

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, APRIL 1, 2021 IN THE COUNCIL CHAMBERS OF THE  
ONOWAY CIVIC CENTRE AT 9:30 A.M.**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

- as is, or with additions or deletion

*Pg 1-6* **3. ADOPTION OF MINUTES – March 18, 2021 Regular Council Meeting**

**4. APPOINTMENTS/PUBLIC HEARINGS –**

9:30 a.m. – Phil Dirks – Auditor – Present Draft 2020 Audited Financial Statements

As in past years, Auditor Phil Dirks will be in attendance to review and present the Town's Draft 2020 Audited Financial Statements. *(approve the Town's Draft 2020 Audited Financial Statements as presented or amended, or some other direction as given by Council at meeting time)*

11:00 a.m. – Tyler Cust and Marya Gertz – Zoning of 5459 Lac Ste. Anne Trail North

*Pg 7-11*  
Zoning of the Cust property (5459 Lac Ste. Anne Trail North) - further to Council's discussion at their October 1, 2020 meeting, and decision at their October 15, 2020 meeting that Council deny the request to redistrict the property located at 5459 Lac Ste. Anne Trail from Industrial to Urban Reserve. Tyler Cust has asked Council to revisit this matter as it impacts his ability to sell his property. Development Officer Tony Sonnleitner will be attending the meeting for this discussion. This property was also discussed by Council at the August 20, 2020 meeting and decision was deferred pending other discussions; and their decision to deny the request was confirmed as outlined above. Council will recall that this property is currently zoned Industrial, along with other properties in this area. This property, however, has a house and in 2009 when the current owner purchased the property, it was zoned urban reserve, allowing them to get a residential mortgage on it. In 2013/14, the Town went through Land Use Bylaw revisions and, at that time this property was rezoned, virtually making it impossible for anyone to obtain a mortgage for a residence. We faced a similar situation with another property in this area. *(for discussion and direction of Council at meeting time)*

## 5. FINANCIAL REPORTS – n/a

## 6. POLICIES & BYLAWS

- Pg 12-68
- a) Bylaw 782-21 – Animal Control Bylaw - a bylaw for the purpose of licensing, regulating and controlling dogs, cats, wild and domestic animals within the Town of Onoway. The Town's existing bylaws were developed in 2004 and 2005 and are attached. Community Peace Officer (CPO) Dallas Choma reviewed our bylaw and provided his comments and changes which are highlighted in the bylaw before you today. In the past, the Town has issued licenses for the lifetime of the dog, currently we have 28 licenses issued. Changes to note: Village changed to Town throughout the bylaw; Voluntary register language has been changed to register; public nuisance section has been strengthened; Enforcement Officer obligations/duties are clarified; the content of Orders are specified and offence and subsequent actions regarding vicious dogs is added to the Bylaw. Fines were increased for a number of offences from \$50.00 (for first offence) to \$100.00 and from \$100.00 (second offence) to \$150.00. Bylaw 634-05 has been incorporated into the new Bylaw. *(to approve as is, or with revisions; for 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, 3<sup>rd</sup> and final reading)*

- Pg 69-76
- b) Bylaw 783-21– Lot Consolidation - a bylaw for the purpose of cancelling a portion of Plan 3176 HW to allow for the consolidation of Lots 2 and 3A, Block 3, Plan 3176 HW into one new lot entitled Lot 15A, Block 3, Plan 3176 HW. *(to approve as is, or with revisions; for 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, 3<sup>rd</sup> and final reading)*

- Pg 77-80
- c) Bylaw 786-21 – a bylaw for the Classification of Assessment and Establishment of Assessment Sub-Classes. This proposed bylaw is a requirement of Alberta Municipal Affairs and was flagged during a recent Municipal Accountability Program review of another municipality. Each year we pass our tax rate bylaw which is separate from this bylaw. We also need an assessment class bylaw which can stand for several years (until assessment classes change or MGA lingo changes). Existing bylaw 526-99 is attached. *(to approve as is, or with revisions; for 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, 3<sup>rd</sup> and final reading)*

## 7. ACTION ITEMS

- a) Covid-19 Discussion – As of December 8, the Government of Alberta has placed province-wide measures in place and declared a State of Public Health Emergency. Effective March 8, Step 2 restriction changes have expanded to include: retail capacity increased; banquet halls, community halls and conference centres reopened, with restrictions limiting them to be open for virtual meetings, conference and events; wedding ceremonies up to 10 people; funeral services up to 20 people; wedding receptions, funeral receptions and trade shows are not permitted; college and university athletics; adult performance activities can continue with restrictions.

Pg 81-85

1) Please refer to the attached March 16 memo from Chief Administrative Officer Mike Primeau, Lac Ste. Anne County. This is a directive to the Lac Ste. Anne County Enforcement Department directing officers that, when responding to a Covid-19 complaint, the direction is to provide education first, prior to taking enforcement action. The email from Trista Court, dated March 19, requests that if Council prefers another direction for Onoway, that the County will discuss this further. *(for discussion and direction of Council at meeting time)*

Pg 86

b) Fire Station Bay – please refer to the attached March 11, 2021 email from Chief Dave Ives, expressing the Departments' concerns regarding strangers coming and going from the fire hall if the Town rents out the Bay previously rented by AHS for \$200.00/month. The Chief is requesting that the Town increases the Fire Department's rent by \$100.00 and further that the Town absorb the additional \$100.00 in lost monthly rent. Council discussed this at their March 18, 2021 meeting and asked Public Works to provide Council with quotes for a "partition" wall and a square foot estimate for rent increase.

