area where that property has been approved by the Municipality's development authority under the *Land Use Bylaw, as amended or replaced*, for the purpose of keeping more than two outside animals.
26. No person shall keep more than one vicious animal or one nuisance animal at any one premise.

27. Despite section 22, the Bylaw Program Supervisor may grant a written exemption authorizing the keeping of up to 6 licensed animals at one premises, provided however that the Bylaw Program Supervisor may not waive the section 23 limitation on the number of outside animals permitted at a premises;

Exemptions from License Fees:

28. Except where the animal is a vicious animal or nuisance animal, an owner is not required to pay a license fee:
- 28.1. to license a Service Dog;
 - 28.2. to license a Guide Dog
 - 28.3. where the owner is 60 years of age or older; and
 - 28.4. to license an animal under the age of six (6) months.
29. Where the Bylaw Program Supervisor or designate is satisfied that the cost of licensing an animal is an undue hardship for the owner, the Bylaw Program Supervisor or designate may waive payment of the license fee for an animal, except for the payment of the license fee for a vicious animal or nuisance animal which shall not be waived.

RESPONSIBILITIES OF ANIMAL OWNERS

Basic Care Requirements

30. An owner shall ensure an animal is provided with:
- 30.1. potable water;
 - 30.2. species-specific food;
 - 30.3. sanitary food and water receptacles;
 - 30.4. regular opportunity for exercise sufficient for the wellbeing of the animal;
 - 30.5. a clean and sanitary shelter, enclosure or living area; and
 - 30.6. veterinary care to relieve or prevent pain when the animal exhibits any signs of pain, injury, illness or suffering, including prompt veterinary care for any potential Infectious Physical Condition.
31. No person shall do anything to tease, torment, annoy, abuse or injure any animal.
32. An owner shall ensure that an outside animal is provided with:
- 32.1. a shelter that protects from wind, heat, cold, wet and the direct rays of the sun;

- 32.2. a shelter that is structurally sound;
 - 32.3. a shelter that is sanitary;
 - 32.4. a shelter that is sufficiently large to allow the animal to easily and comfortably stand, turn and lie down; and
 - 32.5. continuous access to unfrozen potable water and species-specific food.
33. Every person who keeps an animal tethered must ensure that:
- 33.1. the tether is a minimum of 3 meters in length;
 - 33.2. the animal has unrestricted movement within the range of the tether;
 - 33.3. the animal cannot suffer injury resulting from being tethered; and
 - 33.4. the animal has unobstructed and continuous access to species-specific food, unfrozen potable water and shelter within the range of the tether.

Animal Health

34. An owner of an animal that:
- 34.1. attacks, bites or injures another animal;
 - 34.2. attacks, bites or injures a person; or
 - 34.3. attacks, bites or injures livestock;
- must report the incident within 24 hours by completing and submitting an attack report to Bylaw Services.
35. A person who receives a wound upon being bitten by an animal shall immediately report the matter to the Regional Health Authority and complete and submit an attack report to the Bylaw Program Supervisor.
36. An owner of an animal having an infectious physical condition:
- 36.1. shall not permit the animal to be in any public place;
 - 36.2. shall not keep the animal in contact with or in proximity to another animal; and
 - 36.3. shall keep the animal in controlled confinement;

but no contravention of this section occurs by reason only of the fact that a person transports an animal suffering from an infectious physical condition to a place where the animal may obtain veterinary care and the provisions of this section do not apply to a Veterinarian when in the course of administering care to an animal.

37. An owner of an animal suspected of exposure to rabies shall immediately:
 - 37.1. place the animal in controlled confinement;
 - 37.2. report the matter to the Regional Health Authority;
 - 37.3. report the matter to the Bylaw Program Supervisor, in the manner approved by the Bylaw Program Supervisor;
 - 37.4. follow all directions of the Regional Health Authority and any Bylaw Enforcement Officer regarding place, duration and manner of confinement or isolation of the animal;
 - 37.5. surrender the animal to the Regional Health Authority or a Bylaw Enforcement Officer for quarantine where required by the Regional Health Authority or a Bylaw Enforcement Officer;
 - 37.6. keep the animal confined, isolated or quarantined as directed by the Regional Health Authority or a Bylaw Enforcement Officer, until otherwise directed; and
 - 37.7. shall pay all costs of quarantine where the animal is quarantined by the Regional Health Authority or a Bylaw Enforcement Officer.
38. No person shall keep, harbor or have custody of any cat or dog over three months of age unless such animal has up to date rabies vaccinations.
39. On demand from a Bylaw Enforcement Officer, the owner of a dog or cat shall provide to the Bylaw Enforcement Officer all veterinary records for the dog or cat.

Off-Leash Areas

40. An owner of a dog is not required to keep the dog on a leash in an off-leash area unless:
 - 40.1. the dog is under the control of a person less than 18 years of age; or
 - 40.2. the dog has been declared a nuisance animal.
41. An owner of a vicious animal shall ensure a vicious animal does not enter an off-leash area.
42. A person shall comply with all signs that are posted in an off-leash area.
43. A person shall have no more than 4 dogs under his or her care and control when in an off-leash area.
44. An owner of a dog in an off-leash area shall carry a leash and produce the leash if requested by a Bylaw Enforcement Officer.

45. A Bylaw Enforcement Officer may:
- 45.1. order an owner to put a dog on a leash in an off-leash area; or
 - 45.2. order an owner to remove a dog from an off-leash area; and
- the owner shall immediately comply with the Bylaw Enforcement Officer's order.
46. An owner of a dog in an off-leash area must immediately put the dog on a leash and remove it from the off-leash area where the dog engages in any of the activities in section 67.

Animals in Prohibited Areas

- 47. An owner shall ensure an animal does not enter a prohibited area or any area within 5 meters of a prohibited area.
- 48. An owner shall ensure an animal does not enter an area where the animal is prohibited by posted signs.
- 49. An owner shall ensure an animal does not enter any naturally occurring or man-made body of water unless signs are posted permitting the activity.

Unattended Animals

- 50. An owner shall ensure that an animal is not left unattended while tethered or tied in a public place.
- 51. An owner must not leave an animal unattended in a motor vehicle unless the animal is properly restrained in a manner that prevents contact with a person or other animal and the motor vehicle is suitably ventilated and temperature regulated.

Animals in Motor Vehicles

- 52. No person shall allow an animal to be outside the passenger cab of a motor vehicle, regardless of whether the motor vehicle is moving or parked.
- 53. Despite section 52, a person may allow an animal to be outside the passenger cab of a motor vehicle, including in the back of a pick-up truck or flatbed truck if the animal is:
 - 53.1. in a topper enclosing the bed area of a truck;
 - 53.2. contained in a kennel or similar device securely fastened to the bed of the truck; or

- 53.3. securely tethered in such a manner as to:
- (a) not require the animal to stand on bare metal;
 - (b) prevent the animal from jumping or being thrown from the vehicle;
 - (c) eliminate any danger of strangulation; and
 - (d) ensure the animal cannot reach beyond the outside edges of the vehicle.
54. The registered owner of a vehicle involved in an offence referred to in sections 51-53 is guilty of the offence.

Animals in Heat

55. An owner of a female animal in estrus must keep the animal in controlled confinement until the animal is no longer in estrus.
56. An owner of a female animal in heat may allow the animal to be outdoors in order to urinate, defecate or exercise on the owner's property, provided that:
- 56.1. the animal is on a leash and restrained at all times; and
 - 56.2. the animal is returned to controlled confinement immediately upon completion of the urination, defecation or exercise.

NUISANCES

Animal at Large

57. An owner of an animal shall keep the animal on a leash at all times while off the owner's property unless otherwise permitted under this bylaw.
58. An owner of an animal shall ensure the animal is not at-large.
59. No person shall set a cat trap outdoors:
- 59.1. if the temperature is below 0 degrees celsius or forecast to be below 0 degrees celsius in the next 72 hour period;
 - 59.2. in an area not shaded from the sun;
 - 59.3. unless the trap is checked hourly and closed by 11:00pm each night and rendered in operable until 6:00am the following day; and
 - 59.4. unless the person is residing and present at the property where the cat trap is located.

- 60. A person who sets an animal trap outdoors must notify the owners or occupants of all adjacent properties that the trap has been set out.
- 61. A person who traps an animal that he or she does not own must immediately turn the animal over to a Bylaw Enforcement Officer or take the animal to the local humane society.

Removing Defecation

- 62. Where an animal defecates on property that is not the owner's property, the owner shall remove the feces immediately.
- 63. An owner of a dog shall always carry a suitable means of removing dog feces while the dog is in the custody of the owner on property other than the owner's property and shall provide evidence of such means at the request of a Bylaw Enforcement Officer.
- 64. A person who stores or fails to remove feces from his or her property so as to have, in the opinion of a Bylaw Enforcement Officer, created a nuisance or odour or disturbed the peace and enjoyment of an adjacent property owner or occupant is guilty of an offence.

Barking

- 65. An owner of a dog shall ensure it does not bark, howl or otherwise comport itself in a fashion as to annoy or disturb any person.
- 66. An owner of a dog that barks, howls or otherwise comports itself in a fashion as to annoy or disturb any person is guilty of an offence.

Threatening Behaviours

- 67. An owner of an animal is guilty of an offence if such animal:
 - 67.1. attacks, threatens, harasses, chases, bites or injures any person;
 - 67.2. attacks, threatens, harasses, chases, bites, kills or injures any animal;
 - 67.3. attacks, threatens, harasses, chases, bites, kills or injures any livestock;
 - 67.4. causes damage to property; or
 - 67.5. chases any vehicle.
- 68. Upon contravention of section 67, an owner must immediately place the offending animal in controlled confinement.
- 69. No person shall use or direct an animal to attack, chase, harass or threaten a person or animal.

NUISANCE ANIMALS

Declaration of Nuisance Animal

- 70. Where an animal is the subject of three or more convictions within the past five years for any offence under this bylaw, the Bylaw Program Supervisor may declare the animal a nuisance animal.
- 71. An owner of a nuisance animal shall abide by all conditions set out in the declaration of nuisance animal.
- 72. Once every two years, commencing on the second anniversary of an animal's declaration as a nuisance animal, an owner may request that the Bylaw Program Supervisor review the animal's declaration as a nuisance animal upon which the Bylaw Program Supervisor shall undertake a review and may confirm or cancel the declaration in his or her sole discretion.

Regulation of Nuisance Animal

- 73. An owner of a nuisance animal shall, within 10 days after the animal has been declared a nuisance animal and prior to a license being issued:
 - 73.1. have a veterinarian tattoo or implant an electronic identification microchip in the animal;
 - 73.2. provide the information contained on the tattoo or in the microchip to the Bylaw Program Supervisor; and
 - 73.3. have the animal neutered or spayed, if the animal is in an unaltered state, provided the animal is over 6 months of age.
- 74. The Bylaw Program Supervisor may provide a written extension of the 10 day time period in section 73 where the owner provides a written confirmation from a veterinarian identifying the nuisance animal and confirming that the procedures have been scheduled to occur, including date and location of the procedures, and the owner shall abide by the time period contained in the extension or is guilty of an offence under section 73.
- 75. The owner of a nuisance animal shall:
 - 75.1. notify the Bylaw Program Supervisor within 5 days when the animal is sold, gifted, transferred or deceased; and
 - 75.2. be deemed an owner of the animal under this bylaw until formal notification of sale, gift or transfer is provided to the Bylaw Program Supervisor.

VICIOUS ANIMALS

Declaration of Vicious Animal

76. The Bylaw Program Supervisor may declare an animal vicious where:
 - 76.1. the animal has attacked another animal without provocation;
 - 76.2. the animal has attacked a person;
 - 76.3. the animal has inflicted a wound on another animal or a person;
 - 76.4. the animal has a known propensity, tenancy or disposition to attack other animals or people; or
 - 76.5. the animal has been declared vicious, dangerous or some other designation indicating the animal may pose a risk to another person or animal, by any court or authority having jurisdiction pursuant to any bylaw, provincial legislation or federal legislation.
77. An owner may appeal the Bylaw Program Supervisor's decision to declare the animal vicious by submitting a Notice of Appeal to the Clerk within 14 days of the Bylaw Program Supervisor having provided written notice that the animal has been declared vicious under section 76.
78. Upon receiving a notice of appeal under section 77, the Community Standards Appeal Committee shall hear the appeal and may either
 - 78.1. confirm the Bylaw Program Supervisor's declaration of the animal as a vicious animal; or
 - 78.2. overturn the Bylaw Program Supervisor's declaration of the animal as a vicious animal.
79. A declaration of vicious animal under this bylaw continues to apply to the animal if the animal is sold, gifted or otherwise transferred to a new owner and must be licensed by the new owner as a vicious animal.

Regulation of Vicious Animal

80. An owner of a vicious animal shall, within 10 days after the animal has been declared a vicious animal and prior to a license being issued:
 - 80.1. have a veterinarian tattoo or implant an electronic identification microchip in the animal;
 - 80.2. provide the information contained on the tattoo or in the microchip to the Bylaw Program Supervisor, and

- 80.3. have the animal neutered or spayed, if the animal is in an unaltered state, provided the animal is over 6 months of age.
81. The Bylaw Program Supervisor may provide a written extension of the 10 day time period in section 80 where the owner provides a written confirmation from a veterinarian identifying the vicious animal and confirming that the procedures have been scheduled to occur, including date and location of the procedures, and the owner shall abide by the time period contained in the extension or is guilty of an offence under section 80.
82. The owner of a vicious animal shall:
- 82.1. notify the Bylaw Program Supervisor within 5 days when the animal is sold, gifted, transferred or deceased; and
- 82.2. be deemed an owner of the animal under this bylaw until formal notification of sale, gift or transfer is provided to the Bylaw Program Supervisor.
83. The owner of a vicious animal shall ensure that the animal:
- 83.1. does not chase, injure, bite, attack or otherwise threaten another animal or person;
- 83.2. cause damage to property; and
- 83.3. is not at-large.
84. The owner of a vicious animal shall immediately notify a Bylaw Enforcement Officer if the animal is at-large.
85. The owner of a vicious animal shall ensure that at all times, when the animal is on the property of the owner, the animal is under the control of a person at least 16 years of age, and:
- 85.1. confined indoors; or
- 85.2. if outdoors, is secured in a locked pen or other structure constructed to the specifications contained in section 88 in order to prevent the escape of the vicious animal and to prevent the entry of any person not in control of the animal.
86. The owner of a vicious animal shall ensure that at all times, when the animal is off the property of the owner, the animal is under the control of a person 16 years of age, and:
- 86.1. secured with a muzzle; and
- 86.2. on a leash.

87. An owner of a vicious animal shall keep in force a policy of liability insurance in a form satisfactory to the Bylaw Program Supervisor, including, but not limited to:
- 87.1. providing third party coverage in a minimum amount of \$500,000.00 for injuries caused by the owner's animal; and
 - 87.2. containing a provision requiring the insurer to immediately notify the Bylaw Program Supervisor in writing should the policy expire, be cancelled or terminated;
- and upon cancellation, expiry or termination of the policy, the license for the vicious animal shall be automatically revoked.
88. The owner of a vicious animal shall ensure that a locked pen or other structure used to secure the vicious animal when outdoor conforms to the following standards:
- 88.1. have secure sides and a secure top, and where there is no bottom secured to the sides, the sides shall be embedded in the ground to a minimum depth of 30 centimeters;
 - 88.2. provide the vicious animal with shelter from the elements;
 - 88.3. have a minimum floor area of 1.5 meters by 3 meters with a minimum height of 1.5 meters; and
 - 88.4. be situated more than 1 meter from any property line and more than 5 meters from any neighbouring dwelling unit.
89. Within 10 days of an animal being declared vicious, the owner shall:
- 89.1. display a sign on the owner's property, in a form approved by the Bylaw Program Supervisor, warning of the presence of the vicious animal; and
 - 89.2. such sign shall be posted:
 - (a) at each entrance to the owner's property;
 - (b) on any outdoor pen or structure where the vicious animal is kept confined; and
 - (c) in a manner such that the signs are unobstructed and visible to any person accessing the owner's property.

EXOTIC ANIMALS, LIVESTOCK AND PROHIBITED ANIMALS

Exotic Animals

90. An owner shall not allow an exotic animal to be in any public place, with the exception of:
 - 90.1. an animal rescue that is promoting pet adoption or education events;
 - 90.2. a licensed veterinary clinic under the control of a veterinarian;
 - 90.3. a premise legally operated by an institution of education for research, study or teaching purposes;
 - 90.4. an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
 - 90.5. a retail premises where such animals are legally sold; and
 - 90.6. an event to display live animals for educational purposes held at an exhibition venue that possesses a permit issued under the *Land Use Bylaw* by the Development Authority, authorizing such an event.

Prohibited Animals

91. No person shall harbor, keep or possess a prohibited animal in the Municipality, except:
 - 91.1. a licensed veterinary clinic under the control of a veterinarian;
 - 91.2. a premise legally operated by an institution of education for research, study or teaching purposes;
 - 91.3. an aquarium or zoological park operated by an organization accredited by the Canadian Association of Zoos and Aquariums;
 - 91.4. an event to display live animals held at an exhibition venue that possesses a permit issued under the *Land Use Bylaw* by the Development Authority authorizing such an event;
 - 91.5. where the keeping of such an animal is a permitted or a discretionary use under the Municipality's *Land Use Bylaw* and a permit has been issued by the Development Authority authorizing such a use at the location the animal is being kept, harboured or possessed;
 - 91.6. where an animal is being legally transported in an enclosed motor vehicle;
 - 91.7. where the Bylaw Program Supervisor has issued a written exemption to a person pursuant to section 93; or

91.8. in the case of a horse, which may be ridden or led on the right side of the non-drivable portion of the following roads:

- (a) roads located in the rural service area that are under the direction, control and management of the Municipality;
- (b) Saprae Creek Trail; and
- (c) Tower road;

provided that a horse may be ridden or led on the carriage or shoulder of such roads, where it is safe to do so, but only for the purpose of crossing a road.

92. Any person wishing to:

92.1. operate a horse or cattle drawn vehicle in the Municipality; or

92.2. lead, ride or drive a horse or cattle within the Municipality;

may request a written temporary exemption from section 91 from the Bylaw Program Supervisor.

93. Upon receiving a request for temporary exemption under section 92, the Bylaw Program Supervisor may:

93.1. issue a written temporary exemption, with or without conditions; or

93.2. refuse to issue a written temporary exemption.

94. Where the Bylaw Program Supervisor issues a written temporary exemption under section 93, the person to whom the temporary exemption is issued shall comply with any and all conditions specified in the temporary exemption.

ANIMAL CONTROL OPERATIONS

Authority of Bylaw Enforcement Officer

95. A Bylaw Enforcement Officer may capture and impound any animal:

95.1. found at large;

95.2. which attacked, or is alleged to have attacked a person or other animal, pending the outcome of an investigation to declare the animal a vicious animal; or

95.3. which is required to be impounded pursuant to the provisions of any legislation of the Province of Alberta.

96. A Bylaw Enforcement Officer is authorized to enter any lands or premises (excluding a dwelling house) within the Municipality in accordance with section 542 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, or repealed and replaced from time to time, to inspect for conditions which may contravene any provision of this bylaw.
97. An impounded animal may be kept for an impoundment period of 72 hours and Saturdays, Sundays and statutory holidays shall not be included in the computation of the 72 hour period.
98. During the 72 hour impoundment period, an animal may be reclaimed by its owner, except as otherwise provided for in this bylaw, upon making the following payments to the Municipality:
 - 98.1. the impoundment and administration fees as set out in the *Fees, Rates and Charges Bylaw No. 19/024*;
 - 98.2. the license fee, if the animal is unlicensed; and
 - 98.3. the cost of any veterinary treatment where an animal is found or becomes injured or ill, including any costs incurred for veterinary treatment required as a result of injuries that occur during the process of capture.
99. At the expiration of the 72 hour impoundment period, the animal will become the property of the Municipality and the Municipality is authorized to:
 - 99.1. destroy the animal;
 - 99.2. sell or gift the animal; or
 - 99.3. surrender the animal to an appropriate adoption agency.
100. A Bylaw Enforcement Officer shall not be obliged to release the animal to the owner and an animal shall become the property of the Municipality if at the expiration of the 72 hour impoundment period:
 - 100.1. no license has been issued for the animal, or the conditions of the license have not been met;
 - 100.2. the owner has not paid the amounts specified in section 98 to the Municipality;
 - 100.3. in the opinion of a Bylaw Enforcement Officer, the animal ought to remain in the care of a veterinarian and the Bylaw Enforcement Officer has reasonable and probable grounds to believe that immediate release of the animal to the owner would otherwise jeopardize the health or well-being of the animal; or

- 100.4. the Bylaw Enforcement Officer has reasonable and probable grounds to believe that the animal is a continued danger to persons, animals, or property.
101. Despite section 100, a Bylaw Enforcement Officer may, in his or her sole discretion, extend the 72 hour impoundment period and in such case the owner shall be responsible for payment to the Municipality of all fees and costs of the extended impoundment.

Temporary Impoundment in Emergencies

102. The Bylaw Program Supervisor may:
- 102.1. receive an animal for temporary impound in the case of fire, flood or other emergency;
 - 102.2. charge the owner fees for the costs of temporary impound as set out in the *Fees, Rates and Charges Bylaw No. 19/024*; and
 - 102.3. at the end of a 10 day period, if the owner has made no other care arrangements for the animal, treat the animal as an impounded animal under sections 97-101 of this bylaw.

Found Animals

103. A person who finds an animal at-large shall notify the Municipality within 24 hours, provide information as may be requested, and surrender the animal to a Bylaw Enforcement Officer upon request.

Surrendered Animals

104. An animal shall become the property of the Municipality upon being surrendered by the owner to a Bylaw Enforcement Officer.
105. When surrendering an animal, the owner shall provide the Municipality with veterinary records for the animal.

Obstruction and Interference

106. No person shall:
- 106.1. interfere with or attempt to obstruct a Bylaw Enforcement Officer who is engaged in the capture or impoundment of an animal;
 - 106.2. interfere with, hinder or impede a Bylaw Enforcement Officer in the performance of any duty authorized by this bylaw;
 - 106.3. open a motor vehicle that holds an animal that has been secured for impoundment; or

106.4. remove, or attempt to remove any animal from the possession of a Bylaw Enforcement Officer.