The square footage rate is:  
Current area rented to NWRF 227.44 m2  
Current rent is \$2000/month  
Current unit rate is \$8.79/m2

The bay rented by AHS is 52.44 m2  
Using the current unit rate paid, this bay would be \$460.95/month

Jason Madge, Assistant Chief Administrative Officer/ Public Works Manager is waiting on quotes for the partition wall. *(for discussion and direction of Council at meeting time)*

Pg 87-112

c) Inspections Group Contract Amendment – back in 2017/2018, the Town, along with several Summer Villages, went to tender for the provision of safety code services. Subsequently, the Town chose to enter into a 3 year Agreement with Inspections Group and we are coming to an end of this Agreement. Please refer to the attached Service Agreement Amendment with terms that the Agreement is effective May 1, 2021 and continues on a year to year automatic renewal on April 30 of each year, up to a maximum of six (6) additional successive option One (1) Year Term renewals, unless terminated. *(that the Town of Onoway remained accredited in the building, plumbing, gas and electrical safety code disciplines, and that the Town of Onoway accept the draft agreement amendment between the Town of Onoway and Inspections Group for approval for the term of \_\_\_\_\_ upon annual renewal for an additional six year term)*

- Pg 113-134
- d) Wastewater Lagoon De-Sludging – please refer to the attached quotes received for pond dredging desludging for Onoway’s lagoon. The first quote received from Kayden Industries LP is for \$152,322.24 and the second is from Taber Solids Control for \$158,470.00. Depending on the volumes of effluent going into the Lagoon, every few years we need to desludge to remove the solids. This will be included in the Capital Budget and covered through grant funds. Both companies have completed desludging projects in our Region and under the supervision of Jason Madge, Assistant Chief Administrative Officer/Public Works Manager. *(to approve the quote from Kayden Industries LP for desludging of the Onoway Lagoon at a cost of \$152, 322.24 and project to be included in the Capital Budget)*

- Pg 135-152
- e) Governance Model of Operational Alberta Police Advisory Board Survey – please refer to the attached survey from the Interim Alberta Police Advisory Board asking for Alberta municipalities to help inform the Board’s development of a governance structure for the permanent operational Board, expected to replace the interim Advisory Board later in 2021. Survey is open until April 8, 2021. Either we go through the survey at meeting time or each Councillor provide their response by April 6 at 10:00 a.m. and Administration will compile. *(that the Town provide survey response or some other direction as given by Council at meeting time)*

- Pg 153-155
- f) Darwell and District Agricultural Society – please refer to the attached letter from Tyler Gach, President, advising they are proactively planning the Barn Burner Music Festival and Ag Drag from Friday August 13 to Sunday, August 15, 2021 and are requesting sponsorship and advertising opportunities. Previously, in 2019, Council provided gold sponsorship (entry for two attendees and website naming) for the Darwell Barnburner Event in the amount of \$200.00. *(approve sponsorship in the amount of \$\_\_\_\_\_, or deny sponsorship request)*

- Pg 156-163
- g) Darwell Lagoon Commission – please refer to the attached copy of the April 22 advertisement in the Lac Ste. Anne Bulletin (the same ad was in the March 23 Community Voice) highlighting Lac Ste. Anne County’s announcement of infrastructure funding milestones. Also attached is a March 23 letter from TriVillage Regional Sewage Services Commission to the Darwell Lagoon Commission in response to this article. Further discussion to take place at meeting time. *(accept article and letter for information or some other direction as given by Council at meeting time)*

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h) Lac Ste. Anne East End Bus Society – 2021 Notice of Annual Meeting being held on Wednesday, April 21, 2021 at 10:30 a.m. (virtual). *(approve attendance of Council and Administration or accept for information)*

i)

j)

k)

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

165 a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 3)

d) CAO Report

Pg 166-171 - Community Facility Enhancement Program (CFEP) program funding cut  
- Community Hall discussion

Pg 172-176 - Alberta Recall Act  
- Librarian Huxley – 25 years

e) Public Works Report

## 9. INFORMATION ITEMS

Pg 177<sup>a)</sup> Development Officer Report – March 2021 development permit report from Tony Sonnleitner

Pg 178-183<sup>b)</sup> Town of Onoway Development Permit 21DP01-24 - renovation of existing cardlock aprons and dispenser at 5340 Lac Ste. Anne Trail South

Pg 184-  
227

c) Alberta Urban Municipalities Association (AUMA) Towns West Update – March 15, 2021 update from Janet Jabush including: Alberta Police Interim Advisory Board report on recommendations for 2021-22 policing priorities

Pg 228-  
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d) AUMA Cyber Security Services – March 18, 2021 email from Dan Rude, AUMA, providing information on their services

Pg 231-  
233

e) Carbon Tax Effective April 1, 2021 – March 5, 2021 letter from Allan Deacon of NSC Minerals advising that the Federal Carbon Tax is increasing on April 1 from \$30 a tonne to \$40 a tonne

f)

g)

h)

**10. CLOSED SESSION** – Section 197(2) of the Municipal Government Act and Section 16 of the Freedom of Information and Protection of Privacy Act (FOIP), “Legal – Land”

## 11. ADJOURNMENT

## 12. UPCOMING EVENTS:

- |  |                         |
|--|-------------------------|
| - April 14, 2021 – AUMA Leaders’ Caucus      | 3:00 p.m. – 6:00 p.m.   |
| - April 15, 2021 – AUMA Leaders’ Caucus      | 9:00 a.m. - Noon        |
| - April 16, 2021 – AUMA Leaders’ Caucus      | 9:00 a.m. – Noon        |
| - April 22, 2021 – Regular Council Meeting   | 9:30 a.m.               |
| - May 6, 2021 – Regular Council Meeting      | 9:30 a.m.               |
| - May 20, 2021 – Regular Council Meeting     | 9:30 a.m.               |
| - September 20, 2021 – Nomination Day Closes | 12:00 p.m. deadline     |
| - October 18, 2021 – Election Day            | 10:00 a.m. to 8:00 p.m. |

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, MARCH 18, 2021  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<b>PRESENT</b>	Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson Councillor: Pat St. Hilaire Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer/Public Works Manager Debbie Giroux, Recording Secretary
	<b>ABSENT</b>	Councillor: Jeff Mickle
1.	<b>CALL TO ORDER</b>	Mayor Judy Tracy called the meeting to order at 9:31 a.m.
2.	<b>AGENDA Motion #098/21</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that Council adopt the agenda of the regular Council meeting of Thursday, March 18, 2021 as presented.  <b>CARRIED</b>
3.	<b>MINUTES Motion #099/21</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that the minutes of the Thursday, March 4, 2021 regular Council meeting be adopted as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS  Motion #100/21</b>	Cpl. Jeffrey Czarnecki, Parkland RCMP, Watch 3, attended the meeting at 9:31 a.m. to discuss Onoway crime statistics and local matters.  Cpl. Czarnecki left the meeting at 9:55 a.m.  <b>MOVED</b> by Deputy Mayor Lynne Tonita that the presentation of crime statistics and Council's discussion with Cpl. Czarnecki be accepted for information and that a further discussion between Council and the RCMP be scheduled in approximately 6 months.  <b>CARRIED</b>
5.	<b>FINANCIAL REPORTS Motion #101/21</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that the March 15, 2021 Revenue and Expense Report be adopted as presented.  <b>CARRIED</b>

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6.	<b>POLICIES &amp; BYLAWS</b> <b>Motion #102/21</b>	<p><b>MOVED</b> by Mayor Judy Tracy that Councillors provide a written report showing meetings attended, with meeting details to be included at the discretion of each Council member. Pursuant to the Council Procedural Bylaw 763-19, Councillors must submit such reports by the Thursday, one week prior to the next Council meeting, in order to be included with the next agenda.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>ACTION ITEMS</b> <b>Motion #103/21</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that the discussion regarding Covid-19 be accepted for information, that Council and Administration continue to monitor developments, and Administration to bring this item back to the next Council meeting for further discussion.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #104/21</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council and Administration be authorized to attend the Alberta Urban Municipalities Association (AUMA) Spring 2021 Municipal Leaders' virtual Caucus being held on April 14, 15 and 16, 2021, at a cost of \$50.00/person.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #105/21</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that, as a result of the AUMA Spring Leader's virtual Caucus scheduled for April 14, 15 and 16, the date for Council's regular April 15, 2021 meeting be changed to April 22, 2021 at 9:30 a.m.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #106/21</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that the information provided on the Rumble Alberta Summer 2021 Province-Wide Touring Challenge sponsorship opportunities be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #107/21</b>	<p><b>MOVED</b> by Councillor Lisa Johnson that Council defer any decision on renting the east bay of the Fire Station pending Administration obtaining quotes for the Fire Bay that include: the cost to install a "partition" wall and a rental calculation that breaks out the current cost per square foot and the cost for the additional square footage to rent the east bay in the Fire Station.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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TOWN OF ONOWAY  
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THURSDAY, MARCH 18, 2021  
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DRAFT	<b>Motion #108/21</b>	<p><b>MOVED</b> by Mayor Judy Tracy that the quote from RH Services for a baseline hazardous materials assessment for the Onoway Community Hall be accepted for information, and that this \$2,950.00 quote, plus GST, be brought forward to the agenda for a future discussion with the Onoway Facility Enhancement Association.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #109/21</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that, as requested by Dane Lloyd, Member of Parliament, Sturgeon River-Parkland, Council endorses a national 3-digit suicide prevention hotline (988 crisis line) initiative and that Administration be directed to send a letter indicating such support to our local Member of Parliament, the Federal Minister of Health, the CRTC, the local MLA, and other local area municipalities indicating the Town of Onoway's support.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #110/21</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council provide a letter to Premier Kenny supporting the Town of High River position on the Provincial Coal Policy (as per High River's February 3, 2021 letter to Premier Kenny) urging the Government of Alberta to protect the Eastern Slopes of the Rockies.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #111/21</b>	<p><b>MOVED</b> by Mayor Judy Tracy that Administration register the Town of Onoway to participate in Pitch-In-Week 2021 (sponsored by Tim Hortons), order bags for residents to participate and to announce the date in Onowaves, the Town website and FaceBook page (once the date is confirmed).</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Dwight Moskalyk attended the meeting from 10:25 a.m. until 10:50 a.m. for the 2021 Draft Budget discussion.</p>
	<b>Motion #112/21</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that the one minimum amount of tax payable for 2021 be set at \$975.00 and apply to all properties in Onoway.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #113/21</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that, in recognition of the extreme circumstances resulting from the Covid-19 pandemic and resulting hardships faced by property owners, the tax due date and penalty structure for 2021 be set the same as 2020, that being: the tax due date is September 30 and penalty structure is: October 01-10% Current Levy; November 01-5% Current Levy; December 01-5% Current Levy; January 01-15% All Outstanding Taxes.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	<p><b>Motion #114/21</b></p> <p><b>Motion #115/21</b></p> <p><b>Motion #116/21</b></p>	<p><b>MOVED</b> by Councillor Lisa Johnson that the two special tax charges per taxable property for 2021 remain the same as they were in 2020, being: Recreational Services Tax - \$50.00; Regional Collaboration Cost Share Road Rehabilitation Tax - \$120.00.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Judy Tracy that the Final Operating Budget for the Town of Onoway be finalized with no more than a maximum 2% increase.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lynne Tonita that the capital budget be approved as presented with Administration directed to build in the cost for an air purification unit to mitigate the carbon monoxide odour between the Administration building and the fire department bays when the trucks are started.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>COUNCIL, COMMITTEE &amp; STAFF REPORTS</b></p> <p><b>Motion #117/21</b></p> <p><b>Motion #118/21</b></p>	<p><b>MOVED</b> by Councillor Lynne Tonita that, further to discussion during the Partnership Group meeting, the Onoway Community Economic Development Profile be left as is and Council and Administration will review the Profile as per the schedule the Town has previously determined.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Pat St. Hilaire that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer and the Assistant Chief Administration Officer/Public Works Manager be accepted for information as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<p><b>INFORMATION ITEMS</b></p> <p><b>Motion #119/21</b></p>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council accept the following items for information as presented:</p> <p>a) Standstone Waste and Water Services – March 1, 2021 email from Lisa Standeven with a list of organics material that can be collected beginning May 1 through and including November 1.</p> <p>b) Community Futures Yellowhead East – Business Workshop Series – March 9, 2021 email from Charity Vollman regarding a 3 part workshop taking place on March 24, 29 and 31 on Building Resilience</p>