CONTRAVENTION OF BYLAW AND PENALTIES

General Penalty Provisions

107. If an animal is involved in an activity in contravention of this bylaw, the owner of that animal is guilty of an offence.
108. An owner who contravenes any of the provisions of this bylaw by:
- 108.1. doing any act or thing which the person is prohibited from doing, or
 - 108.2. failing to do any act or thing the person is required to do;
- is guilty of an offence.
109. A person who is convicted of an offence pursuant to this bylaw is liable on summary conviction to:
- 109.1. a penalty specified in Schedule A of this bylaw; and
 - 109.2. where there is no penalty specified in Schedule A of this bylaw, to a penalty of \$200.
110. Despite section 109, where a person has been convicted of contravening the same provision of this bylaw:
- 110.1. 2 times within a 12 calendar month period, the specified penalty payable in respect of the second conviction is double the amount specified in Schedule A or where there is no penalty specified in Schedule A, to a penalty of \$400; and
 - 110.2. 3 or more times within a 12 calendar month period, the specified penalty payable in respect of the third or subsequent conviction is triple the amount specified in Schedule A or where there is no penalty specified in Schedule A, to a penalty of \$600.
- (BL 20/006)**
111. Despite sections 108 and 109, where a violation ticket is issued under Part 2 of the *Provincial Offences Procedure Act* and the Bylaw Enforcement Officer has elected not to specify a penalty on the violation ticket, a person who is convicted of an offence under this bylaw is liable on summary conviction to:
- 111.1. a penalty not exceeding \$10,000; and

- 111.2. the Court is not bound by the specified penalty amount in Schedule A, provided that the fine amount ordered by the court shall not be less than the specified penalty in Schedule A and the *Fees, Rates and Charges Bylaw No. 19/024*.

Municipal Tag

112. A municipal tag may be issued to any person where a Bylaw Enforcement Officer believes the person has contravened any provision of this bylaw.
113. If a municipal tag is issued in respect of an offence, the municipal tag must specify
- 113.1. the name of the person;
 - 113.2. the offence;
 - 113.3. the fine amount as established by this bylaw;
 - 113.4. that the fine amount shall be paid within 14 days from the issuance of the municipal tag; and
 - 113.5. any other information as may be required.

Violation Tickets

114. If a municipal tag has been issued and if the specified penalty has not been paid within the prescribed time, a violation ticket may be issued.
115. Despite sections 112 and 114, where a Bylaw Enforcement Officer believes that a person has contravened any provision of this bylaw, he or she may commence proceedings by issuing a summons by means of a violation ticket.

Payment in Lieu of Prosecution

116. If a municipal tag is issued in respect of a non-compliance, and if the municipal tag specifies the fine amount established by this bylaw for the non-compliance, the person to whom the municipal tag is issued may make a voluntary payment equal to the specified fine, in lieu of prosecution.
117. Where the voluntary payment referred to in section 116 is received within 7 days of the day of issuance of the municipal tag, the prescribed penalty shall be reduced by 25% and such reduced payment shall be accepted in lieu of prosecution.

Continuous Offences

118. In the case of an offence that is of a continuing nature, each contravention constitutes a separate offence in respect of each day, or part of a day, on which

the offence continues and any person guilty of such offence is liable to a fine in an amount not less than the amount shown in Schedule A for each day.

Mandatory Court or Information

119. Where there has been a breach of this bylaw, any Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation ticket or long form information pursuant to Part 2 of the *Provincial Offences Procedure Act*.

Liability for Fees

120. The levying and payment of any fine or term of imprisonment imposed by the Court shall not relieve a person from paying any fees, charges or costs from which the person is liable under the provisions of this bylaw.
- 120A. The fees and charges payable under this Bylaw shall be as prescribed for Animal Control in the *Fees, Rates and Charges Bylaw No. 19/024*.

Severability

121. Should any section, subsection, clause or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole, or any part thereof, other than the part so declared to be invalid.

Transitional

122. An existing license issued under *Animal Control Bylaw No. 02/031*, remains valid until the term of such license expires.
123. *Animal Control Bylaw No. 02/031* and any amendments thereto are hereby repealed.
124. If on the effective date of this bylaw, any municipal tags or violation tickets have been issued with respect to alleged offences under either the *Animal Control Bylaw No. 02/031* or this bylaw, all relevant sections of such bylaw or bylaws, including penalty provisions, shall be deemed to remain in force until the conclusion of such proceedings.

125. This Bylaw comes into force when it is passed.

READ a first time this 22nd day of October, 2019.

READ a second time this 19th day of November, 2019.

READ a third time this 19th day of November, 2019.

SIGNED and PASSED this 19th day of November, 2019.

Amendment:

20/006

SCHEDULE A

FINES

SECTION	OFFENCE	SPECIFIED PENALTY
4	Unlicensed dog	\$150.00
6	Unlicensed cat	\$150.00
8	Failure to take steps required upon declaration	\$500.00
8.4	Failure to abide by conditions of a nuisance animal declaration or vicious animal declaration	\$500.00
9	Unlicensed Nuisance or vicious animal	\$500.00
12	Cat/Dog not wearing issued license tag	\$75.00
58	Animal at-large	\$150.00
62	Failure to remove feces	\$250.00
63	Failure to produce means to facilitate removal of feces	\$100.00
66	Animal barking or howling causing disturbance	\$150.00
67.1	Animal attack on a person	\$1000.00
67.2	Animal attack on an animal	\$500.00
67.4	Animal cause damage to property	\$250.00
69	Person using an animal to attack, chase or threaten a person or animal	\$500.00
75.1	Failure to notify that nuisance animal is sold, gifted, transferred or deceased	\$500.00
82.1	Failure to notify that vicious animal is sold, gifted, transferred or deceased	\$500.00
83.1	Vicious animal attack	\$2000.00
83.2	Vicious animal causes damage to property	\$1000.00
83.3	Vicious animal at-large	\$1000.00
84	Failure to notify of vicious animal at large	\$500.00

85	Failure to keep vicious animal properly confined on owner's property	\$1000.00
86	Failure to properly secure vicious animal off owner's property	\$1000.00
89.1	Fail to properly post vicious animal signage	\$1000.00
106	Obstruct Bylaw Enforcement Officer	\$500.00

(BL 20/006)

SCHEDULE B PROHIBITED ANIMAL

Mammals

Artiodactyla (including but not limited to cattle, goats, sheep and pigs)

Camelidae (including but not limited to llama and alpaca)

Candiae (including but not limited to coyotes, wolves, foxes) except domestic dogs

Chiroptera (including but not limited to fruit bats, myotis, flying foxes)

Edentates (including but not limited to anteaters, sloths, armadillos)

Felidae (including but not limited to tigers, leopards, cougars) except domestic cats

Hyaenidae (including but not limited to hyaenas)

Lagomorpha (including but not limited to hares, pikas) except domestic rabbits

Marsupials (including but not limited to kangaroos, opossums, wallabies)

Mustelidae (including but not limited to mink, skunks, weasels, otters, badgers) except domestic ferrets

Non-Human primates (including but not limited to chimpanzees, gorillas, monkeys, lemurs)

Perissodactyla (including but not limited to donkeys, jackasses, mules)

Proboscidae (including but not limited to elephants)

Procyonidae (including but not limited to coatimundi, cacomistles)

Rodentia (including but not limited to porcupines and prairie dogs) except rodents which do not exceed 1,500 grams and are derived from self-sustaining captive populations

Ursidae (including but not limited to bears)

Viverridae (including but not limited to mongooses, civets, genets)

Birds

Anseriformes (including but not limited to ducks, geese, swans)

Galliformes (including but not limited to pheasants, partridges, grouse, guineafowls, turkeys, chickens)

Struthioniformes (including but not limited to ostriches, rheas, cassowaries, emus, kiwis)

Snakes/Amphibians

Venomous and poisonous snakes, spiders, reptiles, amphibians and insects or snakes belonging to the Pythonidae or Boidae families.

Other

Any animal which may be declared prohibited by Council of the Regional Municipality of Wood Buffalo.

Any animal that is considered controlled as defined and updated from time to time in the *Alberta Wildlife Regulation*, Schedule 5, Part 1-4: Controlled Animals.

From: no-reply@rmwbext.ca
To: [Legislative Assistants](#)
Subject: Council Meeting Presentation Request – Superintendent Mark Hancock
Date: Tuesday, May 9, 2023 8:07:29 AM

External Message - Please be cautious when opening links or attachments in email

A Council Meeting Presentation Request has been submitted at Tuesday May 9th 2023 8:05 AM with reference number 2023-05-09-002.

- **Preferred date of presentation**
5/23/2023
- **Name of speaker/presenter**
Superintendent Mark Hancock
- **Organization name (if applicable)**
RCMP
- **Do you wish to speak in person or virtually via MS teams?**
In person
- **Presentation topic**
2023/2024 Annual Performance Plan
- **List specific points/concerns**
Overview of the results of the community survey that helped to establish this years policing priorities
- **Action being requested of Council**
No action requested.
- **Are you providing any supporting documentation (i.e. PowerPoint presentation)?**
Yes
- **Name of contact person**
Barb Curry
- **Phone number (daytime)**
780-788-8202

- **Email address**

barbra.curry@rmwb.ca

- **Acknowledgment**

I have read and understand that my name and supporting materials (if any) will be made publicly available in the Council agenda. My contact information will NOT be included in the public record.

RCMP

ROYAL CANADIAN MOUNTED POLICE

WOOD BUFFALO RCMP DETACHMENT

Annual Performance Plan

May 23, 2023

Superintendent Mark Hancock
Officer in Charge



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

RCMP

ROYAL CANADIAN MOUNTED POLICE

Annual Performance Plan

Components:

- Community Consultation
- Division and Detachment membership
- Quarterly Reporting



RCMP

ROYAL CANADIAN MOUNTED POLICE

Community Consultation

- Community Engagements
- Quarterly Reporting
- Online Survey RMWB Webpage
 - February 6 to March 10, 2023
 - 827 Total Responses
 - 770 (93%) Fort McMurray
 - 57 (7%) Rural

RCMP



ROYAL CANADIAN MOUNTED POLICE

2022/2023 APP Review

Objective #1 Property Crime

Initiatives

Reduce number of Property Crime offences by 5%
Conduct 8 crime reduction focused projects

Objective #2 Drugs

Initiatives

Increase the number of Drug related charges
Conduct Drug awareness and educational presentations

Objective #3 Traffic Safety

Initiatives

Increase the number of Impaired Driving sanctions
Increase the number of Traffic Safety Act charges

Objective #4 Enhance Public Confidence & Engagement

Initiatives

Conduct community Town Halls
Stakeholder engagements

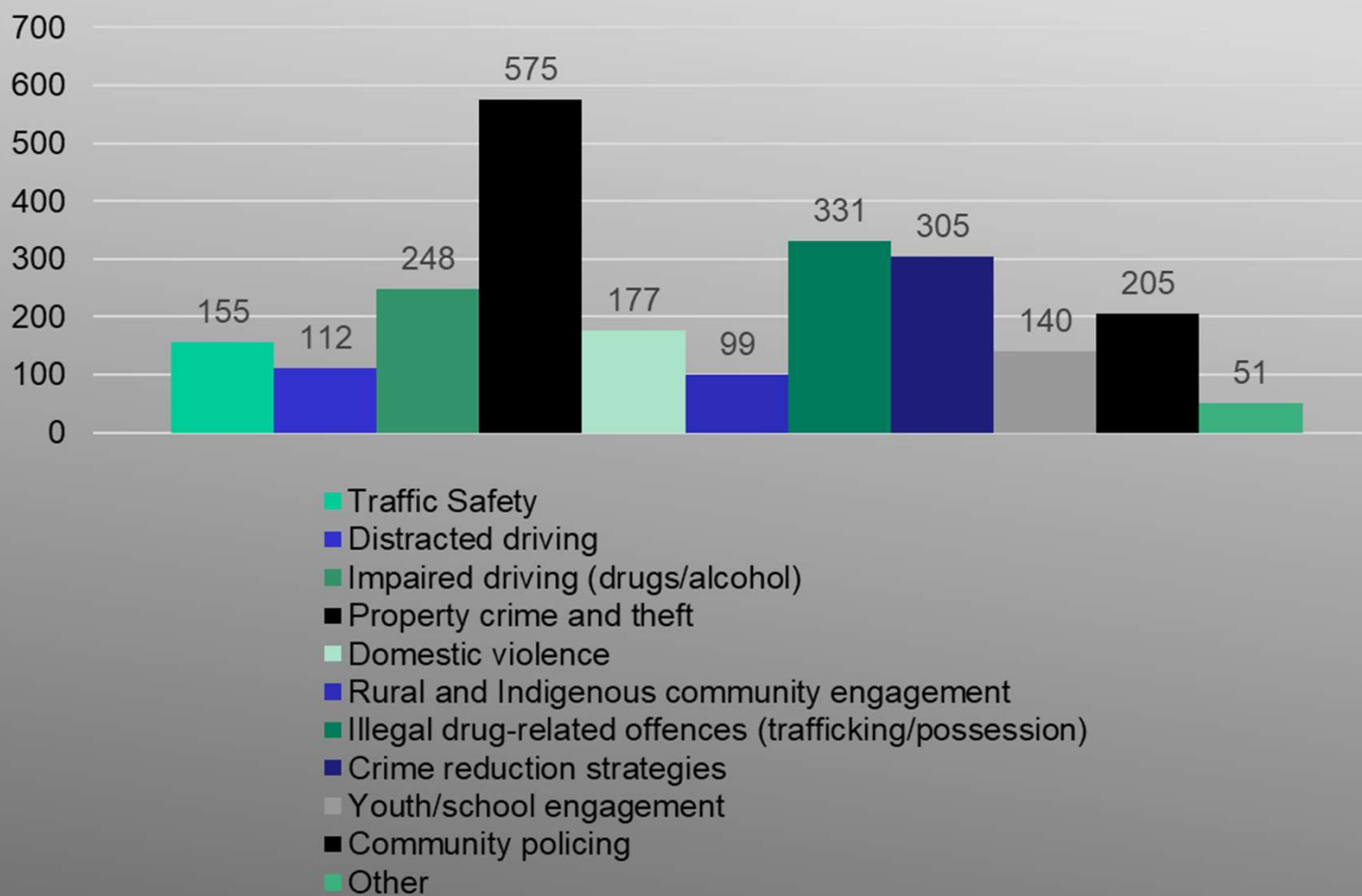


RCMP



ROYAL CANADIAN MOUNTED POLICE

Results of Community Survey



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

RCMP

ROYAL CANADIAN MOUNTED POLICE

2023/2024 Wood Buffalo APP Objectives

- | | |
|---------------------|--|
| Objective #1 | Property Crime - Theft |
| Initiatives | <ul style="list-style-type: none">Increase the number of crime reduction focused projectsConduct prolific offender focused initiativesConduct auto theft focused initiatives |
| Objective #2 | Drug Trafficking |
| Initiatives | <ul style="list-style-type: none">Conduct drug awareness and education presentationsConduct drug enforcement projects through intelligence led policing |
| Objective #3 | Traffic Safety |
| Initiatives | <ul style="list-style-type: none">Increase the number of impaired driving charges/sanctions by 5%Conduct drug and alcohol focused traffic operations |
| Objective #4 | Enhance Public Confidence & Engagement |
| Initiatives | <ul style="list-style-type: none">Conduct community Town Halls throughout the yearIncrease engagements with First Nation/Metis communitiesIncrease stakeholder engagements |



RCMP

ROYAL CANADIAN MOUNTED POLICE

THANK YOU

QUESTIONS?



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: 2023 Bylaw Enforcement Plan

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2023 Bylaw Services Enforcement Plan be approved.

Summary:

In addition to responding to calls for service, priorities are set by Bylaw Services based on past trends, feedback from the community, and recommendations from Council. The 2023 priorities are being presented to Council for approval. Bylaw Services focuses on the priorities to ensure a safe and vibrant community for residents to live, work and play.

Background:

Bylaw Services provides a wide array of services including parking enforcement, traffic enforcement for school and park zones, animal control, community standards investigations, community engagements, vehicle for hire, and attending community events. The team works diligently to maintain a prominent level of public safety, neighborhood integrity and a vibrant community through the delivery of professional Bylaw Enforcement in a timely and effective manner.

Based on analysis of past trends, community feedback and Council recommendations, Bylaw Services 2023 priorities are as follows:

- Property Standards
- Traffic and Parking
- Responsible Pet Ownership
- Development and Compliance
- Vehicle for Hire
- Community Involvement

Some challenges that can present when completing enforcement and responding to emerging issues are limited resources, equipment, changing regulations, non-compliance, and lack of public awareness.

Rationale for Recommendation:

Council plays a key role in setting Bylaw Enforcement priorities for our community residents as the representative of the public body. Councils' approval of the priorities will aid Bylaw Services in continued public safety and service delivery.

Strategic Plan Values:

Building Partnerships
Rural and Indigenous Communities and Relationships
Downtown Visualization

Attachments:

1. 2023 Bylaw Enforcement Plan

2. Bylaw Enforcement Policy OPE-080

2023 Bylaw Enforcement Plan Presentation

2023 BYLAW ENFORCEMENT PLAN

Community and Protective Services



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Overview

- Background
- Objectives
- Levels of Enforcement Officers
- Priorities
- Enhance Public Awareness

Background

Bylaw Services provides a wide array of services including parking enforcement, traffic enforcement for school and park zones, animal control, community standards investigations, community engagements, vehicle for hire, and attending community events. The team works diligently to maintain a prominent level of public safety, neighborhood integrity and a vibrant community through the delivery of professional bylaw enforcement in a timely and effective manner.

Objectives

The Bylaw Enforcement Plan will ensure that Bylaw Services meets the needs of the residents in providing effective enforcement and maintaining a safe and vibrant community. Bylaw Services will achieve the success of the plan by following three objectives.

- Enhance public awareness of current bylaws associated to our priorities
- Consistent enforcement through education and penalties to obtain compliance
- Monitor and adjust priorities to respond to new emerging issues

Levels of Enforcement Officers

Bylaw Enforcement Officer

- An employee of the Regional Municipality of Wood Buffalo (RMWB)
- Must be sworn or affirmed as an officer who is authorized to enforce Municipal Bylaws
- Bylaw Officers enforce Municipal Bylaws approved by Council
- Their authorities are set out in the *Municipal Government Act*

- Training is completed in six (6) weeks and conducted internally by existing Bylaw and Peace Officers
- Animal control handling and Verbal Judo are additional training that is also provided

Community Peace Officer

- An employee of the Regional Municipality of Wood Buffalo (RMWB)
- Ability to enforce Provincial Acts
- Their authorities are set out in the *Municipal Government Act* and the *Peace Officer Act*
- Training is completed in 7 weeks at the training academy located in Edmonton which includes:
 - Vehicle training
 - Communication
 - Use of Force
 - Legal studies
- The six (6) weeks RMWB internal training with Animal Control handling and Verbal Judo is also to be completed

Priorities

Property Standards

- Unsightly Properties
- Notices
- Compliance
- Education
 - Enforcement officers will educate violators with the use of, media releases verbal communication, bylaw warning letters and remedial orders.

Traffic and Parking

Bylaw Enforcement Officers will attempt to reduce speeding and other safety infractions under the *Traffic Safety Act* in school and playground zones. Completing traffic stops will enable Bylaw Enforcement Officers to detect and respond to contraventions of the Municipality's Bylaws or Provincial Statutes or Regulations.

- School and Playground zones

- Residential areas
- Off Highway Vehicle Enforcement (OHV)
- Automated Traffic Enforcement (ATE)
 - Photo Radar Enforcement
 - Intersection Safety Devices
 - ATE Contract Ends December 31, 2023
- Traffic Enforcement Strategies
 - Laser Enforcement
 - Intersection Safety Device cameras
 - Photo Radar
 - Conventional enforcement

Responsible Pet Ownership

- Promoting Pet Ownership
- Public Safety
- Address concerns of the community

Development and Compliance

- Achieve voluntary compliance
 - Communicate
 - Educate
 - Non-penalty enforcement
- Municipal ticketing

Vehicle for Hire

- Vehicle inspections
- Reliable Vehicle for Hire Services

Community Involvement

- Public Safety
- Education
- Community Events

Enhance Public Awareness

Media releases to residents will help people understand the consequences for violating the rules and may entice people to follow the rules.

The Bylaw Services Branch and Communications and Engagement Department will focus on ongoing media releases to educate our residents about the following:

- Traffic Safety and Parking offences under the Roads and Transportation Bylaw and the *Traffic Safety Act*
- Property standards under the *Community Standards Bylaw*
- Vehicle for Hire regulations under our *Vehicle for Hire Bylaw*
- Development Compliance through our *Land Use Bylaw*
- Encouraging calls for service from the public when contraventions are taking place, including the information that may assist the Bylaw Services branch to take enforcement action

COUNCIL POLICY



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Document Name: Bylaw Enforcement

Department Name: Community and Protective Services

Document Number: OPE-080

Effective Date: April 11, 2023

Next Revision Date: April 11, 2026

STRATEGIC PLAN LINKAGE

Fiscal Management

Building Partnerships

PURPOSE AND OBJECTIVE

The purpose of the Bylaw Enforcement Policy (the “Policy”) is to describe the Municipality’s approach to bylaw enforcement and provide a framework for the consistent enforcement and management of complaints relating to alleged infractions of municipal bylaws and provincial statutes.

GENERAL PRINCIPLES

1. Definitions:

- 1.1. “Bylaw Enforcement Officer” means an employee of the Regional Municipality of Wood Buffalo who has been sworn or affirmed as an Officer who is authorized to enforce municipal Bylaws or has received an Appointment as a Peace Officer under the *Peace Officer Act*, SA 2006 c P-3.5.
- 1.2. “Frivolous Complaint” means an additional complaint received following multiple complaints received from the same person and on the same issue which, in the opinion of the Bylaw Enforcement Officer, appears to be minor in nature and concern matters that are the subject of a concluded bylaw contravention investigation.
- 1.3. “MGA” means the *Municipal Government Act*, RSA 2000, c M-26.
- 1.4. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.5. “POPA” means the *Provincial Offences Procedure Act*, RSA 2000, c P-34.
- 1.6. “Provincial Statute” means a provincial statute that the Municipality, or a Peace Officer employed by the Municipality, has been designated to enforce.
- 1.7. “Pulse” means the Municipality’s public inquiry system, including its designated call line for urgent inquiries.