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TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
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		<p>c) Alberta Community Futures Yellowhead East – Power Up Alberta – March 12, 2021 email from Charity Vollman regarding a virtual provincial event they are holding on March 23 featuring Graham Sherman, “Beer for Life Guy”</p> <p>d) Lac Ste. Anne Foundation – March 9, 2021 letter from Dena Krysik, Chief Administrative Officer advising that the 2021 requisition is: Jan. 1/21 - \$6,343.92; Apr. 1/21 – \$5,935.99; Jul 1/21 - \$5,935.98; Oct. 1/21 - \$5,935.98. The total 2021 requisition is \$24,151.87 (down from \$25,146.21 in 2020)</p> <p style="text-align:right"><b>CARRIED</b></p>
<b>10.</b>	<b>CLOSED SESSION</b> <b>Motion #120/21</b>	<p><b>MOVED</b> by Councillor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act and Section 16 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 1:20 p.m. to discuss the following item:</p> <p style="text-align:center">“Legal – Land”</p> <p style="text-align:right"><b>CARRIED</b></p> <p>Council recessed from 1:20 p.m. to 1:25 p.m.</p>
	<b>Motion #121/21</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that Council move out of Closed Session at 1:40 p.m.</p> <p style="text-align:right"><b>CARRIED</b></p> <p>Council recessed from 1:40 p.m. until 1:45 p.m.</p>
	<b>Motion #122/21</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that the discussion regarding the property development offers be approved, as follows:</p> <p>The offer to purchase 4908 – 48<sup>th</sup> Avenue at \$31,000.00 be accepted, with the conditions that the Town will share 50% of the cost to remove the big tree on the south boundary of the lot; and subject to meeting development permit requirements (with Council approving a variance for an 800 square foot home) and completion within two years.</p> <p>The offer to purchase 4407 Payne Avenue at \$34,500.00 be accepted, subject to approved development permits and for the development being completed within two years.</p> <p style="text-align:right"><b>CARRIED</b></p>

**DRAFT**

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<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 12:45 p.m.		
<b>12.</b>	<b>UPCOMING EVENTS</b>	March 18, 2021	EOEP - Service Del (Tonita)	7:00 p.m.
		March 25, 2021	EOEP – Service Del (Tonita)	7:00 p.m.
		April 1, 2021	Regular Council Meeting	9:30 a.m.
		April 14, 2021	AUMA Spring Leaders Caucus	3:00 p.m.
		April 15, 2021	AUMA Spring Leaders Caucus	9:00 a.m.
		April 16, 2021	AUMA Spring Leaders Caucus	9:00 a.m.
		<b>April 22, 2021 **</b>	Regular Council Meeting	9:30 a.m.
		September 20, 2021	Nomination Day Closes	12:00 p.m.
		October 18, 2021	Election Day	
		<b>** DATE CHANGED FROM APRIL 15 TO APRIL 22, 2021</b>		

\_\_\_\_\_  
Mayor Judy Tracy

\_\_\_\_\_  
Debbie Giroux  
Recording Secretary

**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** March 23, 2021 8:31 AM  
**To:** 'Tyler G...'<...@onoway.ca>  
**Cc:** 'Debbie Giroux'; jason@onoway.ca  
**Subject:** RE: Zoning

Thanks Tyler, I will put this back on our next Council agenda.

W

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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**From:** cao@onoway.ca  
**Sent:** March 22, 2021 2:54 PM  
**To:** cao@onoway.ca  
**Cc:** -  
**Subject:** Zoning

Good Afternoon Wendy,

As per our conversation, I am having major issues selling my house due to the zoning of my property.

Since the initial listing we've had around 40 inquiries about the property. With each inquiry Renee has explained the situation with the zoning and after she has explained that it is zoned industrial then the vast majority people have instantly lost interest and want nothing to do with it. We have recently had two offers fall through due to financing. The issue with the financing is that lenders require more money down(25%) and are also only offering interest rates that are 2-3 percent higher than a residential mortgage rate.

My property has now been listed for 8 months and it has undeniably been made almost unsellable due to the town of Onoway's decision to zone it industrial. The property is listed for \$225,000.00 and anybody that is in the market for a house in that price range are not typically the type of people who have the money to put 25% down. That is an entry level price range for an entry level budget. As well, the fact that my property is only 1.32 acres in size with half the property being a huge ravine and the other half having an old small house

plus the fact that there are ZERO town services supplied also makes it very unappealing to someone looking for industrial land. The cost to develop it into something useful would be far too high.

So, with all this being said my home continues to sit vacant, costing me over \$1,000.00 extra each month waiting for the magical unicorn buyer that is willing to take on this mess. I am at the mercy of the town and would like to kindly ask council to reconsider their decision on my zoning.

I realize there are procedures to follow with presenting this but I ask that it be taken care of as soon as possible as the longer my home sits the more money this cost me.

Kind regards,

*Tyler Cust*

# Town of Onoway

## REQUEST FOR DECISION

October 15, 2020 – Regular Meeting of Council

Report to: Her Worship Mayor and Council

Originated By: Tony Sonnleitner, Development Officer, Town of Onoway.

Location: N.E. ¼ 35-54-2-W5M – Title 892 208 663 – 5459 Lac Ste Anne Trail North (the “Lands”).

LUB The Lands are currently districted M – Industrial

MDP The Future Land Use Map, Figure 4, of the newly adopted Municipal Development Plan prescribes a Commercial districting to the Lands.

Subject: Request, by the landowner, to redistrict the Lands from M – Industrial District to UR – Urban Reserve District.

**Recommendation: It is recommended that the request to redistrict the Lands to the UR – Urban Reserve district be denied.**

### REPORT:

History: Historically, the lands have been districted UR – Urban Reserve. As part of the process of Land Use Bylaw review in 2013 Council asserted that it was their vision that a preponderance of the Northeast corner, including the Lands, of the community should be districted M – Industrial. As such, with the adoption of Land Use Bylaw 712-13, the Lands were redistricted to the M – Industrial District. In September 2020, the Town of Onoway adopted, by Bylaw 776-20, a new Municipal Development Plan (MDP). Under the MDP the Future Land Use for the Lands is Commercial, where the most appropriate districting would be C3 – COMMERCIAL – HIGHWAY.

**Comment:**

The Lands are currently developed with a Single Detached Dwelling, and the use has been Residential for decades. The landowner wishes to sell the property; however, buyers have not come forward to purchase the property for Industrial uses. Rather, potential purchasers have expressed a desire to continue the Residential use of the property; proposing to remove the existing dwelling and replacing it with a Modular Home. Such use is precluded within the M – Industrial District; but is a discretionary use within the UR – Urban Reserve District. Potential buyers have been thwarted in their bid to purchase the Lands, as lenders have been reluctant to extend mortgage financing for a residential building (a non-conforming use) upon a lot districted M – Industrial. Were the Lands districted UR – Urban Reserve; where a Modular Home is a discretionary use, it is anticipated that lenders would take a more favourable view on extending financing for the purchase to the property.

A. Arguments in favour of the proposed redistricting to UR – Urban Reserve include:

1. The current landowner descends from the founders of the Town of Onoway;
2. Historically the Lands have had a Residential Use;
3. Administration has expressed concern that insufficient notice may have been given to the landowner in 2013, as part of the adoption of the Land Use Bylaw, that the lands were to be redistricted.

B. Arguments opposed to the proposed redistricting to UR – Urban Reserve include:

1. The new Municipal Development Plan indicates that this parcel should be districted to Commercial Uses and adjacent parcels are slated for Industrial uses.
2. Surrounding uses are Industrial in nature.
3. Municipal infrastructure is not supportive of Residential uses in this area, and the sounds, sights, smells, etc. are incompatible with Residential uses.
4. The UR – Urban Reserve District is a “holding district” until Council makes a decision on the future use of the Lands. It would seem clear that the future use of the Lands has been



determined, as evidenced by the redistricting under the current Land Use Bylaw 712-13 and the newly adopted Municipal Development Plan.

5. A redistricting of the Lands to UR – Urban Reserve would serve only to facilitate a current sale of the property to another individual. The redistricting of the Lands, and the potential development of a new Residential use, only pushes the incongruity with the Municipal planning documents into the future and onto a new owner.

It is recommended that Council stay fast on such a position; keep with the current Industrial districting for this parcel with a potential for a redistricting to a Commercial district.

Regards,

Tony Sonnleitner, Development Officer, Town of Onoway

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**A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF LICENSING, REGULATING AND CONTROLLING DOGS, CATS, WILD AND DOMESTIC ANIMALS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF ONOWAY**

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WHEREAS, Section 7 and 8 of the Municipal Government Act, Chapter M-26, 2000 with amendments in force as of April 1, 2018, provides that a Council of a Municipality may pass a bylaw for the safety, health and welfare of people and the protection of people and property, nuisances, and the licensing of animals and the licensing and activities in relation to wild and domestic animals;

AND WHEREAS, the Council of the Town of Onoway deems it in the best interest and the protection of the animal owners and the public in general for the Town of Onoway to regulate control of animal with it boundaries and to provide for the enforcement of the Dangerous Dogs Act;

AND WHEREAS, the Council of the Town of Onoway deems it expedient to license dogs and cats in the Town of Onoway and to hold an Animal List of all other animal that are held on property within the municipal boundary of Onoway;

NOW THEREFORE, the Council of the Town of Onoway, in the Province of Alberta, duly assembled, enacts as follows:

SECTION 1            TITLE

1.        This Bylaw may be cited as "The Town of Onoway Animal Control Bylaw".

SECTION 2            PURPOSES

2.        The purposes of this Bylaw shall be:
  - 2.1      To prevent wild and domestic animals from becoming a nuisance in the Town of Onoway;
  - 2.2      To prevent wild and domestic animals from endangering any person, other animal or property within the Town of Onoway;
  - 2.3      To prevent wild and domestic animals from creating a health hazard in the Town of Onoway;
  - 2.4      To permit responsible individuals to own a reasonable number of wild and domestic animals in their homes;

- 2.5 To permit responsible business people to raise, harbor, and breed wild and domestic animals under appropriate conditions;
- 2.6 To permit handicapped persons to keep trained dogs to assist them in their daily living; and
- 2.7 To permit responsible business people and homeowners to keep trained animals as part of business or personal security programs.