- 1.8. "Vexatious Complaint" means a complaint that in the opinion of a Bylaw Enforcement Officer is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by a complainant that amounts to an abuse of the process.

2. Responsibilities:

2.1. Council to:

- 2.1.1. approve this Policy and any amendments, as required.

2.2. Chief Administrative Officer (CAO) to:

- 2.2.1. support the implementation of this Policy;
2.2.2. recommend amendments to this Policy; and
2.2.3. approve any related Administrative Procedures.

3. General Procedures:

3.1. General Principles:

- 3.1.1. Bylaw enforcement ensures public safety and helps maintain community standards.
3.1.2. Bylaw enforcement shall be conducted in a consistent and fair manner.
3.1.3. Bylaw enforcement shall be at the Municipality's discretion on a case-by-case basis in accordance with the principles outlined in this Policy.

3.2. Complaints:

- 3.2.1. A complaint with respect to an alleged contravention of a municipal bylaw may be submitted through Pulse, email, or direct interaction with an employee.
3.2.2. While not required, complainants are encouraged to provide:
3.2.2.1. name, address, telephone number, and other relevant contact information of the complainant; and
3.2.2.2. description of the nature and location of the alleged contravention.
3.2.3. All complaints will be received and entered in the municipal complaint database for tracking, statistical information, and follow-up. Anonymous complaints will generally not be acted upon unless the alleged violation involves public health and safety concerns or concerns a matter that the Municipality otherwise proactively enforces.
3.2.4. A Vexatious Complaint will not be acted on.

3.3. Prioritization of Complaints:

- 3.3.1. Priority 1 – public health and safety. An alleged bylaw violation may adversely impact public health and safety. These violations will be investigated and enforced as soon as possible given the availability of employees and other resources. Investigations will generally be initiated by public complaints, municipal employees, or proactively by Bylaw Enforcement Officers.
3.3.2. Priority 2 – public property and infrastructure. An alleged bylaw violation may negatively impact public property or infrastructure but does not pose an

immediate risk to the environment or public health and safety. Investigations will generally be initiated by public complaints, municipal employees, or proactively by Bylaw Enforcement Officers.

- 3.3.3. Priority 3 – significant negative impact to adjacent properties. An alleged bylaw violation may significantly impact adjacent properties in a negative manner but does not pose an immediate risk to the environment or public health and safety. These violations will generally be investigated in response to public complaints.
- 3.3.4. Priority 4 – general nuisance. An alleged bylaw violation may be a matter that is a general neighbourhood concern. These violations tend to be cosmetic in nature and do not affect the environment or public health and safety. Bylaw Enforcement Officers receiving a complaint will use discretion to determine whether there is sufficient geographic or other connection between the complainant and the location of the alleged violation to constitute a valid complaint.
- 3.3.5. Priority 5 – anonymous complaints. An alleged bylaw violation may be sent to the Municipality as an anonymous complaint. These complaints will be investigated as time permits unless the alleged violation involves public health and safety concerns.
- 3.3.6. Frivolous Complaints. If it is determined that all steps have been taken to resolve the complaint or issue, the Municipality may decide not to respond or take further action with respect to these complaints. If the issue concerns a Priority 3 or 4 contravention, the Municipality may decide not to respond or take further action where the complaint:
 - 3.3.6.1. is not in the public interest to mitigate;
 - 3.3.6.2. would be more appropriately managed by the complainant through their own access to civil resolution process options; or
 - 3.3.6.3. has no direct impact on the complainant.

3.4. Investigations:

- 3.4.1. Bylaw contravention investigations will primarily be initiated by public complaints.
- 3.4.2. Notwithstanding section 3.4.1, bylaw contravention investigations may be undertaken in response to complaints or observations from municipal employees, police, or other agencies, or be initiated proactively by Bylaw Enforcement Officers.
- 3.4.3. Within the categories outlined in section 3.3, priority for investigation will generally be determined based on the order in which complaints are received and the efficiency to be gained through investigating multiple complaints at once. Municipal bylaw enforcement resources are prioritized in accordance with section 3.3 to ensure the timely receipt and investigation of complaints.
- 3.4.4. Upon assignment of a complaint, the Bylaw Enforcement Officer will conduct a preliminary assessment to determine if the complaint is valid and relates to a municipal bylaw or Provincial Statute. The investigation may include a review of the property ownership and relevant bylaws, as well as discussion with the complainant, consultation with relevant municipal departments, and a site visit. If after the preliminary assessment, the complaint is determined to not be valid, no further action will be taken, and the complainant is to be notified.

- 3.4.5. Bylaw Enforcement Officers will maintain written and electronic records of inspections and investigations undertaken in accordance with the Corporate Classification and Retention System Administrative Directive IMT-030-D.
- 3.4.6. Bylaw Enforcement Officers will evaluate a complaint in the context of the surrounding area and, where available resources permit, in accordance with section 3.3, a Bylaw Enforcement Officer will investigate all contraventions observed during the investigation even where they may not be the subject of the original complaint, including those observed in the surrounding area, and consider options for enforcement action.

3.5. **Enforcement:**

- 3.5.1. Where investigation reveals a contravention, the primary goal of enforcement action is to achieve voluntary compliance with municipal bylaws through communication, education, and non-penalty enforcement. This may include providing a reasonable timeframe for the contravener to comply.
- 3.5.2. Where circumstances do not allow for enforcement through communication, education, or non-penalty enforcement, more direct enforcement approaches, such as immediate ticketing, may be used. This includes, but is not limited to, situations where:
 - 3.5.2.1. public safety or security, environmental safety, or human health is at risk;
 - 3.5.2.2. enforcement follows a widespread public education campaign;
 - 3.5.2.3. Council has prioritized enforcement to address a specific issue or type of issue;
 - 3.5.2.4. the contravener knows or reasonably ought to know their conduct contravenes municipal bylaws;
 - 3.5.2.5. there is a history of repeated offences regarding the same or similar violations;
 - 3.5.2.6. obtaining voluntary compliance is not possible or practicable owing to the nature of the contravention; and
 - 3.5.2.7. case-specific factors warrant a direct approach to enforcement.
- 3.5.3. If voluntary compliance is not appropriate or is not achieved, any remedy authorized by the municipal bylaw or the MGA may be exercised, including:
 - 3.5.3.1. municipal ticketing;
 - 3.5.3.2. remedial action at the expense of the person in contravention; and
 - 3.5.3.3. prosecutions under the POPA.
- 3.5.4. Bylaw Enforcement Officers will exercise discretion in enforcement and investigation decisions in accordance with section 3.3 and the following criteria:
 - 3.5.4.1. whether there is an environmental, human health, public safety, or security risk;
 - 3.5.4.2. scale, nature, and duration of the contravention;
 - 3.5.4.3. impact of the contravention on the community;
 - 3.5.4.4. previous decisions or legal precedents on similar complaints;

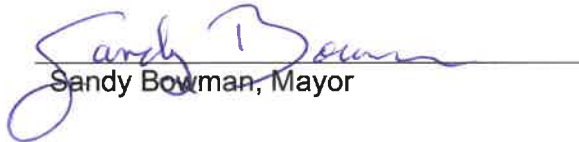
- 3.5.4.5. effort made to correct the contravention;
 - 3.5.4.6. whether the matter appears to be a civil dispute, a Frivolous Complaint, or a Vexatious Complaint; and
 - 3.5.4.7. whether enforcement may be a deterrent in future cases.
 - 3.5.5. Any decisions made by a Bylaw Enforcement Officer in the handling of a complaint or enforcement matter is subject to review by their supervisor, manager, Director, or Chief Administrative Officer. This may result in the Bylaw Enforcement Officer taking additional enforcement action based on criteria in sections 3.4 and 3.5.4.
 - 3.5.6. Bylaw Enforcement Officers may enter on or into a property for the purposes of bylaw enforcement in accordance with the provisions of the *Municipal Government Act*, section 542(1).
 - 3.5.7. Should the Municipality be required to take action to bring a property into compliance upon the issuance of any remedial order and the expiry of the appeal period, all expenses and costs incurred by the Municipality are the financial responsibility of the property owner and may be added to the tax roll of the property.
- 3.6. **Confidentiality:**
- 3.6.1. Confidentiality is necessary to ensure complainants are not exposed to retaliation or other adverse actions because of the complaint. The identity of the complainant and any identifying information will not be disclosed to the alleged contravener or any member of the public. Likewise, the response of the alleged contravener shall not be disclosed to the complainant.
 - 3.6.2. The anonymity and confidentiality outlined in this Policy is not absolute and personal information may be disclosed in the following circumstances:
 - 3.6.2.1. the bylaw investigation results in court proceedings;
 - 3.6.2.2. the information is subject to a request under the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25 or pursuant to an order issued by the Information and Privacy Commissioner under the Act;
 - 3.6.2.3. procedural fairness requires disclosure of the information;
 - 3.6.2.4. disclosure is otherwise required by law.
- 3.7. **Safety:**
- 3.7.1. The safety of municipal employees is of utmost importance. If a Bylaw Enforcement Officer is verbally or physically threatened or assaulted while administering the bylaws of the Municipality, no further action will be carried out until a written statement has been completed and forwarded to the RCMP and appropriate security measures are taken to safeguard the Bylaw Enforcement Officer.
 - 3.7.2. Safety measures may include, but are not limited to, arranging for a police officer to accompany the Bylaw Enforcement Officer in carrying out enforcement duties.

3.8. Municipal Discretion

- 3.8.1. Notwithstanding anything contained in this Council Policy to the contrary, the Municipality does not have a legal duty to enforce any bylaw or Provincial Statute; any decision to investigate an alleged infraction or to take enforcement action shall remain at the sole discretion of the Municipality.

APPROVAL

This Policy was approved by Council. It will be reviewed not later than its next Revision Date to determine its effectiveness and appropriateness. It may be assessed before that time, as necessary.


Sandy Bowman, Mayor


Jade Brown, Chief Legislative Officer


Date

SUPPORTING REFERENCES AND POSITION RESPONSIBLE

Legal References: Community Standards Appeal Committee Bylaw No. 19/001

Cross References:

Position Responsible: Director, Community and Protective Services

COUNCIL POLICY DETAILS AND REVISION HISTORY

Date	Action	Description
January 24, 2022	Introduction	New Bylaw Enforcement Policy OPE-080

2023 Bylaw Enforcement Plan

Deanne Bergey, Director and

Presenter: Aaron Anderson, Manager Bylaw Services

Department: Community and Protective Services

Meeting Date: May 23, 2023



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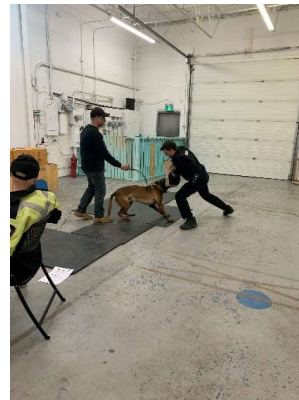
Bylaw Enforcement Plan Overview

- Roles and Responsibilities
- Operational Priorities
- Collaboration



Bylaw Officer vs Peace Officer

- Authorities
 - Bylaw Officers enforce Municipal Bylaws approved by Council
 - Peace Officers enforce Municipal Bylaws and Provincial Acts
- Training



Method of Reporting

Method	2021	2022	2023
Emailed	894	786	255
Front Counter	558	845	321
Passer By	139	151	31
Pulse Line	5955	5576	1396
Self Generated	3170	2950	1413
Traffic Stop	263	47	23
Total	10,979	10,355	3,439



Traffic Safety

Type of Violation	2021	2022	2023
Off Highway Vehicle Patrols (OHV)	103	64	165
Traffic Stops	262	50	23
Laser Operations	355	61	6
Violation Tickets	130	15	8
Warning Tickets	8	4	1
Towed Vehicles	7	10	5
School Zone Patrols	1,345	796	464



Automated Traffic Enforcement (ATE) 2023

- **Photo Radar Enforcement**

- 424 hours in school and playground zones (893 Violations)

- 117 hours in speed zones (105 violations)

- **Intersection Safety Devices**

- 197 Speed Violations

- 1095 Stop Violations

- **ATE Contract Ends December 31, 2023**



Traffic Enforcement Strategies 2023

- **Laser enforcement**

Hand held devices

- **Intersection Safety Device cameras**

Fixed camera sites that record speeding and/or red-light violations

- **Photo Radar**

Mobile enforcement vehicle in approved locations

- **Conventional enforcement**

Officers stopping motorists to address a traffic safety violation or concern



Winter Maintenance Zones

Type of Issue	2021	2022	2023
Violation Issued	1,400	1,709	1,294
Warnings Issued	487	362	173
Vehicles towed	946	894	611



Community Standards

Type of Notice	2021	2022	2023
Notice to Remedy Bylaw Contravention	419	649	68
Remedial Order	123	175	5
Forwarded for Clean up	25	63	1



Enforcement Priorities

- Property Standards
- Traffic and Parking
- Responsible Pet Ownership
- Development and Compliance
- Vehicle for Hire
- Community Involvement



Property Standards

- Unslightly Properties
- Notices
- Compliance



Traffic and Parking

- School and Playground zones
- Residential areas
- Off Highway Vehicle Enforcement



Responsible Pet Ownership

- Promoting Responsible Pet Ownership
- Public Safety
- Address concerns of the community



2023 Bylaw Enforcement Plan



Development and Compliance

- Achieve voluntary compliance
 - Communicate
 - Educate
 - Non-penalty enforcement
- Municipal ticketing



Vehicle for Hire

- Vehicle inspections
- Reliable Vehicle for Hire Services



Community Involvement

- Public Safety
- Education



Thank You



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COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Flood Mitigation Update

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

1. THAT the Flood Mitigation Update be accepted as information.
2. THAT permanent above-ground flood mitigation continue to be constructed to the 1-in-200-year flood elevation for ice jam and/or open water flooding, including freeboard (0.5m), using whichever elevation is found to be higher.

Summary:

Council identifies the conclusion of flood mitigation infrastructure investments as one of the milestones in its 2022-2025 Strategic Plan.

In 2014, the Flood Mitigation Program became a multi-year capital project that was approved by Council (Attachment 1). Since then, work has progressed as outlined in the initial scope of the program and additional necessary projects were identified following the 2020 Flood.

Leadership changes in Council as well as Administration, have resulted in different approaches used for implementing and reporting on flood mitigation activities.

The Flood Mitigation Framework (the "Framework") being presented in this report and associated Council presentation, is being introduced to put structure around the formal and informal activities required to achieve the conclusion of flood mitigation infrastructure investment.

This report introduces the Framework, provides updates on completion timelines and financial reporting, and includes a recommendation on the elevation for remaining above-ground mitigation construction in response to the Council resolution dated November 22, 2022.

Background:

While acknowledging the approach and work that has been previously utilized for Flood

Mitigation, and has allowed us to progress to this point, Administration identified that a change was required. The new Flood Mitigation Framework was developed to enhance transparent financial reporting, create measurable completion milestones, and establish a shared understanding of all the projects and activities associated with flood mitigation. The Framework is designed to see multiple projects move forward as concurrently as reasonable by re-organizing existing resources to support this priority. The Framework's stages are:

1. Original 2014 Flood Mitigation Program
2. Post-2020 Flood Modifications and Expansion
3. Mitigation Integrity Review

Flood Mitigation Framework

Stage 1 - Original 2014 Flood Mitigation Program

In 2014, Council approved a flood mitigation development plan that included the alignment of Reaches 1-11. Reach 1 was built to 250m, which did not include freeboard; Reach 2 was existing high ground at 250.5m; and Reaches 3-4 were built to 250.5m after the decision to incorporate freeboard was made.

Stage 2 - Post-2020 Flood Modifications and Expansion

Following the 2020 Flood, modifications and expansions were made to the original scope of flood mitigation activities that reflected the learnings from the flooding event. These changes were the result of Council motions and technical recommendations from Administration and consultants. Of note, the 250.9m flood elevation level for all Reaches was adopted during this stage. The following projects and activities fall within this stage of work:

- TaigaNova North
- TaigaNova South
- Underground Enhancements
- Reach 1-4 Enhancements
- Hangingstone Expansion Area
- The purchase of seasonal mitigation assets and the implementation of a complementary operational plan
- Construction of interim clay berms along a portion of Clearwater Drive

Stage 3 - Mitigation Integrity Review

The Mitigation Integrity Review involves assessing flood mitigation projects collectively to help ensure they serve their designed purposes and remain functional for the desired service life. Part of the Mitigation Integrity Review stage will be the development of Standard Operating Procedures, other administrative documentation, and any additional flood mitigation construction as identified through the review.

Organizational Adoption

Organizational Adoption will occur concurrently as work progresses throughout the three (3) stages. Standard Operating Procedures will be implemented to ensure the investment is not undermined in the years to come and defined roles and responsibilities throughout Administration will be clarified. Continued ongoing partnerships and advocacy with Provincial and Federal Governments and the insurance industry are also an important part of ensuring the value of the investments are maintained.

Completion Timelines

The Framework presented outlines how flood mitigation activities (Attachment 3) are anticipated to be completed in 2028 based on current information available. However, within that 2023-2028 timeframe, most of Stage 1 (Reaches 1-11) will be completed in 2026 except for Reach 6. Final decisions defining the Reach 6 project will impact the completion date of this work. Administration will provide quarterly Flood Mitigation Framework updates to Council to report back on progress such that any impacts to the stated timelines can be fully understood by Council and the Community.

Financial Overview

In response to Council's desire for additional financial transparency regarding flood mitigation activities, Administration has adjusted its approach to clearly define what projects and activities will be reported on (Attachment 2). This is seen as a critical part in creating shared understanding and ensuring consistency in future reporting.

On a go-forward basis, the financial reporting for costs related to flood mitigation activities will be presented by reach and/or project area. A Financial Overview categorized by stage, along with a breakdown of annual total spend since 2014, is found below. ** All financial reporting in this report is current as of April 15, 2023.*

Financial Overview by Stage

Stage	Activity	Costs
Stage 1	Design	\$2,738,580
	Construction	\$59,381,916
Stage 2	Seasonal Flood Protection	\$19,123,521
	Interim Flood Protection	\$2,696,765
	Permanent Flood Protection	\$2,059,964
Stage 3	Mitigation Integrity Review	-
Total		\$86,000,746

Financial Overview by Annual Spend 2014-2023

Year	Total Spend
2014	\$1,999,936
2015	\$1,191,950
2016	\$150,090
2017	\$8,796,858
2018	\$10,397,826
2019	\$4,298,095
2020	\$2,441,110
2021	\$21,251,587
2022	\$33,768,888
2023	\$1,704,406

Council Resolution: Cost Differential Estimate - 250.9m vs 250.5m

On November 22, 2022, Council passed the following motion:

... "Therefore, be it resolved that Administration examine the cost differential of constructing [flood mitigation measures] to 250.5 m vs. 250.9 m for the aforementioned outstanding reaches [Reaches 2, 3, 4, 6 and TaigaNova South] and report back to Council with the findings as soon as possible."

In addition to the financial impacts of altering the construction elevation from 250.9m to 250.5m, there are overarching, and site-specific considerations related to flood mitigation activities.

Overarching Considerations

- Permanent above-ground flood mitigation only protects to the height of its lowest elevation.
- Natural disasters are increasing in both frequency and severity, resulting in escalating disaster recovery costs.
- Total insured and uninsured losses for the 2020 Flood have been estimated to be roughly \$1.1 billion. The incremental cost to build from 250.5m to 250.9m helps to decrease the likelihood of a flood event of a similar or greater financial impact.
- The investment in flood mitigation activities has long-term financial implications and necessitates a similar, long-term, approach to mitigating risk.
- While the impacts are difficult to quantify, past experience shows that changes to the design elevation for permanent flood mitigation results in delays to the project schedules and ultimately delays the construction of permanent flood mitigation.

Site Specific Considerations: Reaches 1-4

- Reach 1 has experienced ground settling and portions of the berm no longer meet the designed elevation of 250m. The cost to bring the necessary portions of this Reach back to the designed elevation were factored into this cost-differential estimate and work is necessary for either decision of Council.
- Reach 2 is primarily pre-existing high ground.
- Reaches 3 and 4 were constructed as elevated roads to 250.5m as a nominal elevation. This means there are some locations where the elevation is slightly below 250.5m.

Cost Differential Estimate: Reaches 1-4

The estimated cost differential for Reaches 1-4 are based on a digital elevation model of the area, aerial photography, as-built data, an Ice Forces Assessment (2021) study and existing detailed design drawings. The cost differential is summarized in the table below.

Cost Estimate: Reaches 1-4

Ref.	Elevation	Reach 1	Reach 2	Reach 3	Reach 4	Total
1	250.5m	\$2,088,950	\$0	\$312,800	\$354,400	\$2,756,050
2	250.9m	\$2,562,000	\$240,150	\$1,188,650	\$1,366,500	\$5,357,250
Estimated Differential		\$473,050	\$240,150	\$875,850	\$1,012,100	\$2,601,200

Site Specific Considerations: Reach 6

- Interim clay berm (built to 250.0m) currently in place until permanent mitigation is constructed.
- Administration is currently assessing two (2) potential pre-design options.

Cost Differential Estimate: Reach 6

Administration is considering two (2) proposed design options and the estimated cost differential for both design options are outlined in the table below.

Cost Differential Estimate: Reach 6

Ref.	Elevation	Design Options	
		2A	3B
1	250.5m	\$81,944,000	\$49,998,000
2	250.9m	\$90,944,000	\$51,873,000
Estimated Differential		\$9,000,000	\$1,875,000

Site Specific Considerations: Taiga Nova South

- Permanent above-ground flood mitigation in TaigaNova is currently constructed to the 248.5m flood elevation level.
- Land use does not allow for residential development in this area.
- Administration is currently assessing two potential alignments.

Cost Differential: TaigaNova South

Administration is considering two (2) proposed alignments and the estimated cost differential for both alignment options are outlined in the table below.

Cost Differential Estimate: TaigaNova South

Ref.	Elevation	Alignment Options	
		3A	4A
1	250.5m	\$6,879,350	\$3,179,950
2	250.9m	\$8,944,000	\$4,175,250
Estimated Differential		\$2,064,650	\$996,300

Summary: 250.5m versus 250.9m

As the final design option for Reach 6 and alignment for TaigaNova South has not been determined, Administration has provided a range in total cost differential.