SECTION 3                    DEFINITIONS

- 3. For the purpose of this Bylaw:
  - 3.1 **"Animal"** means a vertebrate other than a human (any wild and domestic animals, including but not limited to pigs, sheep, cattle, horses, fowl, goats, fishes, amphians or reptiles);
  - 3.2 **"Animal Control Officer"** means a Bylaw Enforcement Officer, Community Peace Officer, Public Works Employee of the Town of Onoway or any person or persons appointed by Council or the Municipal Manager to the position of Animal Control Officer whose duties entail carrying out the provision of this Bylaw, and to inspect licenses as required by the Town Council of Onoway and its administrative supervisors; and dealing with complaints, verbal and written, documenting same and providing reports as required by the Town Council of Onoway and its administrative supervisors;
  - 3.3 **"At Large"** means off the premises of the owner or harbourer, not on a leash and/or not under the immediate, continuous and effective control of a competent person. Without limiting the generality of the foregoing, a wild or domestic animal shall be deemed to be at large within the Town of Onoway if it is on any public street, land or park, or if it is on any private property or premises within the Town of Onoway without the permission of the owner or occupant, thereof;
  - 3.4 **"Abused"** means any wild or domestic animal which is:
    - 3.4.1 Mistreated, beaten, tormented or teased; or
    - 3.4.2 Teased, tormented or annoyed by any animal; or
    - 3.4.3 Deprived of water, food or shelter; or
    - 3.4.4 Left unattended in a motor vehicle without adequate ventilation or temperature control; or
    - 3.4.5 Kept under unsanitary conditions; or
    - 3.4.6 Ignored, abandoned, or distressed; or

- 3.4.7 Trained for fighting other animals;
- 3.5 **"Cat"** means any male or female member of the species *Felis catus* or *Felis domesticus* (Felidae Family);
- 3.6 **"Collar"** means any device made of leather, chain or other matter, capable of having metal tags securely fastened to it and designed and solely intended to be worn around the neck or leg of wild or domestic animals;
- 3.7 **"Communicable Disease"** means any disease due to an infectious agent, illness or toxic product which is transmitted directly or indirectly to a well person or animal from an infected animal and shall include, but is not limited to: distemper, rabies, canine parvo and/or parainfluenza; as per the Animal Protection Act;
- 3.8 **"Control"** means the animal is:
  - 3.8.1 Under immediate effective control of some person and restrained by a leash not exceeding six (6) feet in length; or
  - 3.8.2 Kept in a container, an enclosure or a motor vehicle;
- 3.9 **"Council"** means the duly elected Town Council for the Municipal Corporation of the Town of Onoway;
- 3.10 **"Day"** means a continuous period of twenty four (24) hours or part thereof;
- 3.11 **"Dog"** means any male or female species of the Canidae family;
- 3.12 **"Domestic Animal"** means animals of a species of vertebrates or invertebrates that have been domesticated by humankind so as to live and breed in a tame condition or which depend on humankind for survival, or for agricultural use or for resale and shall include, but not be limited to pigs, horses, sheep and poultry. It shall include such animals that have been domesticated for and kept as pets and shall include but not be limited to cats, pigeons, fishes, amphians, reptiles and rabbits;
- 3.13 **"Guide Dog"** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person's handicap;
- 3.14 **"Identification Tag"** means a tag issued by the Town of Onoway to an owner who paid the prescribed license fee and upon registration of a dog or cat as defined by this Bylaw. Such identification tag, together with a dated receipt for the fees constitutes a license to keep the animal described on the receipt;
- 3.15 **"Keep"** means to own, possess, harbor, maintain or have control or custody of an animal;

- 3.16 **"Keeper"** means a person who owns, possesses, harbors, maintains or has control or custody of an animal;
- 3.17 **"Kennel"** means any one location, shelter, room, dwelling or place where three (3) or more of the same animals (exception are fishes) are harboured at any time, except for premises used for the care and treatment of animals operated by a qualified veterinarian nor does it include premises known as the pound as defined by this Bylaw;
- 3.18 **"Leash"** means a lead not harmful to the animals and shall not be more than six (6) feet long;
- 3.19 **"License Fees"** means the license issued under the provisions of this Bylaw for the Keeping of an animal in the Town of Onoway, the amount is prescribed in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 3.20 **"Municipal Manager"** means the Chief Administrative Officer, who is duly appointed to that position for the Town of Onoway at any given time and includes any person authorized to act for and in the name of that individual;
- 3.21 **"Municipality"** means the Town of Onoway in the Province of Alberta;
- 3.22 **"Offence Tag"** means a ticket, tag or similar document issued for any bylaw offence as an alternative to the issuance of a Summons;
- 3.23 **"Owner"** means and includes any keeper, person, partnership, associate or corporation, owning, possessing or having charge of or control over any animals or harbouring or having charge of any animal, or suffering or permitting any animal to remain about his or her house, property or premises either temporarily or permanently and where the owner is a minor, the person responsible for the custody of the minor;
- 3.24 **"Peace Officer"** means each and every member employed and duly sworn in as a Bylaw Enforcement Officer or Special Constable Community Peace Officer in the Town of Onoway. It shall also mean any R.C.M.P. officer;
- 3.25 **"Police Dog"** means a dog of any breed owned by the Royal Canadian Mounted Police for the purpose of aiding in law enforcement and trained or in training for that purpose;
- 3.26 **"Pound"** means the premises designated by the Municipal Manager for the Town of Onoway for the purpose of impounding all animals found to be at large in violation of this Bylaw and caring for tagged animals whose owners are not available for the immediate return of the animal;
- 3.27 **"Pound Keeper"** means the person or persons owning and/or operating a place designated by the Municipal Manager of the Town of Onoway to be operated as a Pound;