Area	Differential
Reaches 1-4	\$2,601,200
Reach 6	\$1,875,000 - \$9,000,000
<u>TaigaNova South</u>	\$996,300 - \$2,064,650
Total Estimated Differential	\$5,472,500 - \$13,665,850

Rationale for Recommendation:

Permanent above-ground flood mitigation only protects the community to the height of its lowest constructed elevation.

The increasing frequency and severity of natural disasters, and the resulting increasing recovery costs, necessitates long-term planning that looks beyond the impacts of the most recent event.

Other levels of government, as well as the insurance industry, are indicating a preference for increased levels of protection. To help ensure the projects outlined in the Flood Mitigation Framework are best positioned to continue to be seen as providing appropriate flood mitigation in the immediate- and long-term, the Municipality should align its approach to other levels of government and industry.

Lastly, previous changes to the elevation that permanent above-ground flood mitigation is being built to have resulted in delays. For these reasons, Administration recommends that the design elevation for permanent above-ground flood mitigation remain at 250.9m.

Strategic Plan Values:

Downtown Visualization

Attachments:

Flood Mitigation Update - Presentation

Attachment 1 - Flood Mitigation Framework Stage 1 (Reaches 1-11)

Attachment 2 - Flood Mitigation Framework Completion Timeline

Attachment 3 - Flood Mitigation Framework Costs

Flood Mitigation Update

Presenters: Nasir Qureshi, Acting Director and
Kelly Hansen, Director

Department: Engineering and Strategic Planning & Program Management

Meeting Date: May 23, 2023



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Presentation Outline

- Introduction
- Flood Mitigation Framework
- Completion Timelines
- Financial Overview
- Council Resolution: 250.5m versus 250.9m
- Next Steps



Council's Strategic Plan

Downtown Visualization:

**Conclude flood mitigation
infrastructure investments.**



Flood Mitigation Framework

Council's Strategic Plan (DV6)

Conclude Flood Mitigation Infrastructure Investments

Stage 1

Original reaches as identified within the 2014 Flood Mitigation Program

Stage 2

Post 2020 Flood event modifications and program expansion

Stage 3

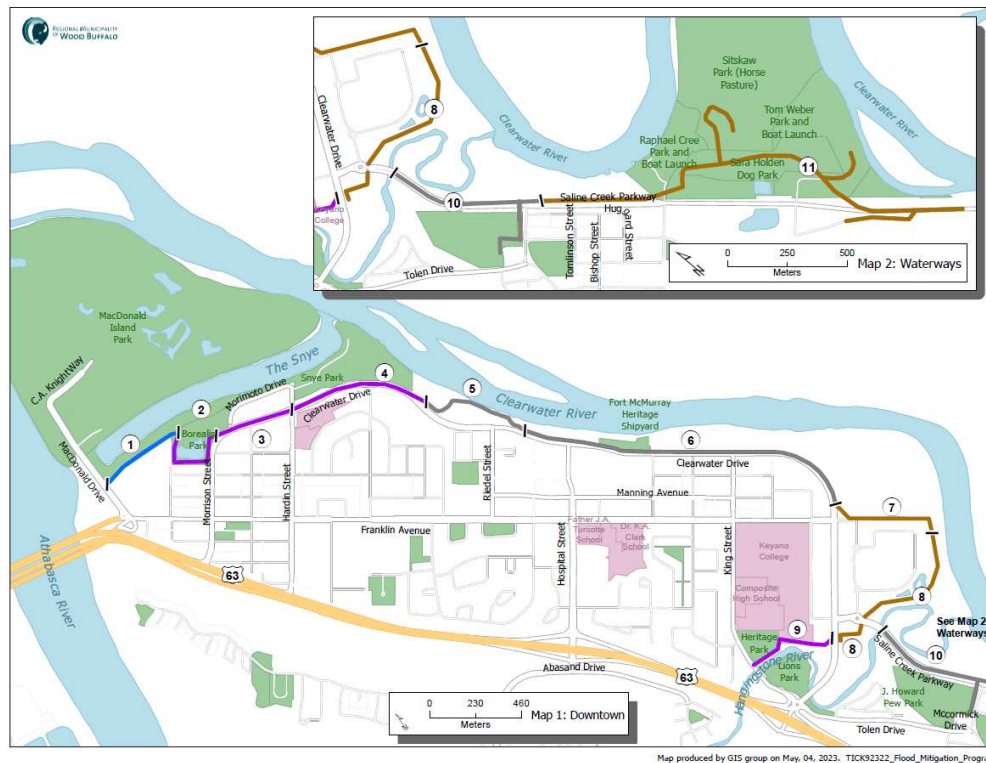
Mitigation Integrity Review and additional work as identified

Organizational Adoption

Protection of the investment



Stage 1 – 2014 Flood Mitigation Program



The original 2014 Flood Mitigation Program included:

- Reaches 1-4
- Reach 5
- Reach 6
- Reach 7
- Reach 8
- Reach 9
- Reach 10-1
- Reach 10-2
- Reach 11



Stage 2 – Modifications & Expansion

- TaigaNova North & South
- Underground Enhancements
- Reaches 1-4 Enhancements
- Hangingstone Expansion Area
- Seasonal Mitigation
- Interim Mitigation



Photo 1

Triple Dam installed seasonally in preparation for River Breakup



Stage 3 – Mitigation Integrity Review



Photo 2

Saline Creek Bridge – 2020 Flood

- Saline Creek Bridge
- Reach 8 Bank Stabilization
- Flood mitigation program integrity review
- Developing Standard Operating Procedures
- Additional work as identified through the review



Organizational Adoption



- Protection of the investment
- Asset Management, Maintenance and Life Cycle
- Implementation of Standard Operating Procedures
- Define roles and responsibilities



Completion Timelines

Area		2022 & Prior	2023	2024	2025	2026	2027	2028
Organizational Adoption	Stage 1	Reaches 1-4						
		Reach 5						
		Reach 6 (option A)						
		Reach 6 (option B)						
		Reach 7						
		Reach 8						
		Reach 9						
		Reach 10-1						
		Reach 10-2						
		Reach 11						
	Stage 2	TN North						
		TN South						
		Reach 1-4 Enhancements						
		Reach 9 Enhancements						
		Hangingstone Expansion Area						
		Underground Enhancements						
	Stage 3	Seasonal Mitigation						
		Reach 8 Bank Stabilization						
		Flood Mitigation Integrity Review						
		Underground Sanitary Enhancements						

Key

	Planned Project Delivery (reflective of all stages of activity)
	Ongoing Initiatives



Financial Overview: Methodology

- Flood Mitigation Framework financial reporting has been adjusted to align with the defined stages and associated projects and activities.
 - Costs will be reported at the project/activity level.
 - Allowing for shared understanding, consistency and transparency.
- Budget related decisions will be initiated at the Working Group level, collectively brought forward for consideration by the Capital Project Steering Committee, and then brought forward to Council for approval.



Financial Overview: Framework Stages

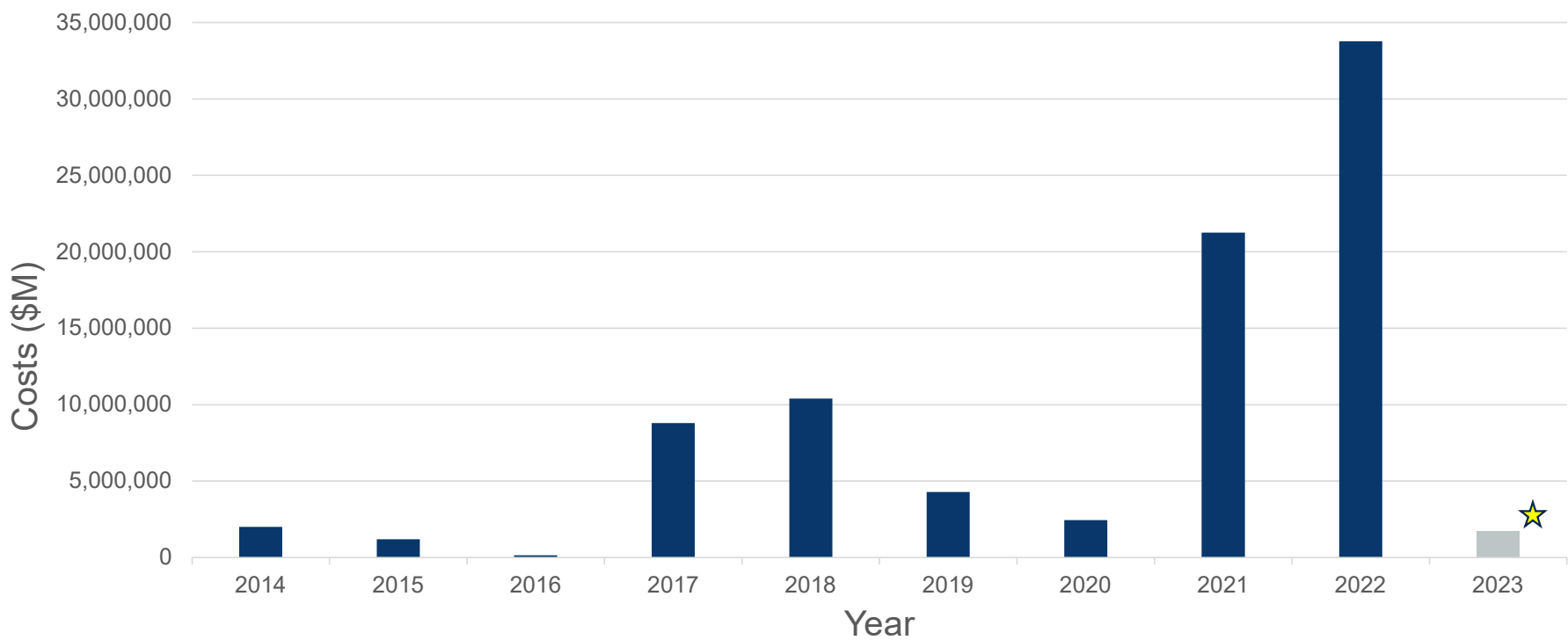
Stage	Activity	Cost
Stage 1	Design	\$ 2,738,580
Stage 1	Construction	\$ 59,381,916
Stage 2	Seasonal Flood Protection	\$ 19,123,521
Stage 2	Interim Flood Protection	\$ 2,696,765
Stage 2	Permanent Flood Protection	\$ 2,059,964
Stage 3	Mitigation Integrity Review	-
Total		\$ 86,000,746

Notes: 1. Detail of costs are outlined in Council Report (Attachment 2)

2. Costs provided are current as of April 15, 2023



Financial Overview: Spend per Year



Council Resolution

Council Meeting
November 22, 2022

THAT Administration examine the cost differential of constructing [flood mitigation measures] to 250.5 m vs. 250.9 m for the aforementioned outstanding reaches [Reaches 2, 3 ,4 and TaigaNova South] and report back to Council with the findings as soon as possible.



Resolution: Overarching Considerations

- Natural disasters are increasing in both frequency and severity, resulting in escalating disaster recovery costs.
- Total insured and uninsured losses for the 2020 Flood have been estimated to be \$1.1 billion.
- Investment in flood mitigation activities has long-term financial implications and necessitates a similar, long-term, approach to mitigating risk.
- While the impacts are difficult to quantify, past experience shows that changes to the design elevation for permanent flood mitigation results in delays to the project schedules and ultimately delays the construction of permanent flood mitigation.



Resolution: Cost Estimate Reaches 1-4

Ref. No.	Elevation	Reach 1	Reach 2	Reach 3	Reach 4	Total
1.	250.5 m	\$2,088,950	-	\$312,800	\$354,400	\$2,756,050
2.	250.9 m	\$2,562,000	\$240,150	\$1,188,650	\$1,366,500	\$5,357,250
Estimated Differential:		\$473,050	\$240,150	\$875,050	\$1,012,100	\$2,601,200

Assumptions & Background

- Options 1 & 2 each include the costs required to address settlement that has been identified within Reach 1.
- Cost estimates are based on digital elevation model of the area, aerial photography, as-built data, Ice Forces Assessment (2021) and existing detailed design drawings.



Resolution: Cost Estimate Reach 6

Ref. No.	Elevation	Design Options	
		2A	3B
1.	250.5 m	\$ 81,944,000	\$ 49,998,000
2.	250.9 m	\$ 90,944,000	\$ 51,873,000
Estimated Differential:		\$ 9,000,000	\$ 1,875,000

Assumptions & Background

- Interim clay berm (built to 250.0 m) currently in place until permanent mitigation is constructed.
- Administration is currently assessing 2 design options, the cost differential for both are presented.



Resolution: Cost Estimate TaigaNova South

Ref. No.	Elevation	Alignment Options	
		3A	4A
1.	250.5 m	\$ 6,879,350	\$ 3,179,950
2.	250.9 m	\$ 8,944,000	\$ 4,176,250
Estimated Differential:		\$ 2,064,650	\$ 996,300

Assumptions & Background

- Permanent above ground flood mitigation is constructed to 248.5 m.
- Land use does not allow for residential development in this area.
- Determination of alignment is currently in progress, as such both cost estimates have been included.



Resolution: Summary of Cost Differential

Area	Differential
Reaches 1-4	\$ 2,601,200
TaigaNova South	\$ 996,300 – \$ 2,064,650
Reach 6	\$ 1,875,000 – \$ 9,000,000
Total Estimated Differential:	\$ 5,472,500 – \$13,665,850

- Cost differential ranges from \$5.47M to \$13.67M
- As the final design option for Reach 6 and alignment for TaigaNova South has not yet been determined, Administration has provided a range of total investment for consideration.



Administration's Recommendation

THAT permanent above-ground flood mitigation continue to be constructed to the 1-in- 200-year flood elevation for ice jam or open water flooding, including freeboard (0.5m), using whichever elevation is found to be higher.



Next Steps

- Ongoing Reporting
- Return to Council on Reach 6



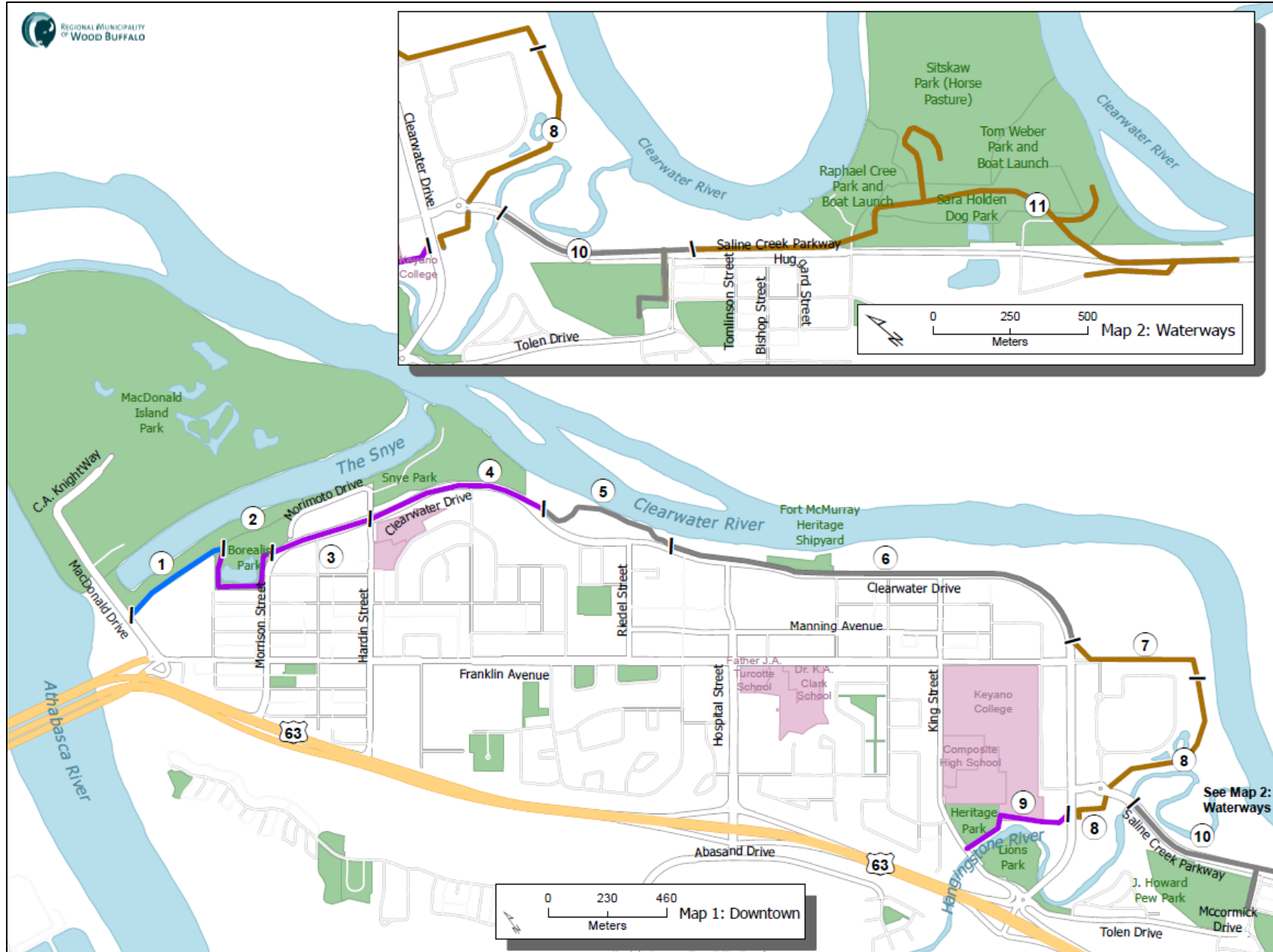
Thank You



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Attachment 1

Flood Mitigation Framework: Stage 1 (Reaches 1-11)



Flood Mitigation Framework - Completion Timeline

		Area	2022 & Prior	2023	2024	2025	2026	2027	2028
Organizational Adoption	Stage 1	Reaches 1-4							
		Reach 5							
		Reach 6 (option A)							
		Reach 6 (option B)							
		Reach 7							
		Reach 8							
		Reach 9							
		Reach 10-1							
		Reach 10-2							
		Reach 11							
	Stage 2	TN North							
		TN South							
		Reach 1-4 Enhancements							
		Reach 9 Enhancements							
		Hangingstone Expansion Area							
		Underground Enhancements							
		Seasonal Mitigation							
	Stage 3	Reach 8 Bank Stabilization							
		Flood Mitigation Integrity Review							
		Underground Sanitary Enhancements							

Key

	Planned Project Delivery (reflective of all stages of activity)
	Ongoing Initiatives

Flood Mitigation Framework Costs

As of April 15, 2023

The following table presents the costs for the flood mitigation program by stage, as outlined in the Flood Mitigation Framework:

Costs by Stage

Stage 1

Design	2,738,580
Reach 1	3,034,959
Reach 2	-
Reach 3	8,972,128
Reach 4	14,254,063
Reach 5	46,797
Reach 6	-
Reach 7	5,371,232
Reach 8	6,511,551
Reach 9	794,057
Reach 10 - 1	-
Reach 10 - 2	81,830
Reach 11	20,315,300

Subtotal Stage 1 \$62,120,497

Stage 2

Seasonal Flood Protection - Underground Systems Protection	10,580,492
Seasonal Flood Protection - Above Ground Protection	8,118,119
Seasonal Flood Protection - Miscellaneous Seasonal Costs	424,909



Interim Flood Protection Measures	2,696,765
Underground Enhancements	118,945
TaigaNova Eco Industrial Park - North	661,079
TaigaNova Eco Industrial Park - South	93,453
Water Treatment Plant Enhancements	936,998
Reach 1-4 Enhancements	249,489
Hangingstone Expansion Area	-
Reach 8 Bank Stabilization	-
Subtotal Stage 2	<u>\$23,880,249</u>
Total Costs¹:	<u>\$86,000,746</u>

¹ Total Flood Mitigation Framework Costs do not include costs related to Snye Point Park rough grading and consulting services for the Waterfront Park plan. Selection of projects included have been defined for the purposes of consistency going forward. Should there be direction to include additional projects or activities, the methodology can be adjusted.

This table represents the previous data reported by year:

Reconciliation by Year²

2014

Flood Mitigation Design	71,665
Reach 1	1,928,271
	<u>\$1,999,936</u>

2015

Flood Mitigation Design	96,969
Reach 1	1,094,981
	<u>\$1,191,950</u>

2016

Flood Mitigation Design	138,383
Reach 1	11,707
	<u>\$150,090</u>



2017

Flood Mitigation Design	152,262
Reach 3	1,382,060
Reach 4	7,262,536
	<u>\$8,796,858</u>

2018

Flood Mitigation Design	190,400
Reach 3	5,031,146
Reach 4	5,176,280
	<u>\$10,397,826</u>

2019

Flood Mitigation Design	521,985
Reach 3	2,235,918
Reach 4	1,540,192
	<u>\$4,298,095</u>

2020

Flood Mitigation Design	339,859
Reach 3	320,137
Reach 4	240,691
Reach 9	647,349
Reach 10 - 2	81,830
Interim Flood Protection Measures	710,125
Seasonal Flood Protection - Above Ground Protection.....	2,375
Seasonal Flood Protection - Underground Systems Protection	5,856
Seasonal Flood Protection - Miscellaneous Seasonal Costs	92,888
	<u>\$2,441,110</u>

2021

Flood Mitigation Design	536,060
Reach 3	2,868
Reach 4	34,363
Reach 7	4,557,682
Reach 9	138,341
Reach 11	2,859,586
TaigaNova Eco Industrial Park - North.....	75,377
Water Treatment Plant Enhancements	1,694
Interim Flood Protection Measures	1,712,550
Seasonal Flood Protection - Above Ground Protection.....	5,109,813
Seasonal Flood Protection - Underground Systems Protection	6,037,722
Seasonal Flood Protection - Miscellaneous Seasonal Costs	185,531
	<u>\$21,251,587</u>



2022

Flood Mitigation Design	620,138
Reach 5	46,797
Reach 7	810,382
Reach 8	6,508,325
Reach 9	8,366
Reach 11	17,438,045
TaigaNova Eco Industrial Park - North.....	288,101
TaigaNova Eco Industrial Park - South	89,268
Underground Enhancements	85,520
Reach 1-4 Enhancements	247,009
Water Treatment Plant Enhancements	825,286
Interim Flood Protection Measures	274,090
Seasonal Flood Protection - Above Ground Protection.....	2,400,294
Seasonal Flood Protection - Underground Systems Protection	4,058,797
Seasonal Flood Protection - Miscellaneous Seasonal Costs	68,469
	<u>\$33,768,888</u>

2023

Flood Mitigation Design	70,857
Reach 7	3,168
Reach 8	3,226
Reach 11	17,669
TaigaNova Eco Industrial Park - North.....	297,601
TaigaNova Eco Industrial Park - South	4,185
Underground Enhancements	33,426
Reach 1-4 Enhancements	2,480
Water Treatment Plant Enhancements	110,019
Seasonal Flood Protection - Above Ground Protection.....	605,637
Seasonal Flood Protection - Underground Systems Protection	478,118
Seasonal Flood Protection - Miscellaneous Seasonal Costs	78,020
	<u>\$1,704,406</u>

Total Costs: \$86,000,746

² Financial analysis and reporting was adjusted in 2020 to provide greater detail in costing information.





COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Process Review Update

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT the Planning and Development Process Review update be accepted as information.

Summary:

In alignment with Council's 2022/25 Strategic Plan, to "deliver a pro-business environment for businesses with attention to excellence in customer service (red tape reduction)", Planning and Development reviewed its processes ("Process Review") with the objective of:

- Improving customer service
- Reducing red tape
- Better facilitating property improvement, investment, and responsible growth; and
- Reducing barriers to development

The outcome and recommendations were presented to Council on September 27, 2022, and Administration committed to updating Council regularly. Administration has actioned the recommendations outlined in the final Process Review report and identified key performance indicators to measure progress. While Planning and Development recognizes implementation is a multi-year approach, progress is already being made.

Out of the 92 recommendations identified in the report, 53 have been started and two have been completed.

Background:

While Planning and Development (P&D) provides a high level of service to our Region, the Department is aware of real and perceived public and investor concerns and areas for improvement. Common concerns include confusing and/or duplicated steps for permitting, inconsistent decisions/guidance, inefficiencies, and delays, which may deter

investment and hinder economic growth.

To address these issues, P&D retained Ernst & Young in mid-2021 to help lead a departmental process review, providing a rigorous, impartial, and expert-based evaluation of permitting, and licensing processes. The report was to review all processes across the entire department, including the Community Development Planning branch, Safety Codes branch, and Land Administration branch, establishing recommendations. To ensure that concerns and challenges with department processes were accurately captured, a high level of engagement occurred with residents, businesses, and stakeholders.

On September 27, 2022, Administration presented the final Planning and Development Department Process Review Report to Council. It consisted of 92 recommendations with supporting actions that would be implemented over a three-year period.

To ensure this is carried out successfully, an internal working group consisting of members from each branch and the Director's office was established. This group meets regularly to monitor progress, assign work, coordinate efforts, ensure proper oversight and monitoring, address challenges encountered, and discuss ideas.

Some notable examples of actions already underway include:

- 1) Redesigning sections of the municipal website pertaining to Planning and Development to ensure information is easily available,
- 2) Improvements to permit checklists with a focus on clarity and guidance,
- 3) Upgrades to the Electronic Permitting system to make it more user-friendly,
- 4) Improved permit circulation processes to shorten review timelines, and
- 5) Introduction of a new "single submission" permitting process whereby simple developments (i.e., decks, accessory buildings) require only a single application.

Achieving the objectives of the Process Review is broader than the 92 recommendations and requires continuously looking inward to find other ways to improve business processes and enhance customer service. It involves consistent staff engagement, capturing new ideas, highlighting lessons learned, improving internal communication, and aligning departmental goals, values, and vision.

Continuous improvement is key to building and maintaining strong relationships with all who interact with Planning and Development processes. As such, Administration will continue to seek input from residents, businesses, and stakeholders to make further refinements as may be required.

Budget/Financial Implications:

Recommendations identified through P&D's Process Review Project are intended to be

embedded in the departmental business plan(s) and as such, costs associated with implementation will be reflected in the Municipality's Operating Budget process.

Rationale for Recommendation:

Planning and Development's Process Review Project is an important part of the Regional Municipality of Wood Buffalo's efforts to provide quality services to its residents and businesses. Clear, efficient, and easy to follow municipal permitting and licensing processes help facilitate investment and customer satisfaction.

Regularly reporting updates on the implementation of the Process Review to Council will keep stakeholders and the public informed of the efforts that Administration is undertaking to improve customer service, reduce red tape, better facilitate property improvement, investment, and responsible growth, and reduce barriers to development.

Strategic Plan Values:

Local Economy

Attachments:

1. Planning and Development Process Review Update Presentation

Process Review Update

Amanda Haitas, Senior Manager and
Presenters: Brad McMurdo, Director
Department: Planning and Development
Meeting Date: May 23, 2023



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

What We Have Heard

Examples of common concerns heard:

- Inconsistency in communication from staff
- Website and permitting portal difficult to navigate at times
- Confusing/duplicated steps
- Unnecessary process and permits
- Customer Service levels
- Time lags



PROJECT CONTEXT

- Three branches within Planning & Development
 - Community Development Planning
 - Safety Codes
 - Land Administration
- Thousands of customer interactions annually
- Real and perceived complaints
- Department, Council and Community all looking for improvement



PROJECT OBJECTIVES

Our objectives are to enhance business processes to:



Improve
customer services



Reduce
red tape



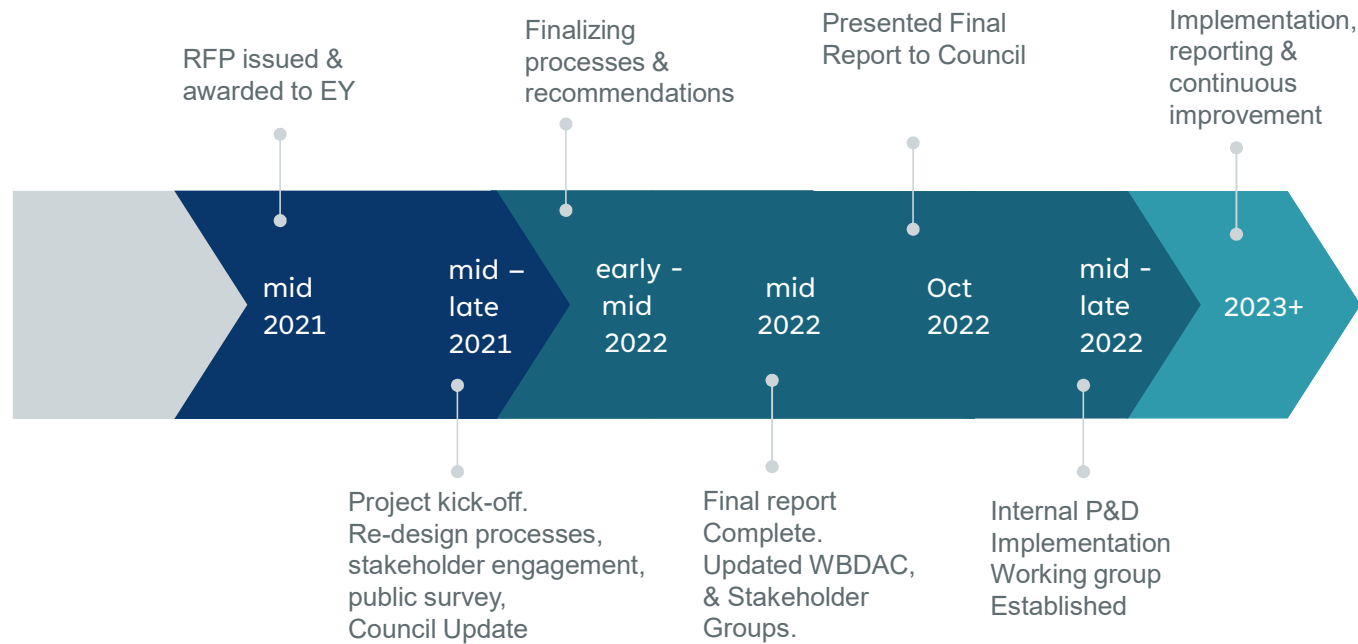
Better facilitate property
improvement, investment
and responsible growth



Reduce barriers
to development



PROJECT TIMELINE



*The Wood Buffalo Development Advisory Committee was engaged throughout the project

** Implementation began throughout the Project

Planning & Development Process Review Project



FINAL REPORT



Implementation Plan

To help guide prioritization and sequencing

	Year 1							Year 2							Year 3					
P&D Director's Office	1	3	4	7	8	10	11	2	5	6	9	16	17	20	21	13	23	24	27	30
	12	14	15	18	19	25	28	22	26	29	32									
	31																			
Community Development Planning	34	35	41	46	47	48	49	33	36	39	40	42	44	64	67	37	38	43	45	
	50	51	52	53	54	55	56	68												
	57	58	59	60	61	62	63													
	65	66																		
Safety Codes	71	72	73	74	75	76	77	69	70											
	78	79	80	81	82	83														
Land Administration	85	87	88	89	90	91		84	86	92										



Internal Implementation Working Group



Planning & Development Process Review Project



Implementation Dashboard

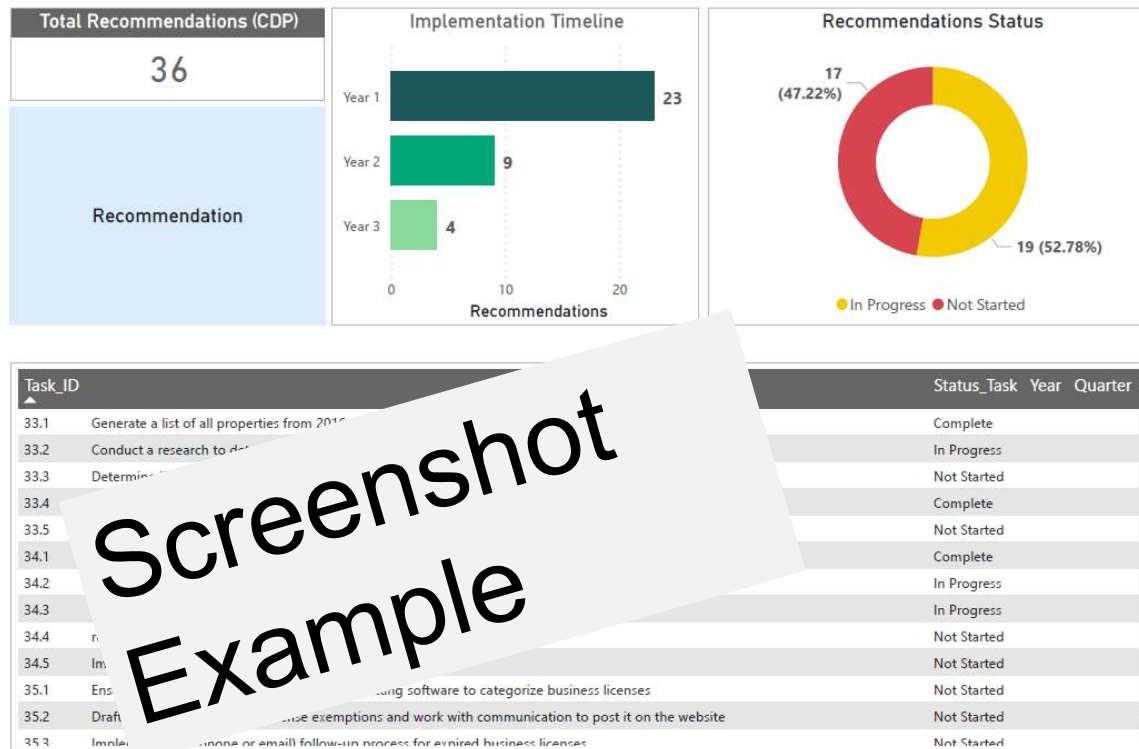


PLANNING AND DEVELOPMENT
PROCESS REVIEW RECOMMENDATIONS
IMPLEMENTATION PROGRESS REPORT

Community Development Planning

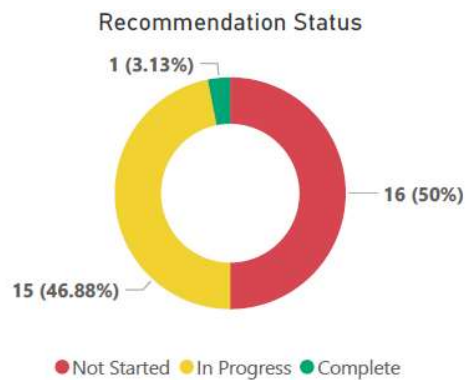
Recommendations

33	44	55	66
34	45	56	67
35	46	57	68
36	47	58	
37	48	59	
38	49	60	
39	50	61	
40	51	62	
41	52	63	
42	53	64	
43	54	65	

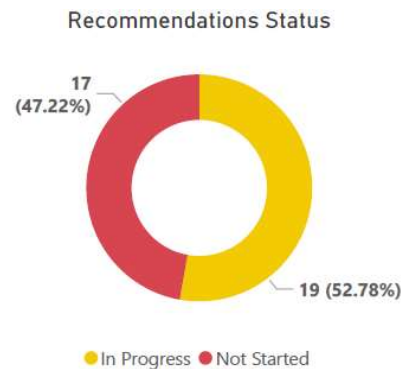


Implementation: Recommendations Status

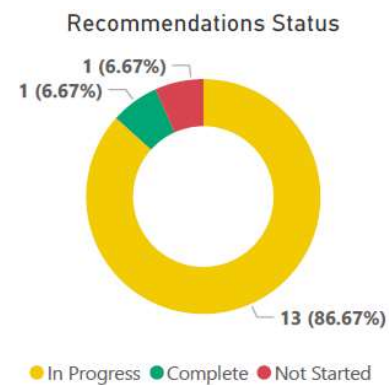
Directors Office



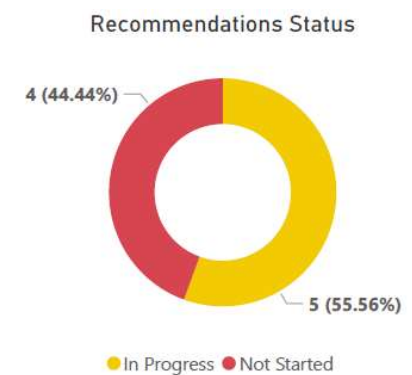
Community Dev Planning



Safety Codes



Land Admin



Implementation: Examples

- Change of Use (already implemented, but further enhancements coming)
- Website enhancements for clarity and easier to use (underway)
- E-Permitting system replacement (underway)
- Improving permit application checklists (underway)
- Permit descriptions being updated for accurate and understandable information, explaining why the permits are required as well (underway)
- Better enable the Pulse line to resolve basic inquiries (underway)
- Assign one safety inspector to one permit when possible (underway)



Implementation is more than a report



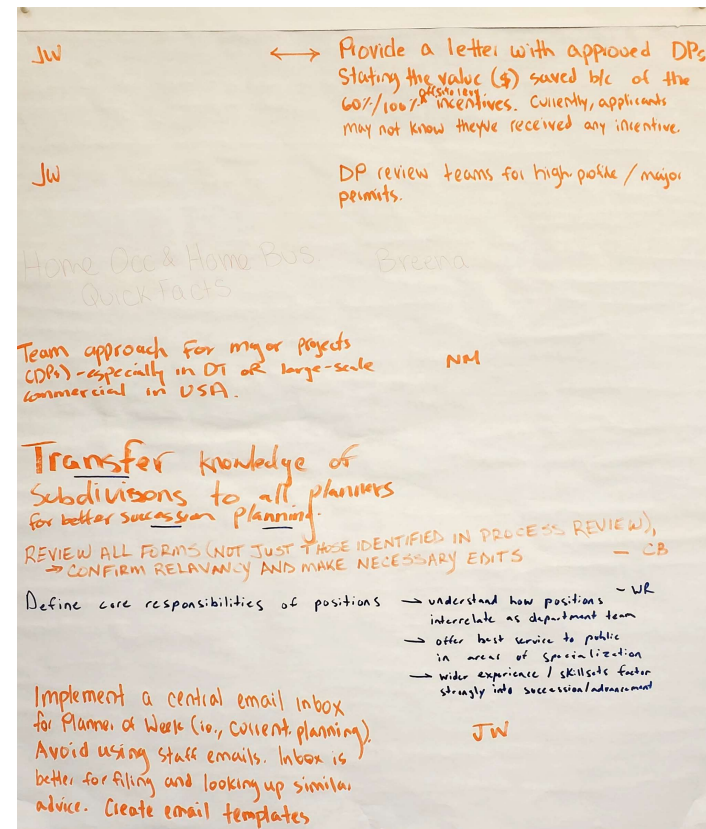
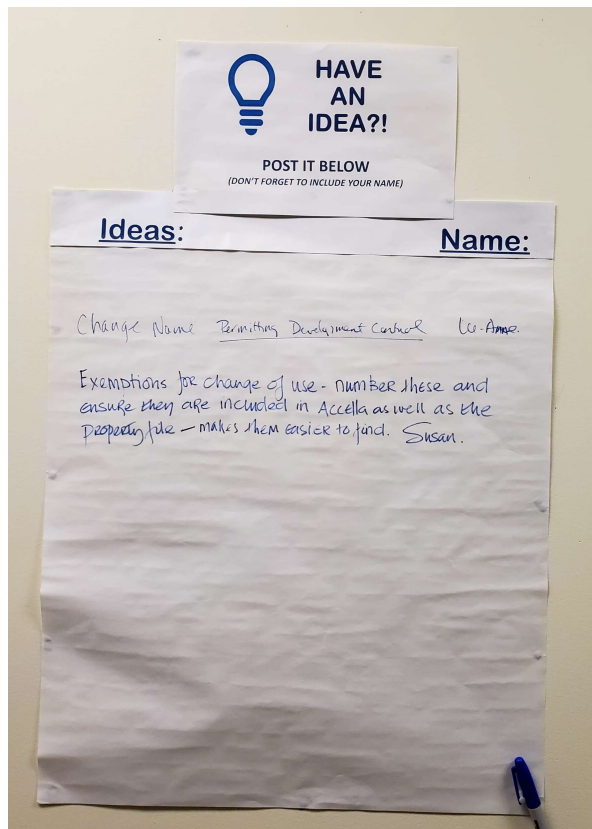
Planning & Development Process Review Project



Continuous Improvement: Beyond the 92 Recommendations



Continuous Improvement: Beyond the 92 Recommendations



Planning & Development: What We Value

commonsense
simplicity
consistency
informationsharing
initiative
learningteamwork
CUSTOMERS
KNOWLEDGE



NEXT STEPS

- Continue to Implement all recommendations and Report on progress, including key performance indicators
- Continuous engagement with the community, Indigenous partners and the Wood Buffalo Development Advisory Committee
- Continuous improvement



Thank You



REGIONAL MUNICIPALITY
OF WOOD BUFFALO



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: 2023 Q1 Financial Performance Report

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT the 2023 Q1 Financial Performance Report be accepted as information.

Summary:

As of March 31, 2023, the Municipality is aligned with the annual budget plans as approved by Council in December 2022. The March year-to-date (YTD) budget presents a deficit due to the calendarized allocation of the budget; this does indicate a year-end deficit, merely a measurement of planned expenditures for the first quarter based on budget. The second quarter financial results will present six months of data, providing more reasonable projections for year-end.

Background:

The Quarterly Financial Performance Report provides a comprehensive financial update which includes municipal operating revenues and expenses with comparatives to budget, capital project spending, status of investment holdings, and details related to grant activities that the Municipality has applied for and/or received.

The YTD operating revenues to March 31, 2023, are \$147.4 million compared to the YTD budget of \$145.4 million. The \$2 million difference reflects an excess to the return on investments compared to the budgeted interest anticipated on short-term investments.

The YTD operating expenses to March 31, 2023, are \$112.1 million, compared to a YTD budget of \$121.1 million. The \$9.0 million difference is mainly attributed to delays in contracted and general services of \$5.7 million, less spending on materials, goods supplies and utilities of \$1.1 million and staffing lag time for vacant positions at various stages of the recruitment process of \$1.2 million.

The YTD transfers to reserves for capital project activities are \$26.3 million, aligning with the 2023 YTD budget projections.

In December 2022 the Municipality approved the 2023 capital budget of \$135.8 million. As of March 31, 2023, the capital budget has been revised to \$136.7 million stemming from 2023 capital budget amendments of \$900k.

To date, \$15.4 million has been spent on the delivery of capital projects; the top three projects by spend are the Public Works North Facilities, Rural Water/Sewer Servicing Construction and the Waterline Extension from Parsons Creek to Millennium, representing 40% of the YTD amount.

The cash position at the end of March is \$1.2 billion, comprised of \$130.7 million in the bank and \$1.1 billion in investments. Most of these funds are committed to services, programs, capital projects, and funds for financial stability. The uncommitted balance equals \$447.1 million.

Capital grants totaling \$22.9 million have been awarded within the first quarter, including \$14.7 million in Municipal Sustainability Initiative (MSI) funds. Capital grant applications totaling \$39.8 million have been submitted for consideration with both the Federal and Provincial governments. Applications continue to be submitted as grant opportunities arise.

Throughout the first quarter, the Municipality remained committed to working with the Provincial government and other providers in the pursuit of recoverable expenses. To date, the Municipality has received advances of \$20.5 million for the costs associated with the 2020 River Breakup, and \$279.9 million for the 2016 wildfire event.

The Municipality continues to look for cost efficiencies while providing programs and services, as outlined in the approved 2023 budget. The Municipality is positioned positively for financial sustainability, while also meeting the expectations of its residents.

Strategic Plan Values:

Fiscal Management

Attachments:

2023 Q1 Financial Performance Report

2023 Q1 Financial Performance Presentation

2023 Q1 FINANCIAL PERFORMANCE REPORT



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Regional Municipality of Wood Buffalo

9909 Franklin Avenue

Fort McMurray | ᓂᓐᑕᓐᓴᓐᓴᓐ | Nistawâyâw | Ełı́dlı́ Kuę́

Alberta T9H 2K4

We humbly acknowledge that the land on which we live, learn, work and play is Treaty 8 Territory, the traditional lands of the Cree, Dene, and the unceded territory of the Métis.