3.28 **"Public Nuisance"** with respect to the activities of any animals includes but is not limited to:

3.28.1 Biting a person or persons;

3.28.2 Chasing people, bicycles, automobiles or other vehicles;

3.28.3 Excess noise such as but not limited to barking, snarling, howling or otherwise disturbing any person or animal;

3.28.4 Causing damage to property, other animals or person;

3.28.5 Upsetting waste receptacles or scattering the contents thereof; or

3.28.6 Being left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons as long as such restraint provides for suitable ventilation.

3.29 **"R.C.M.P."** means the Royal Canadian Mounted Police;

3.30 **"Register"** means a listing held by the Town of Onoway, which is acknowledgement of animals other than dogs and cats, and which is kept for the purpose of public safety and to facilitate return of registered animals to owner of same; and

3.31 **"Restricted Dog"** means a dog of any age which can be identified as a dog exclusively or partially of one or more of the following breeds or kinds by a License Dog Conformation Judge or reputable breeder, namely:

3.31.1 Pit Bull Terrier; or

3.31.2 American Pit Bull Terrier; or

3.31.3 Pit Bull; or

3.31.4 Any Breed of Canidae Cross-bred with a Pit Bull;

3.31 **"Seeing Eye Dog"** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person's handicap;

3.32 **"S.P.C.A."** means the Society for the Prevention of Cruelty to Animals in the Province of Alberta;

3.33 **"Stray"** means an animal without an owner who is responsible for the housing, feeding and health of such animal;

3.34 **"Vicious Animal"** means an animal of any age, breed or gender which:

- 3.34.1 Shows or demonstrates a propensity, disposition or potential to attack or bite or injure, without provocation, humans or other animals; or
- 3.34.2 Without provocation, chases, bites or attacks humans or other animals; or
- 3.34.3 Poses a continuing threat of serious harm to other animals or humans; or
- 3.34.4 Is bred or trained for the activity of "fighting"; or
- 3.34.5 Has been used by any person in the activity of "fighting"; or
- 3.34.6 Has been declared a Vicious Animal under this Bylaw or a Dangerous Animal under the Dangerous Dogs Act;
- 3.35 **"Violation Ticket"** means a violation ticket as defined by this Bylaw;
- 3.36 **"Wild Animal"** mean animals that have not been domesticated for agricultural use.

#### **SECTION 4            LICENSING AND REGISTER**

- 4. Provisions of licensing and register shall be:
  - 4.1 All persons bringing any wild or domestic animal or animals (this section does not deal with Restricted Dog or Dogs or Vicious Animal or Animals) within the boundaries of the Town of Onoway to keep within the boundaries of the Town of Onoway shall license their dog or cat and register them with the Town of Onoway. The owner of a dog or cat who doesn't license and registered them shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; unless:
    - 4.1.1 The dog is a puppy no more than six (6) months; (except if it is a vicious animal)
    - 4.1.2 The cat is a kitten no more than twelve (12) weeks;
    - 4.1.3 A license has been issued by the Town of Onoway with respect to that dog or cat and the dog or cat is wearing a collar to which a "tag" evidencing the currency of the license is firmly attached;
    - 4.1.4 A Register form has been completed by the owner of an animal other than dog or cat at the Town of Onoway;
  - 4.2 A person who is a visitor to the Town of Onoway or is temporarily in the Town of Onoway on business and keeps any animal in the Town of Onoway **no more than fourteen (14)**

days in any six (6) calendar months, or such further period as may be authorized by written permission from the Town of Onoway Municipal Manager, must register the animal with the Town of Onoway. The owner of an animal who doesn't register the animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 4.3 Every person who resides in the Town of Onoway and who is the owner or becomes an owner of a wild and/or domestic animal and every person who takes up residence in the Town of Onoway who is the owner of a wild and/or domestic animal shall register such animals at the Office of the Town of Onoway on the first day when the Town of Onoway Office is open for business;
- 4.4 Dog and Cat licenses must be obtained on the first day on which the Town of Onoway Office is open for business after a:
  - 4.4.1 Dog reaches the age of six (6) months;
  - 4.4.2 Cat reaches the age of twelve (12) weeks;
- 4.5 All animals other than dogs and cats can be voluntarily registered at the Town of Onoway Office (this section does not apply to Restricted Dog or Dogs or Vicious Animal or Animals);
- 4.6 All licenses and registrations are valid for the duration of the animal's life while in the Town of Onoway boundary;
- 4.7 Dog and cat identification tags must be securely fastened to the dog or cat at all times. The said dog or cat shall be deemed licensed. The identification tag shall be worn at all times when the animal is in public; the license shall be deem invalid if not worn by the animal;
- 4.8 If a dog or cat is not wearing a collar with a valid identification tag, the owner of the said dog or cat shall be subject to a fine for allowing an un-licensed dog or cat to be at large, as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.9 Each dog and cat is required to be licensed separately;
- 4.10 Animals other than dogs and cats can be registered in bulk for each type of animal;
- 4.11 Every Owner shall provide the Municipal Manager or Designate for the Town of Onoway with the following information when registering any animals in accordance with this Bylaw and the Town of Onoway Office shall maintain this information in a master registration book:
  - 4.11.1 Name, address and telephone number of the Owner;