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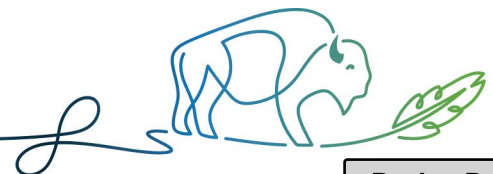


Municipal Operating Revenues and Expenses

As of March 31, 2023

	March Actual YTD	March Budget YTD	Budget YTD Variance Increase (Decrease)	Annual Budget
Revenues:				
Net taxes available for municipal purposes	\$ 114,922,538	\$ 115,152,200	\$ (229,662)	\$ 460,608,800
Government transfers	3,514,811	4,174,460	(659,649)	17,054,827
Sales and user charges	12,064,576	11,802,367	262,209	48,229,534
Sales to other governments	850,777	1,118,496	(267,719)	4,436,629
Penalties and costs on taxes	3,141,952	2,458,329	683,623	4,932,800
Licenses and permits	651,917	560,149	91,768	2,072,850
Fines	614,370	601,200	13,170	2,399,800
Franchise and concession contracts	2,392,741	2,425,000	(32,259)	8,600,000
Return on investments	6,945,338	4,922,500	2,022,838	19,694,000
Rentals	317,905	308,715	9,190	1,249,000
Other	1,024,106	795,999	228,107	2,839,200
Transfers from reserves for operations	1,000,000	1,040,250	(40,250)	1,151,000
	147,441,031	145,359,665	2,081,366	573,268,440
Expenses:				
Salaries, wages and benefits	60,360,178	61,581,762	(1,221,584)	242,903,211
Contracted and general services	16,156,801	21,808,663	(5,651,862)	101,854,112
Purchases from other governments	7,693,997	7,861,722	(167,725)	31,406,366
Materials, goods, supplies and utilities	10,160,926	11,264,189	(1,103,263)	41,908,551
Provision for allowances	2,438,753	1,721,598	717,155	4,986,400
Transfers to local boards and agencies	-	50,000	(50,000)	80,000
Transfers to individuals and organizations	8,489,995	10,015,255	(1,525,260)	24,859,885
Transfers to facilities	6,635,793	6,635,793	-	19,653,727
Bank charges and short-term interest	98,277	85,465	12,812	344,960
Other	23,611	4,940	18,671	21,860
	112,058,331	121,029,387	(8,971,056)	468,019,072
Reserves:				
Transfers to reserves for operations	26,320,743	26,312,341	8,402	105,249,368
	26,320,743	26,312,341	8,402	105,249,368
Operating surplus (deficit)	\$ 9,061,957	\$ (1,982,063)	\$ 11,044,020	\$ -

On December 1, 2022, RMWB Council approved the 2023 Budget, as shown in the Annual Budget column. The March Budget Year-To-Date (YTD) column shows the portion of the 2023 Budget that was allocated to the first three months. The Budget YTD variance column shows timing differences based on monthly allocation of the budget as well as differences that may impact year-end results.



As of March 31, 2023, the Municipality is aligned with the annual budget and no projected changes are required for this quarter. The second quarter financial results will provide a greater focus on potential year-end projections.

Operating Revenues

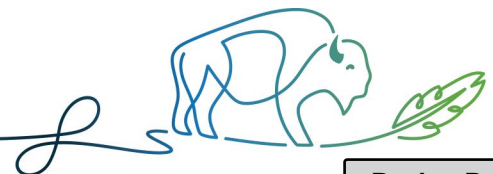
Year-to-date operating revenues to March 31, 2023 are \$147.4 million, which is \$2.0 million over the year-to-date budget. This is shown primarily in:

- Government Transfers – under budget by \$0.7 million due to CPH (Community Plan on Homelessness) grants budgeted earlier than recognized; this is offset by an expense timing difference from related grants that have not yet been released to organizations.
- Penalties and Costs on Taxes – over budget by \$0.7 million due to higher than anticipated overdue property taxes. This is offset by an increase in property tax bad debt expense.
- Returns on Investments – over budget by \$2.0 million due to higher than budgeted interest rates, particularly on short-term investments.

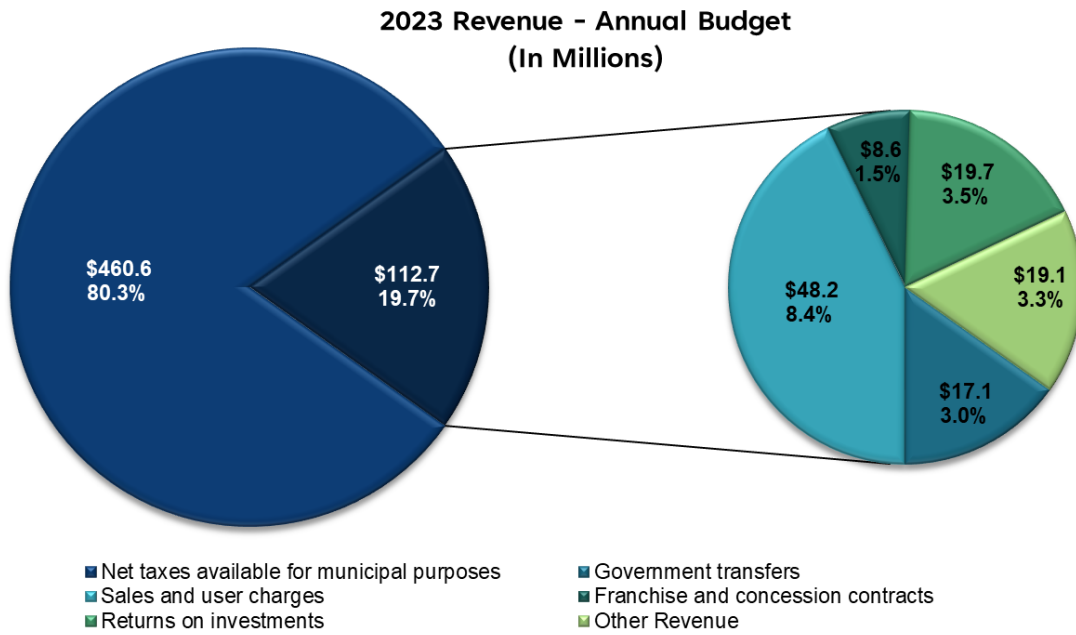
Operating Expenses

Year-to-date operating expenses to March 31, 2023, are \$112.1 million, which is \$9.0 million less than the year-to-date budget. This is shown primarily in:

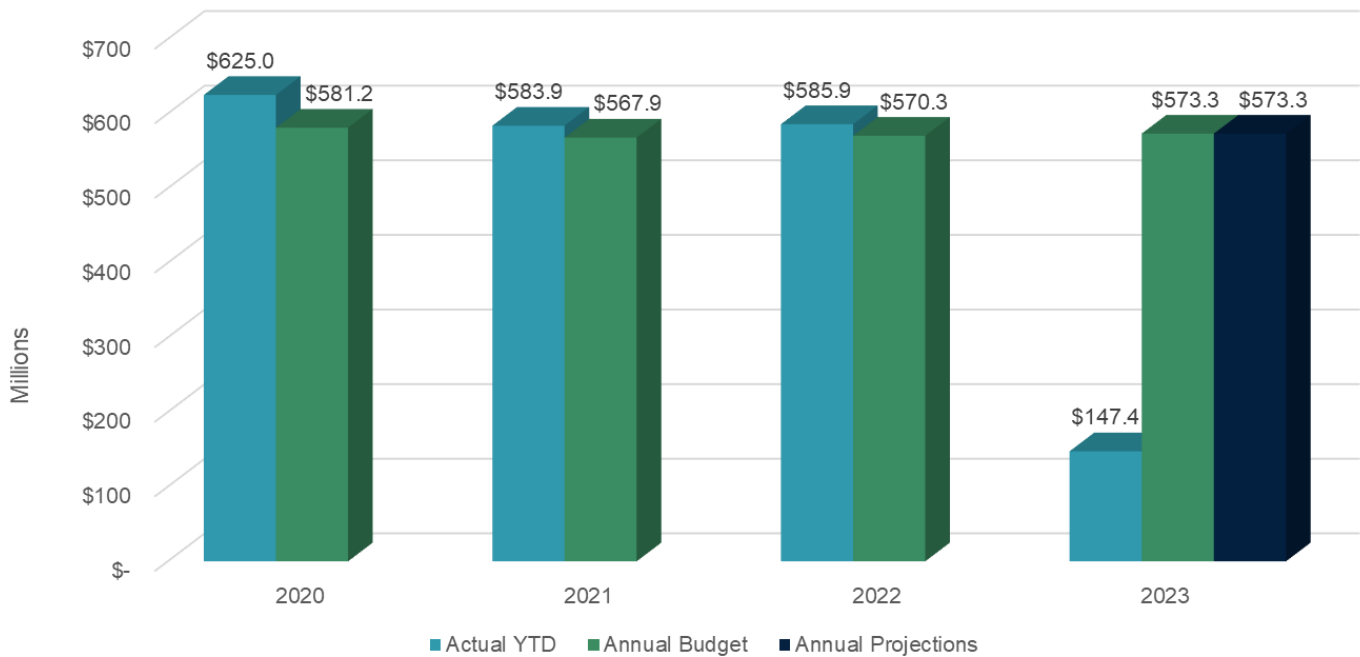
- Salaries, Wages and Benefits – under budget by \$1.2 million due to vacant positions that are in various stages within the recruitment process.
- Contracted and General Services – under budget by \$5.7 million primarily due to differences in the timing of the actual spend versus the budget, with larger variance stemming from a lack of internal capacity in the areas of Facilities and Environmental Services, which lead to delays in the execution of projects as scheduled.
- Materials, Supplies, Goods and Utilities – under budget by \$1.1 million primarily from timing differences between actual and budgeted spend for equipment and supply purchases.
- Provision for Allowances – increase of \$0.7 million due to higher than expected overdue property tax accounts.
- Transfers to Individuals and Organizations – decrease of \$1.5 million. This includes \$0.7 million in CPH grants budgeted earlier than paid, which is offset by a revenue timing difference of the same amount (see the above note with regards to the offsetting Government Transfers revenue). In addition, \$0.8 million in other grants (that are not funded by Government Transfers revenue) were also budgeted earlier than issued. These timing differences are expected to be resolved by the end of the year.



Revenues

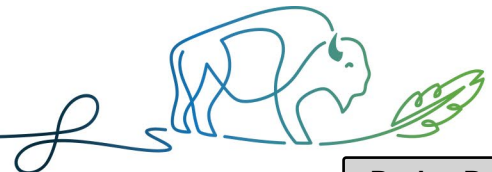
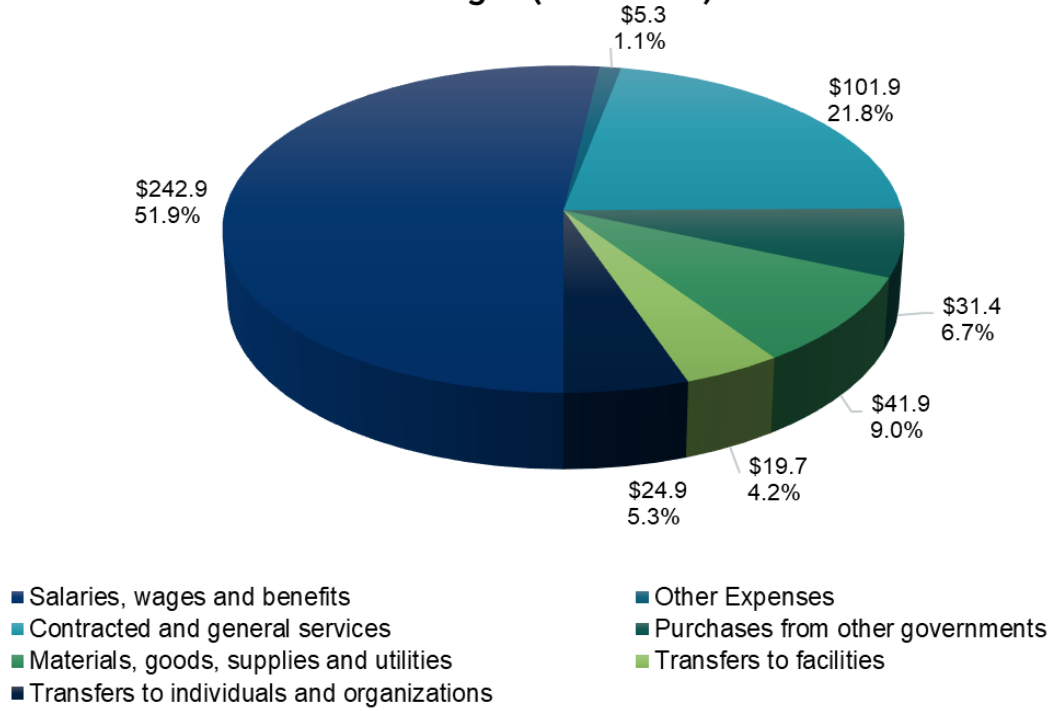


Municipal Revenues

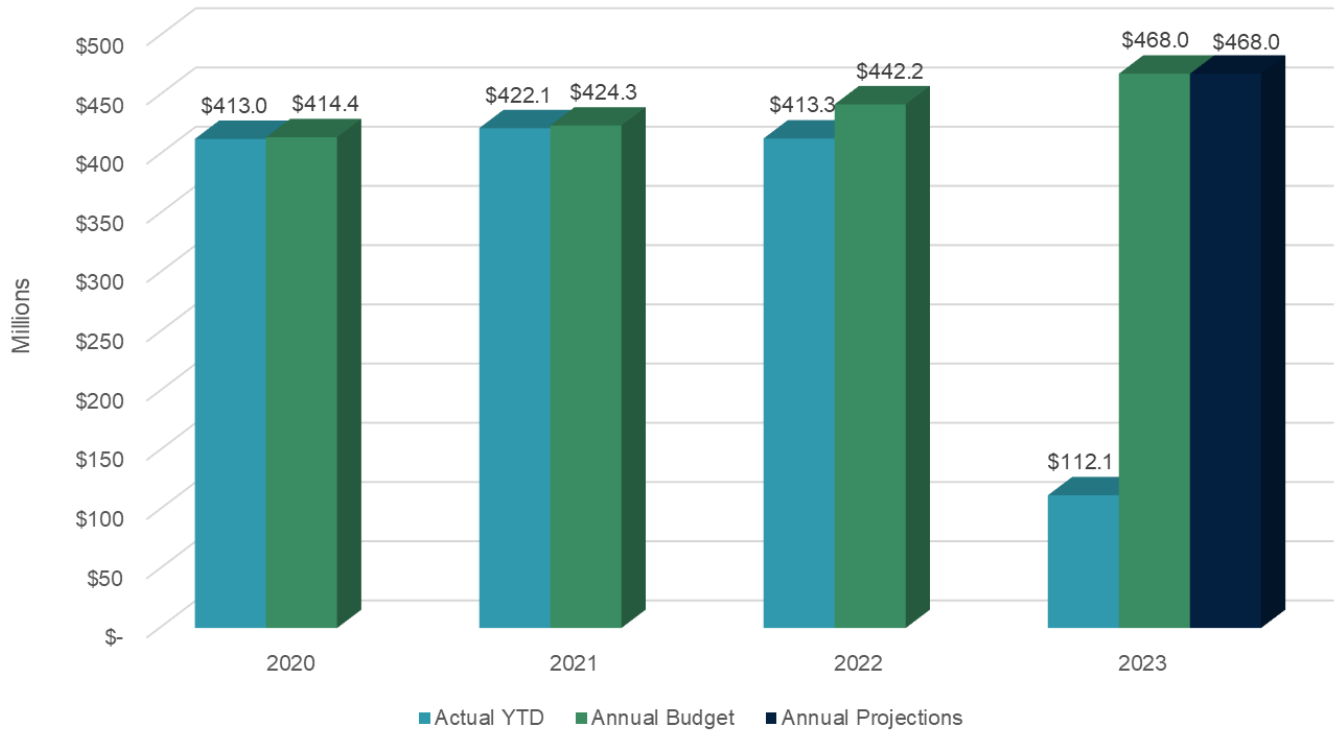


Expenses

**2023 Expenses (excluding reserves)
Annual Budget (in Millions)**



Municipal Expenses (excluding reserves)



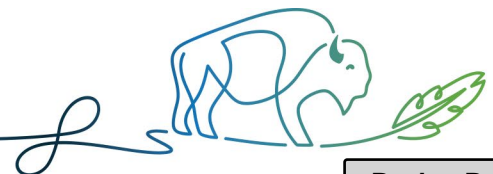
Financial Position

Capital Project Spending

As of March 31, 2023

Project Name		2023 YTD Actual Spend
Top 20		
Public Works North Facilities	\$	3,282,346
Rural Water/Sewer Servicing Construction		1,411,116
Waterline Extension From Parsons Creek to Millennium - Construction		1,394,034
2021 Replacement of Pumper Truck - Fort McMurray		976,875
Jubilee Major Maintenance 2020		694,007
Fleet Heavy Equipment Replacements (2023)		585,500
A Frame Road Paving, Lift Station & Sanitary Forcemain Installation		557,212
Waterline Extension From Parsons Creek to Taiganova - Construction		391,555
Flood Mitigation – Construction		478,230
Rural Infrastructure Rehabilitation 2015-2017 Construction		354,520
Transit at 160 Maintenance Shop Exhaust System		285,540
King Street Booster Rehabilitation - Construction		282,763
Rural Egress Road - Anzac & Janvier Design		225,511
Urban Infrastructure Rehabilitation Design		224,484
CAMA (Computer Assisted Mass Appraisal) and Tax System Review-Construction		213,027
Spray Park Replacement Program		197,810
Fire Hall 5 Maintenance Shop Exhaust System		186,762
Flood Mitigation - Predesign/Design		151,284
Enterprise Resource Planning		164,768
Confederation Way Sanitary Sewer - Contract 3 (Phase 2 Construction)		105,365
All Other Projects (76 projects)		3,245,071
Total Capital Spending (96 projects)	\$	15,407,780

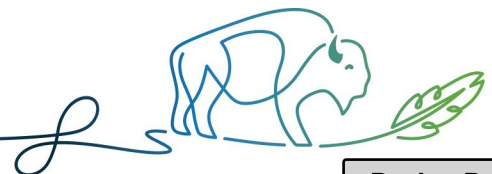
Attachment: 2023 Q1 Financial Performance Report (2023 Q1 Financial Performance Report)



The Municipality approved the 2023 capital budget of \$135.8 million. As of March 31, 2023, the capital budget has been revised to \$136.7 million stemming from 2023 capital budget amendments.

As of March 31, 2023, \$15.4 million has been spent on the delivery of capital initiatives, which includes multi-year projects.

The top three projects based on expenditures to March 31, 2023, are the Public Works North Facility, Rural Water/Sewer Servicing Construction, and the Waterline Extension from Parsons Creek to Millennium Construction, representing 40% of the YTD spend.

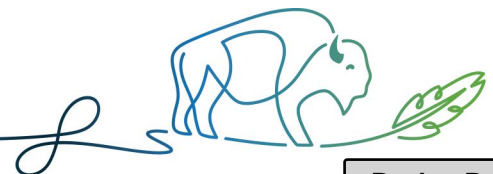


Bank

Bank As of March 31, 2023 (in Millions)

Cash	
Operating - Bank Balance	\$ 130.7
Investments	1,098.4
Total Cash	1,229.1
Committed Funds	
Operating Requirements	157.0
Deferred Revenue	
Grants	72.6
Developer Agreements	3.3
Offsite Levies	3.0
	78.9
Reserves	
Committed Funds	
Capital	386.6
Emerging Issues	83.2
Operating	76.3
	546.1
Total Committed Funds	782.0
Remaining	\$ 447.1

The current amount of cash in the bank plus investments total \$1.2 billion as of March 31, 2023. The commitments against this balance include \$157.0 million for operating requirements, \$78.9 million in deferred revenues, which is money the Municipality has received in advance but is committed to spend in the future, and \$546.1 million in committed reserve funds.



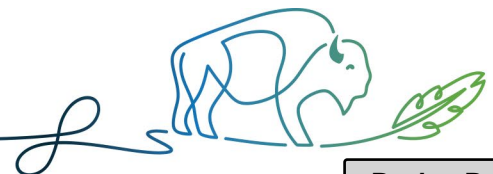
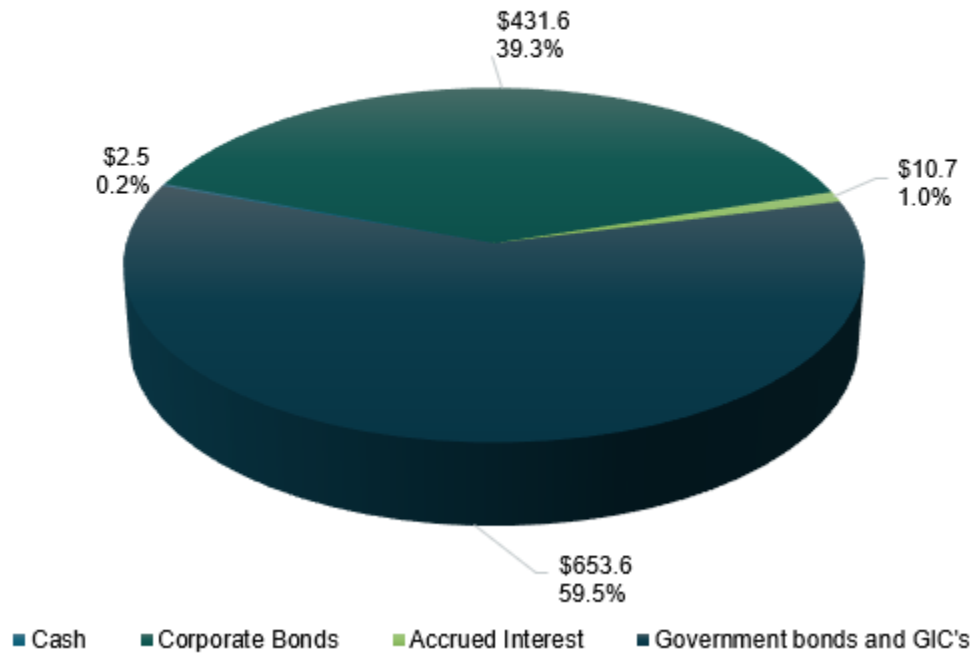
Investments

The Municipality has \$1.1 billion in investment holdings as of March 31, 2023, of which \$227.8 million are short-term investments with maturity dates under one year. Returns on investments to March 31, 2023, total \$6.9 million with \$4.9 million from investment income and \$2.0 million from interest income.

Investment Holdings (in Millions)

Type:	Book Value @ December 31, 2022	Book Value @ March 31, 2023	Market Value @ March 31, 2023
Cash	\$ 6.8	\$ 2.5	\$ 2.5
Government bonds and GIC's	678.9	653.6	591.1
Corporate bonds	396.9	431.6	387.4
Accrued interest	10.9	10.7	10.7
Total	\$ 1,093.5	\$ 1,098.4	\$ 991.7

Investment Holdings by Type - Book Values (in Millions)

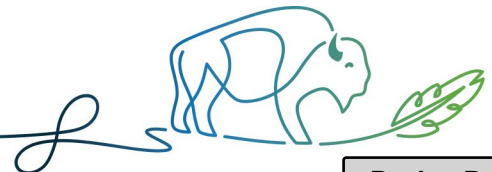
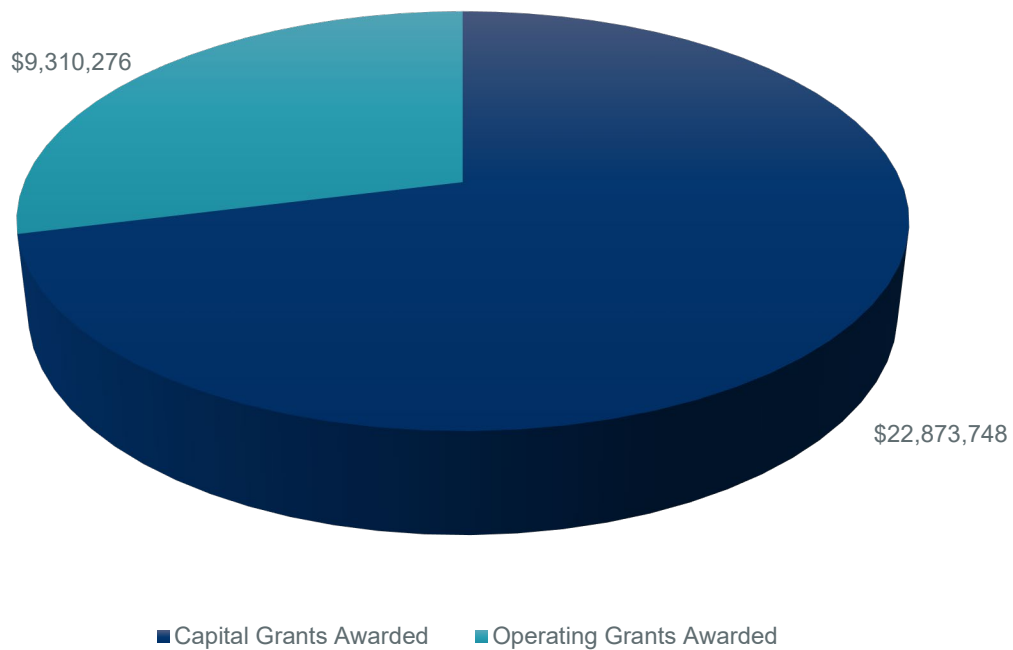


Grants

As of March 31, 2023

The Municipality has been awarded grants totaling \$32.2 million as of the first quarter, comprised of \$22.9 million in capital grants and \$9.3 million in operating grants. The following pages detail significant grants received to date. Refer to Appendix's A and C for details of all grants received to date.

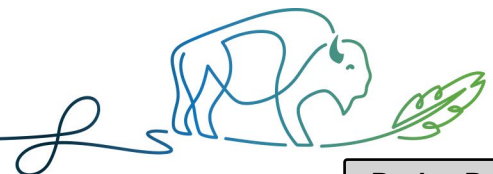
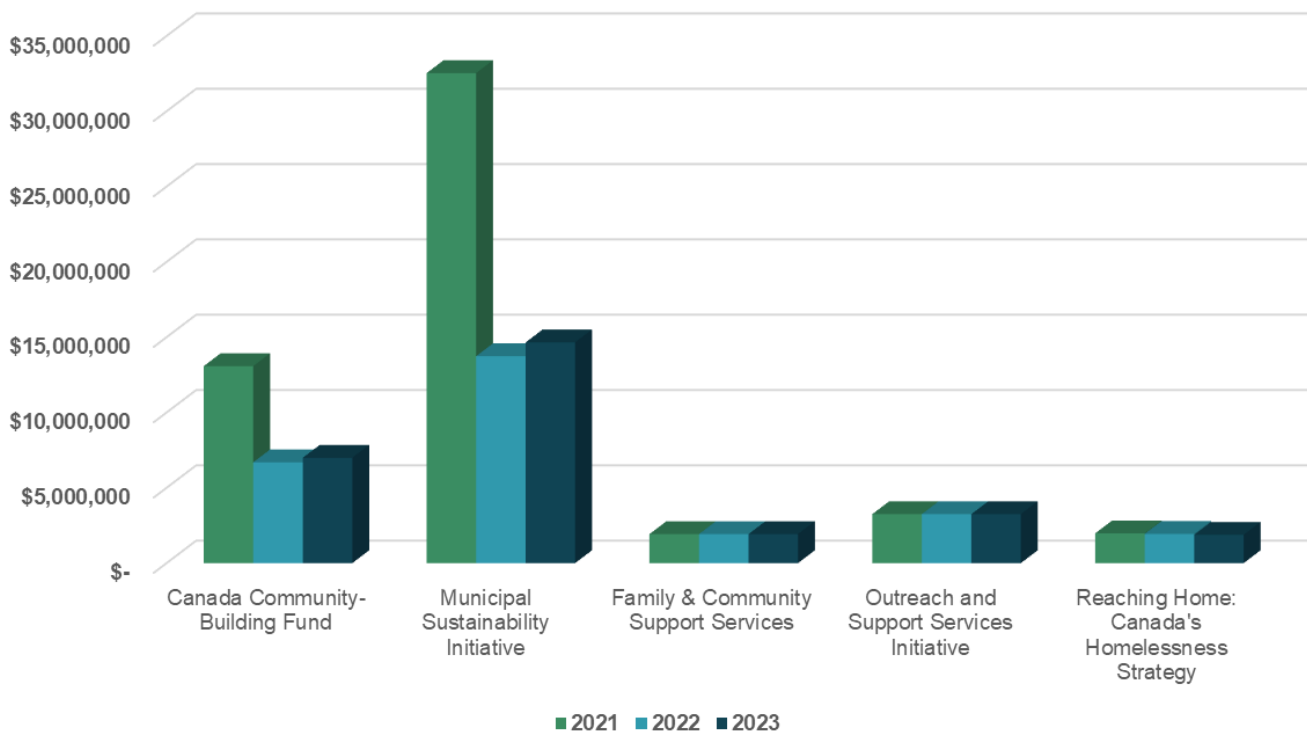
2023 Year-to-date Capital and Operating Grants



Annually Recurring Grants

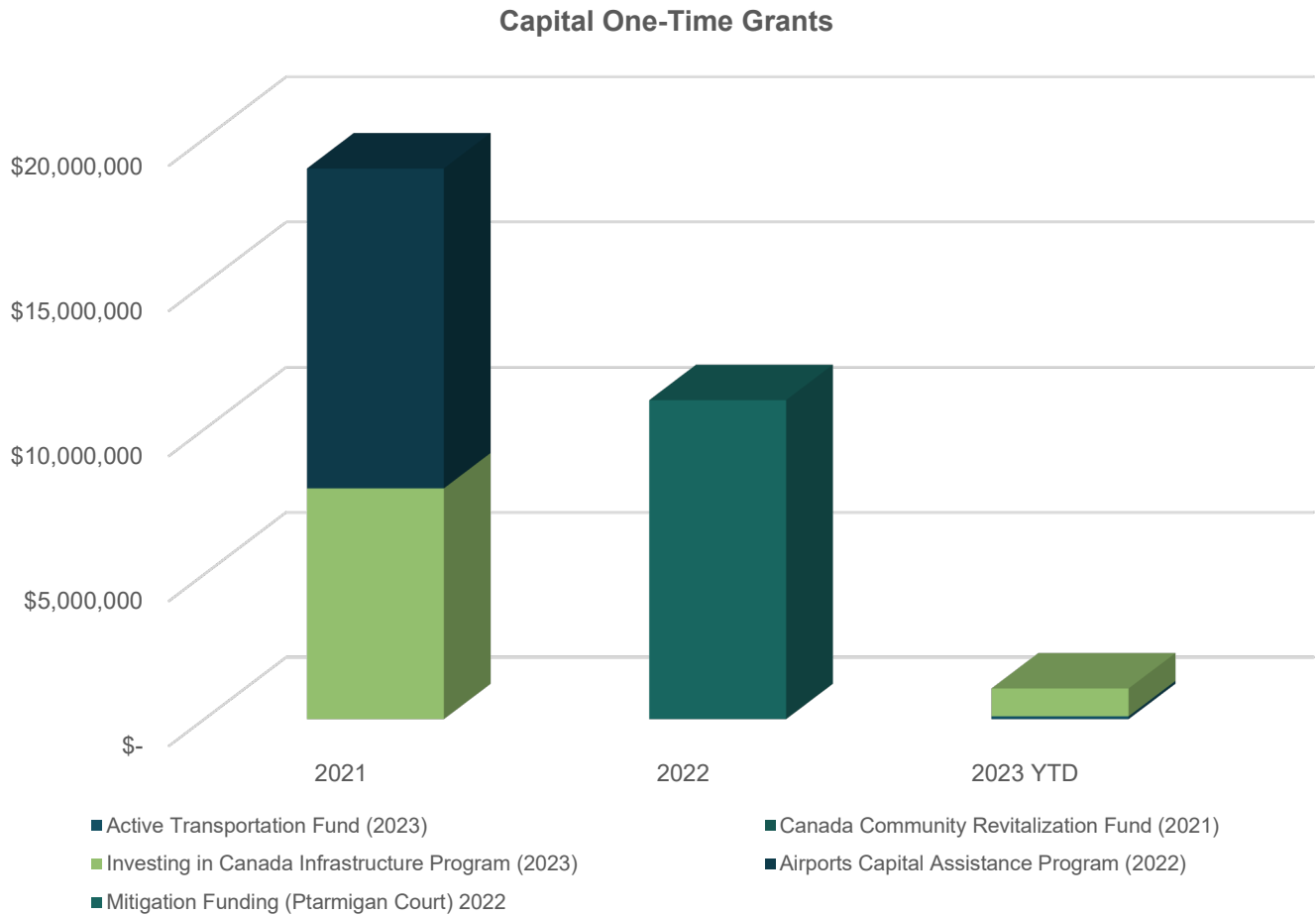
- The Canada Community-Building Fund (CCBF; formerly Gas Tax Fund) - \$6.7 million was awarded to fund capital projects including Thickwood Perimeter Sewer Construction and Rural Water and Sewer Servicing.
- The Provincial Municipal Sustainability Initiative (MSI) - \$14.7 million was awarded to fund capital projects including Rural Water and Sewer Servicing and Rural Infrastructure Rehabilitation.
- Family & Community Support Services (FCSS) - \$1.9 million. Through the FCSS grant, the Government of Alberta (GOA) funds up to 80% of qualifying social service expenditures incurred by the Municipality, many of which are administered by local non-profit organizations who rely on grant funding from the Municipality.
- The Outreach and Support Services Initiative (OSSI) - \$3.3 million. The Provincial OSSI grant assists the Municipality's Community Housing Plan. At least 90% of grant proceeds are issued directly to non-profit organizations.
- Reaching Home: Canada's Homelessness Strategy - \$1.9 million. Like OSSI, the Federal Government assists our Community Housing Plan through the Reaching Home grant. A minimum of 85% of grant proceeds are issued directly to non-profit organizations.

Annual Recurring Capital and Operating Grants

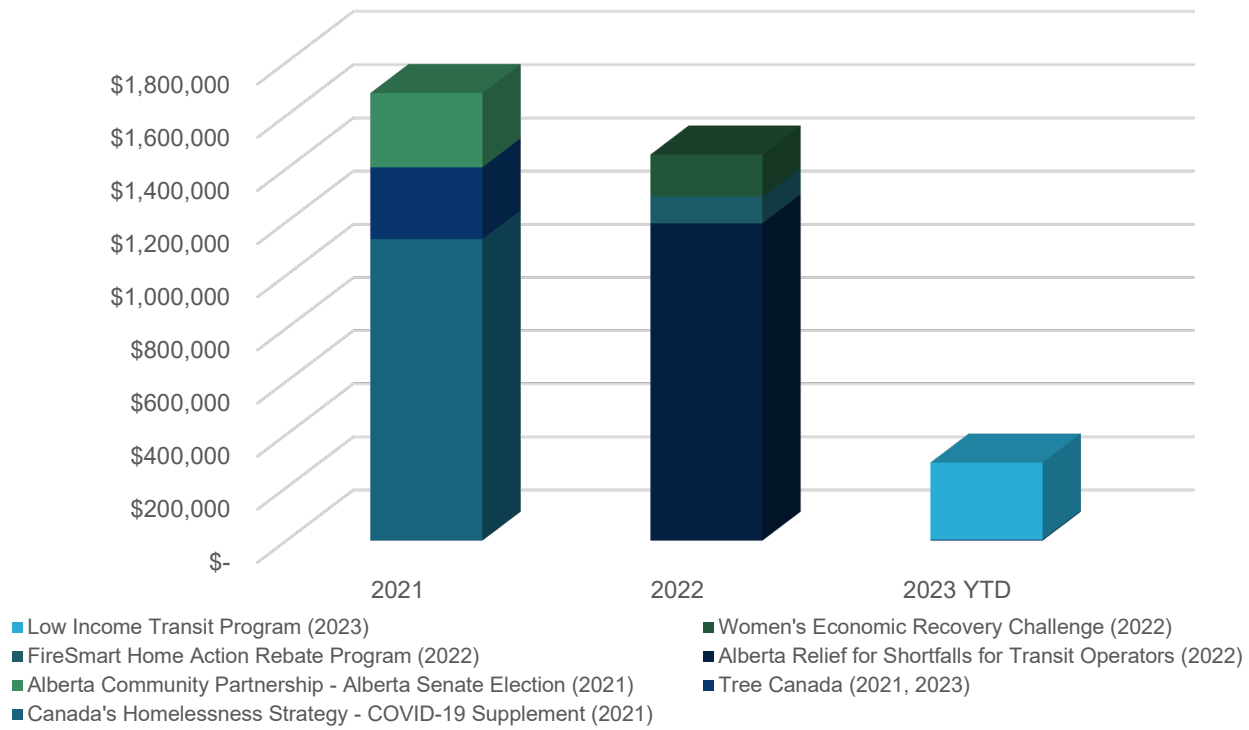


One-time Grants

The following graphs represents the total one-time grants received as represented in appendices A and C.



Operating One-Time Grants



Research into grant opportunities and stakeholder consultation is an on-going process with evolving eligibility criteria.



Extraordinary Events

2020 River Break Up

The Municipality has spent \$30.4 million in recoverable River Break Up (RBU) costs since April 2020. To date, the Province has advanced \$20.0 million for reimbursable expenses under the Disaster Recovery Program (DRP) and our insurance provider has advanced \$0.5 million.

Administration is working with the Province to quantify claims. The RBU project summary estimate is \$33.3 million. As of March 31, 2023, \$29.7 million has been submitted to DRP or is a submission in progress.

2020 River Break Up Recoverable Costs

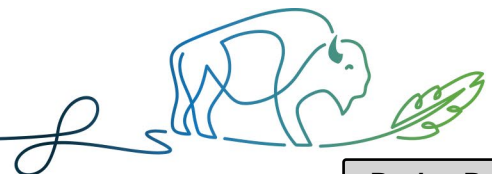
April 24, 2020 to March 31, 2023

	DRP	Insurance	Total
Approved Submissions	\$ (1,027,699)	\$ (500,000)	\$ (1,527,699)
Submitted - Not Yet Approved	(4,521,914)	-	(4,521,914)
In Progress	(24,194,543)	(162,390)	(24,356,933)
Total 2020 River Break Up Recoverable	(29,744,156)	(662,390)	(30,406,546)
Advances Received	20,000,000	500,000	20,500,000
Total 2020 River Break Up Costs			
Advanced (Unrecovered)	\$ (9,744,156)	\$ (162,390)	\$ (9,906,546)

2020 River Break Up Project Summary

April 24, 2020 to March 31, 2023

	RMWB Project Estimate	Actuals To Date	Remaining
DRP Response	\$ 10,500,000	\$ 10,285,374	\$ 214,626
DRP Recovery	21,800,000	19,458,782	2,341,218
Insurance	1,000,000	662,390	337,610
Total 2020 River Break Up Project Summary	\$ 33,300,000	\$ 30,406,546	\$ 2,893,454



2016 Wildfire

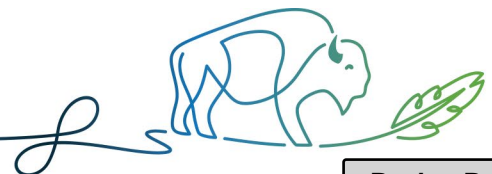
The Municipality has spent \$284.2 million in recoverable wildfire costs since May 2016. To date, the Province has advanced \$233.0 million for reimbursable expenses under the Disaster Recovery Program (DRP), FireSmart has paid \$8.4 million, our insurance provider has paid \$29.6 million and Red Cross has paid \$9.0 million.

FireSmart, insurance and Red Cross files are closed as all claims are complete.

As of March 31, 2023, \$237.2 million of claims have been submitted to the Province, of which \$4.3 million are under review for approval. No further claims will be submitted.

2016 Wildfire Recoverable Costs May 1, 2016 to March 31, 2023

	DRP	FireSmart	Insurance	Red Cross	Total
Approved Submissions	\$(232,951,180)	\$ (5,987,179)	\$ (21,469,614)	\$ (7,523,532)	\$(267,931,505)
Submitted - Not Yet Approved	(4,260,571)	-	-	-	(4,260,571)
In Progress	-	-	-	-	-
Total 2016 Wildfire Operating Recoverable	(237,211,751)	(5,987,179)	(21,469,614)	(7,523,532)	(272,192,076)
Capital Spending	-	(2,379,686)	(8,160,401)	(1,463,927)	(12,004,014)
Total 2016 Wildfire Recoverable	(237,211,751)	(8,366,865)	(29,630,015)	(8,987,459)	(284,196,090)
Advances Received	232,951,180	8,366,865	29,630,015	8,987,459	279,935,519
Total 2016 Wildfire Costs					
Advanced (Unrecovered)	\$ (4,260,571)	\$ -	\$ -	\$ -	\$ (4,260,571)



Appendix A

As of March 31, 2023

Capital Grants Awarded

Capital Grants Awarded	2023 YTD	2022	2021	Information
Annual Grants				
Canada Community-Building Fund (formerly Gas Tax Fund)	\$ 6,991,789	\$ 6,692,949	\$ 13,077,286	2023 YTD amount includes the full year's grant. 2021 amount included a one-time top-up of \$6,389,882.
Municipal Sustainability Initiative (MSI)	14,654,149	13,737,225	32,531,521	2023 YTD amount includes the full year's grant. The MSI grant will be replaced by the LGFF (Local Government Fiscal Framework) in 2024. The 2021 amount included an \$11.6 million advance of MSI grants that would otherwise be issued from 2022 to 2023.
9-1-1 Grant	167,810	661,883	474,319	The objective of the 911 Grant Program is to strengthen and support local delivery of 911. The 2023 YTD amount includes one of four quarterly installments.
One-Time Grants				
Active Transportation Fund (ATF)	100,000	-	-	Infrastructure Canada awarded \$50,000 towards each of two projects: Active Transportation Trail Phase 2 and Prairie Creek Perimeter Trail.
Airports Capital Assistance Program (ACAP)	-	-	11,021,416	Transport Canada approved of grant funding for Fort Chipewyan Airside Pavement Rehabilitation.
Canada Community Revitalization Fund (CCRF)	-	750,000	-	Awarded for the Snye Point Outdoor Event Space.
Investing in Canada Infrastructure Program (ICIP) COVID-19 Resilience	960,000	-	7,960,000	To date, \$8,920,000 has been awarded for the following projects: \$3,800,000 for the Franklin and Main Park in 2021 \$800,000 for Real Martin Drive Trail Improvements in 2021 \$3,360,000 for Wood Buffalo Rehabilitation in 2021, and \$960,000 for Sapræ Creek Trail Rehabilitation in 2023.
2020 Mitigation Funding (Ptarmigan Court)	-	11,000,000	-	Grant awarded to support the purchase/buyout of properties and structures in the municipality
Recreation Energy Conservation Program	-	-	26,152	Casman Centre Heating Controls Upgrade
Total Capital Grants	\$ 22,873,748	\$ 32,842,057	\$ 65,090,694	

Appendix B

As of March 31, 2023

Capital Grants in Progress

Capital Grant Applications in Progress	Amount	Information
Investing in Canada Infrastructure Program (ICIP) - COVID-19 Resilience Stream	\$ 8,945,459	In March 2023, four applications were submitted for the following projects. If approved, grant funds of up to \$8,945,459 may be awarded. Memorial Park Phase 2 Building Management (Automation) System Fort Chipewain 6 Bay Garage and Animal Control Facility - Phase 2 Conklin Water Treatment Plant Upgrades - Construction
Green and Inclusive Community Buildings Program (GICB)	18,827,144	Application was submitted in February 2023 for the Fort McKay Community Center construction project.
	1,899,839	Application was submitted in February 2023 for the Centerfire Ice Plant project.
Northern Regional Economic Development Program (NRED)	200,000	An application was submitted in January 2023 for Downtown Wayfinding Entry Signs and Downtown Streetscape Improvements. If approved, grant funds of up to \$200,000 may be awarded.
Universal Broadband Fund (UBF) and Alberta Broadband Fund (ABF)	9,885,000	In 2021, an application submitted under the UBF to improve broadband services to the hamlets of Anzac, Janvier, Conklin, Draper and Fort McKay and to provide high-speed internet to residents and businesses within these hamlets. A similar application was submitted in March of 2023 under the Alberta Broadband Fund.
Total Capital Grant in Progress	\$ 39,757,442	

Appendix C

As of March 31, 2023

Operating Grants Awarded

Operating Grants Awarded				Information
Annual Grants	2023	2022	2021	
Family & Community Support Services	\$ 1,924,513	\$ 1,924,513	\$ 1,924,513	Provincial level program through Alberta Human Services. Payment is based on population.
Outreach and Support Services Initiative (OSSI)	3,251,000	3,251,000	3,251,000	Provincial homelessness grant.
Police Services Grant (PSG)	1,509,842	1,509,842	1,509,840	Funding agreement is for one year from April 1, 2022 to March 31, 2023, based on a per capita calculation.
Reaching Home: Canada's Homelessness Strategy	1,877,246	1,940,399	1,972,652	Federal homelessness grant.
Victims of Crime Fund - Grant to Victims Services	299,000	299,000	373,750	Grant to provide services that benefit victims during their involvement with the criminal justice process.
Victims of Crime Fund - Indigenous Victims Outreach Specialist (IVOS)	100,000	100,000	125,000	Annual grant for Indigenous Victims Outreach Specialist.
Celebrate Canada Program	40,000	35,000	25,000	Canadian Heritage provides financial support for Canada Day activities.

Operating Grants Awarded Cont'd.

One-Time Grants	2023 YTD	2022	2021	
Low Income Transit Program (LITP)	290,328	-	-	In Q1 of 2023, the Government of Alberta awarded \$290,328 to support RMWB's low-income bus pass program for the period of April 1, 2022 to March 31, 2024.
Fire Services Training Program Grant	4,347	-	-	Awarded to support costs of internal course delivery.
New Horizon for Seniors Program (NHSP)	10,500	-	-	Awarded to support the cost of advertising to reach out to volunteers for the RMWB Snow Angels Program.
Reaching Home: Canada's Homelessness Strategy - COVID-19 Supplement	-	-	1,135,067	A COVID-19 supplement was added to the annual Reaching Home Federal homelessness grant in 2021
Alberta Community Partnership (ACP) - Alberta Senate Election	-	-	279,218	Grant to support the province-wide election of nominees of Canada's Senate and the Referendum Act.
Women's Economic Recovery Challenge (WERC)	-	158,450	-	Through the WERC grant, the Government of Alberta funds initiatives that help women's economic opportunities by providing strategies and solutions to address barriers. An application was submitted for the Workplace Inclusion Charter - Expansion and Implementation project.
Alberta Heritage Preservation Partnership Program	-	18,911	-	For the Wood Buffalo Heritage Resources Management Plan project. Project entails updating Heritage Survey documentation and developing a Heritage Inventory and Management Plan.
Alberta Community Restorative Justice (ACRJ)	-	15,000	-	Funding to assist in developing capacity to ensure Restorative Justice is available to all communities within the region.
Alberta Relief for Shortfalls for Transit Operators (RESTOR)	-	1,194,284	-	Grant to assist municipalities to recover from low transit ridership as a result of the COVID-19 pandemic.
Tree Canada	3,500	-	269,825	Awarded for tree planting expenses. 2023 amount is to be used at Dickinsfield school sites.
FireSmart Home Action Rebate Program	-	100,000	-	Created from a grant from Intact Public Entities and Intact Financial Corporation, the FireSmart Home Action Rebate Program will help homeowners in the Region use fire-resistant materials in home upgrades.
Enbridge Safe Community Grant	-	7,500	-	Funding to support the Home Fire Safety Program, which provides residents in high fire-risk areas with alarm systems free of charge.
Total Operating Grants	\$ 9,310,276	\$ 10,553,899	\$ 10,865,865	

Appendix D

As of March 31, 2023

Unsuccessful Grant Applications

Unsuccessful Capital and Operating Applications	2023 YTD	Information
Emergency Management Preparedness Program (EMPP)	\$ 25,000	In March 2023, an operating grant application was not approved for the project: Business Continuity Planning in the Private Sector - Building on Relationships and Resiliency in the RMWB.
Alberta Municipal Water/Wastewater Program (AMWWP)	2,700,000	In March 2022, an application was submitted for the Conklin Water Treatment Plant Upgrades - Construction project. Grant approval was not received under the March 2022 intake. The next annual AMWWP intake falls in November 2023, which is subsequent to the project's start date during the construction season of 2023. Therefore, a separate grant application was submitted under the ICIP COVID-19 Resilience Stream.
Federal Active Transportation Fund	9,810,000	An application was submitted in 2022 for the Snye Point Outdoor Event Space. We were informed that the application was not approved in January 2023.
Total Unsuccessful Capital and Operating Applications	\$ 12,535,000	



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

2023 Q1 Financial Performance Report

Presenter: Laurie Farquharson, Chief Financial Officer

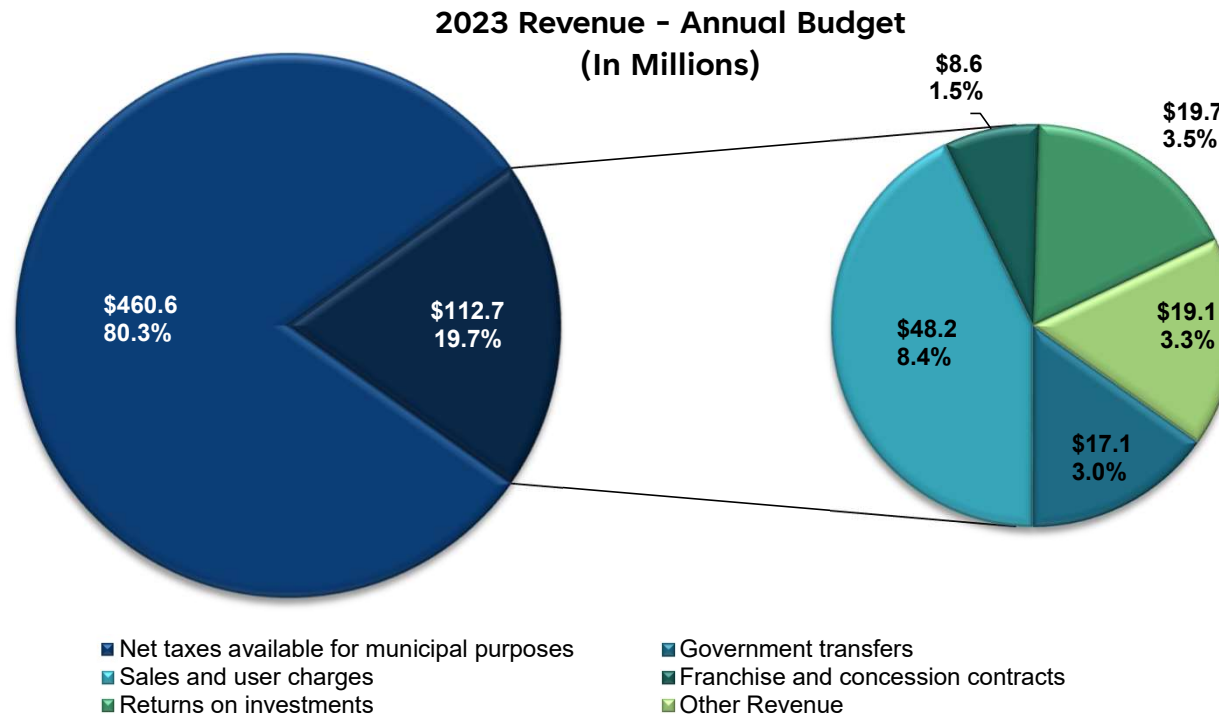
Department: Financial Services

Meeting Date: May 23, 2023



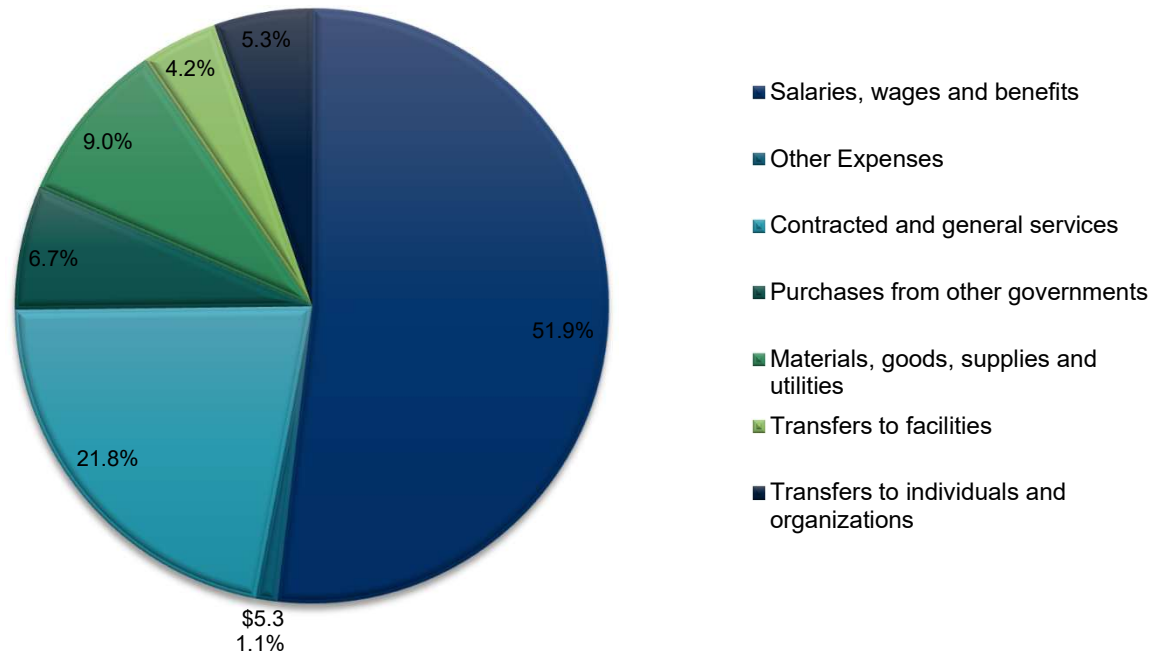
REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Revenue – Annual Projection



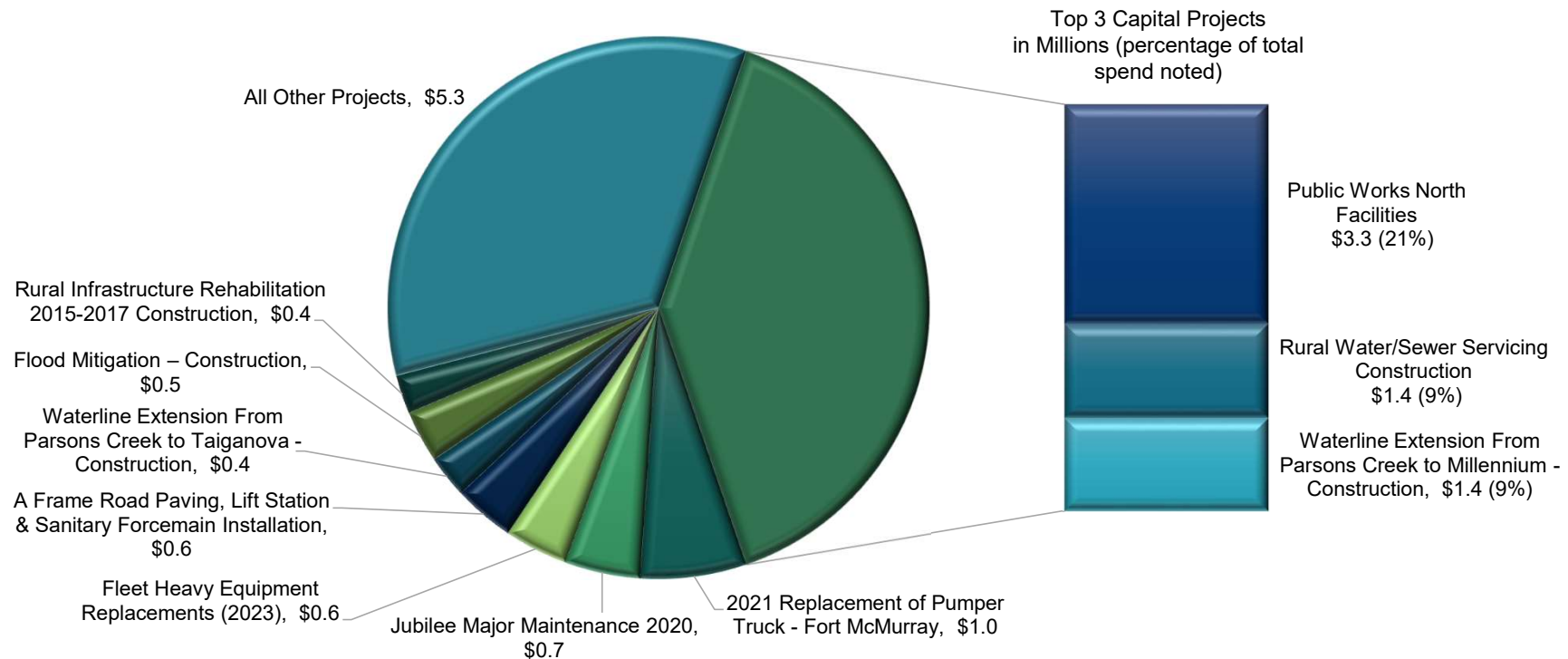
Operating Expenses

2023 Expenses (excluding reserves)
Annual Budget (in Millions)



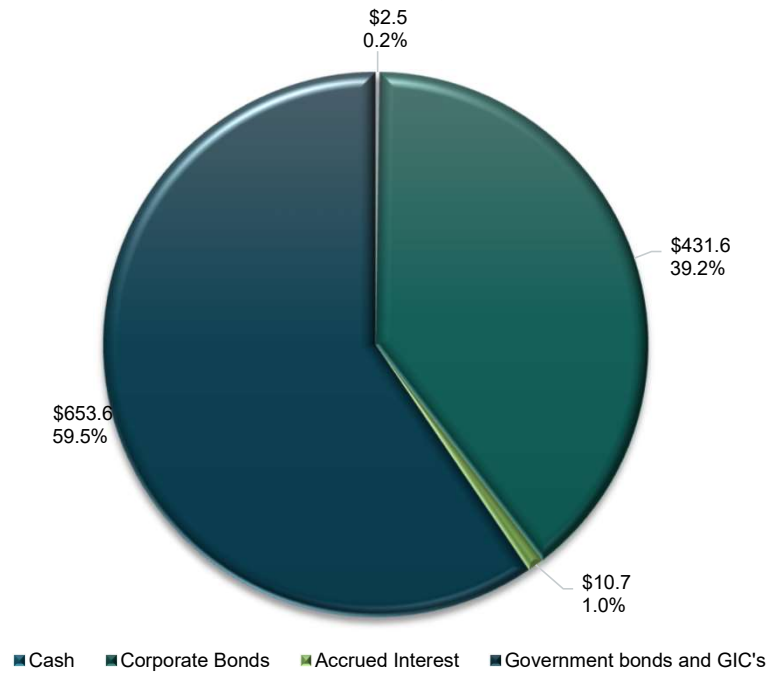
Capital Project Spending

Capital Project Spending YTD Q1 (March 2023)
Total: \$15.4M



Cash and Investments

Investment Holdings by Type - Book Values
(in Millions)



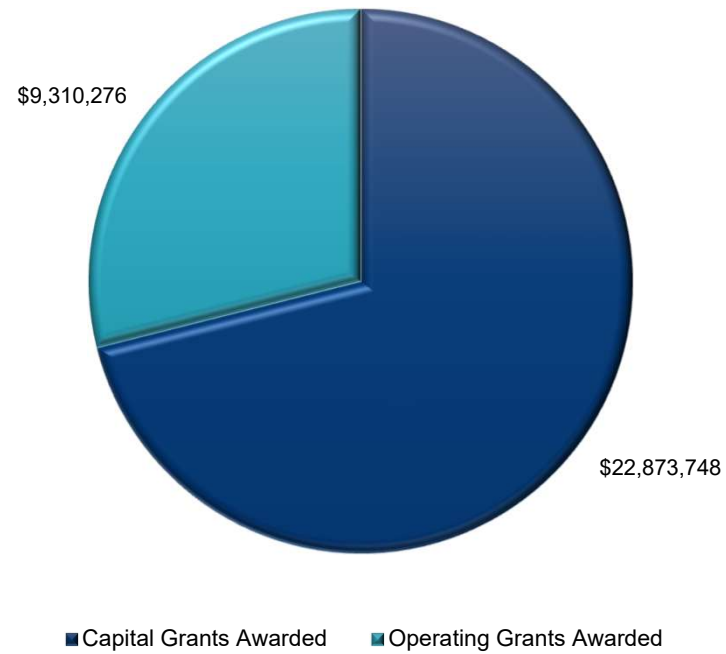
- Bank Balance \$447.1M
- Investment Holdings
 - Cash \$2.5M
 - Bonds & GIC's \$653.6M
 - Corporate Bonds \$431.6M
 - Accrued Interest \$10.7M

Total Cash and Investments \$1.1B



Grants

2022 Capital and Operating Grants Year-to-Date



Extraordinary Events

- 2020 River Break Up
 - Recoverable Expenses \$30.4M
 - Advances Received \$20M
- 2016 Wildfire
 - Recoverable Expenses \$284.2M
 - Advances Received \$233M



Thank You



REGIONAL MUNICIPALITY
OF WOOD BUFFALO



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Alberta Municipalities Procurement Resolution - Councillor K. McGrath

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT the proposed Alberta Municipalities Procurement Resolution (Attachment 1) be approved and submitted for consideration at the 2023 Alberta Municipalities Convention.

Summary:

At the May 9, 2023 Council Meeting, Councillor K. McGrath served notice of his intention to bring forward the following motion for consideration at the May 23, 2023 Council Meeting:

THAT the proposed Alberta Municipalities Procurement Resolution (Attachment 1) be approved and submitted for consideration at the 2023 Alberta Municipalities Convention.

Rationale for Recommendation:

Pursuant to Procedure Bylaw No. 18/020, the motion is now before Council for consideration.

Strategic Plan Values:

Fiscal Management
Building Partnerships
Rural and Indigenous Communities and Relationships
Local Economy

Attachments:

Att 1 - AB Municipalities Procurement Resolution

Regional Municipality of Wood Buffalo Procurement Resolution

WHEREAS the New West Partnership Trade Agreement is an accord between the Governments of British Columbia, Alberta, Saskatchewan and Manitoba (“Western Provinces”) to create a barrier-free, interprovincial market;

AND WHEREAS this trade agreement is restrictive as it relates to the procurement process and limits the opportunities or options for local sourcing by municipalities in the Western Provinces to the posting thresholds, which are less than the posting thresholds in the Canadian Free Trade Agreement;

AND WHEREAS that discrepancy in the thresholds creates an advantage for public bodies and contractors outside of the Western Provinces to be detriment of municipalities and contracts within the Western Provinces;

AND WHEREAS local sourcing could be beneficial for a number of Alberta municipalities as they would be supporting their own local economy;

NOW THEREFORE, BE IT RESOLVED that the Regional Municipality of Wood Buffalo strongly urge the Alberta Municipalities to lobby the provincial government to abolish the NWPTA, as it would permit greater opportunities for local sourcing.

RESOLUTION BACKGROUND:

The Regional Municipality of Wood Buffalo is looking for an opportunity to review procurement processes to allow for local businesses to be given priority. Domestic trade agreements, such as the Canadian Free Trade (“CFTA”) and New West Partnership Trade Agreements (“NWPTA”), which are negotiated at the federal and provincial levels of government, do not currently allow for such provisions.

One option for AB Municipalities to consider is to lobby on behalf of all municipalities in Alberta with a focus on dissolving one of the domestic trade agreements, being the NWPTA, which applies only to Western Provinces. While it is true that the NWPTA served a valuable purpose in promoting trade liberalization in the Western Provinces prior to the introduction of the CFTA in 2017, the NWPTA applies only to the Western Provinces, whereas the CFTA applies to the Federal Government and all provinces in Canada. Considering the introduction of the CFTA, a case can be made that the NWPTA continues to exist in a way that disadvantages the Western Provinces.

For example, the thresholds in the CFTA are tied to inflation and increase over time, while the thresholds in the NWPTA do not. Further, the CFTA has higher thresholds than the NWPTA, meaning the threshold for single-source or sole source procurements is higher for non-Western Provinces. Under the NWPTA, Western Provinces are restricted to a threshold of \$75,000 for goods and services and \$200,000 for construction, while other provinces can take advantage of the higher thresholds in the CFTA of \$121,200 for goods

and services and \$302,900 for construction. This ultimately allows non-Western Provinces local preference policies for procurements up to \$121,200 for goods and services and \$302,900 for construction, while Western Provinces are limited to \$75,000 for goods and services and \$200,000 for construction.

Additionally, while the foundational concepts contained in the CFTA and NWPTA are similar, the agreements do contain some different exceptions for when single-sourcing or sole sourcing is permitted. This results in more opportunities for non-Western Provinces to engage in single-source or sole-source procurements than there are for Western Provinces.

To the extent they do so in extending more sole sourcing opportunities to their own local contractors, this also means that contractors from the Western Provinces bidding for work in eastern Canada may have fewer opportunities than are afforded to contractors from eastern Canada bidding on work within the Western Provinces bound by the more restrictive terms of the NWPTA.

As the NWPTA is negotiated at the provincial government level, Alberta Municipalities, which represents numerous Alberta municipalities, is a natural conduit to lobby the provincial government for support in this initiative.



COUNCIL REPORT

Meeting Date: May 23, 2023

Subject: Property Tax Ratio - Mayor S. Bowman

APPROVALS:

Paul Thorkelsson

Director

Chief Administrative Officer

Recommended Motion:

THAT Administration be directed, in preparation for the proposed 2024 Property Tax Rate Bylaw, to maintain the property tax ratio between the highest non-residential property tax rate and the lowest residential property tax rate at a ratio of up to, but not exceeding 6.21:1.

Summary:

At the May 9, 2023 Council Meeting, Mayor S. Bowman served notice of his intention to bring forward the following motion for consideration at the May 23, 2023 Council Meeting:

THAT Administration be directed, in preparation for the proposed 2024 Property Tax Rate Bylaw, to maintain the property tax ratio between the highest non-residential property tax rate and the lowest residential property tax rate at a ratio of up to, but not exceeding 6.21:1.

Rationale for Recommendation:

Pursuant to Procedure Bylaw No. 18/020, the motion is now before Council for consideration.

Strategic Plan Values:

Fiscal Management
Building Partnerships
Rural and Indigenous Communities and Relationships
Local Economy