- 4.11.2 Name, breed, colour and sex of the animal to be registered;
- 4.11.3 Any identifying marks, microchip numbers or tattoos that may be distinctive for identification purposes;
- 4.11.4 Proof, from a duly qualified veterinary surgeon, that the animal is spayed or neutered;
- 4.11.5 Proof of a valid and subsisting policy of liability insurance in the coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted dog or vicious animal. (if applicable)
- 4.11.6 Date of license purchase;
- 4.11.7 The number stamped on each identification tag or number issued to the owner;
- 4.11.8 The amount of fee paid by the owner; and
- 4.11.9 Such other relevant and necessary information as may be required by the Town of Onoway in respect to the registration.
- 4.12 A registration fee shall be paid to the Town of Onoway for the registration of each dog and cat; such fee as set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.13 Upon application by a person requiring the services of a Guide or Seeing-eye or Police Dog, a license and identification tag shall be issued in respect of a bona fide Guide or Seeing-eye or Police Dog without payment of fee to the owners of the dog;
- 4.14 Upon payment of the license fee, the Town of Onoway shall issue to the owner an identification tag for each dog or cat registered. The identification tag shall be marked with an identification number, corresponding to the identification number contained in the master registration book of the Town of Onoway;
- 4.15 Should an identification tag be lost or destroyed the owner shall apply to the Town of Onoway Office for a new identification tag which will be issued to the said owner at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.16 Non-Town residents who wish to purchase an identification tag for their dog or cat, to ensure its identification should it be at large within the Town of Onoway boundary, may do so in the same manner and at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.17 Every Owner shall provide his/her dog and/or cat with a collar to which the owner shall affix the identification tag for such dog and/or cat and the Owner shall ensure that the collar and

identification tag are worn by the dog and/or cat at all times when the dog and/or cat is at any place other than the property of the Owner;

- 4.18 In no case shall an Identification tags issued under this Bylaw be transferable from one animal to another. The owner of a dog or cat, that transfers the Identification Tag shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.19 A licensing fee paid to the Town of Onoway under this Bylaw shall not be refunded, in whole or in part, because of the death, sale or disposition of the animal in respect of which the licensing fee was paid or because the owner ceases to reside in the Town of Onoway;
- 4.20 Upon application by a new owner of an animal in respect to which a license and identification tag has been issued under this Bylaw, the Town of Onoway shall transfer the license/identification tag to the new owner without payment of any further fee. Such application shall include presentation to the Town of Onoway of a current tag and receipt and proof of purchase of the animal;
- 4.21 A Restricted Dog or Vicious Animal owner shall:
- 4.21.1 Obtain a restricted dog or vicious animal license, regardless of the age of the restricted dog or vicious animal. The owner of the restricted dog or vicious animal who doesn't license and registered it shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.2 Keep in force the Restricted Dog or Vicious Animal license; and
- 4.21.3 When application for a Restricted Dog or Vicious Animal license is made by an owner, the owner shall provide proof of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted or vicious dog. The owner of a restricted dog or vicious animal who doesn't obtain and hold a valid and subsisting insurance policy shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.4 The registration fee shall be paid to the Town of Onoway for the registration of each Restricted Dog or Vicious Animal, the fee to be the amount set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.5 Upon expiry or termination of the said liability policy the license issued for a Restricted Dog or Vicious Animal shall automatically become null and void; and

- 4.21.6 No Restricted Dog or Vicious Animal is permitted to be "at large" in the municipal boundaries of the Town of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Town of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.22 The Town of Onoway shall cause to be created a series of tags made of durable material and stamped or embossed with the name "Onoway", together with a serial number, which tags shall be issued to owners of dogs and cats who pay the prescribed license fees and are granted a license to keep a dog or cat within the Town of Onoway. A tag, with its unique serial number, together with a dated receipt for fees paid, shall constitute the license required under this Bylaw to keep a dog or cat.

## **SECTION 5                    RESTRICTIONS AND RESPONSIBILITIES**

5. It shall be the responsibility the owners of all wild and domestic animals to ensure that:
- 5.1 No person shall keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in any residential area or on properties smaller than one-half (1/2) acre in size within the Town of Onoway boundaries nor shall they be allowed on the Town of Onoway streets or parks, unless a Development Permit for operating a kennel has been sought and obtained from the Town of Onoway as per their Land Use Bylaw. (Specifically, a person may have two dogs, two cats, two hamster and two rabbits at the same time but no more than two of each kind of animal at one time.) Fish in an Aquarian or pond are an exception to this regulation. The owner that keeps or harbors more than two (2) animals of the same kind shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.1.1 Any person who wishes to keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in a non residential area or on a property larger than one-half (1/2) acre in size within the Town of Onoway boundaries, are required to obtain written permission from the Municipal Manager or Council, unless a Development Permit for operating a kennel has been sought and obtained from the Town of Onoway as per their Land Use Bylaw. The person that keeps or harbors more than two (2) animals of the same kind who doesn't have written permission from the Municipal Manager or Council or a valid Development Permit shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.1.2 No animals, other than cats and dogs and other small pets, may be harboured on any property smaller than one-half acre in size within the municipal boundaries, nor shall they be allowed on municipal streets or parks, except by permission of the Municipal Manager.

5.2 No owner of any animal shall leave the animal's excrement/defecation (waste matter) on public or private property other than the property of its owner. The excrement/defecation shall be removed immediately. The owner of the animal who leaves and does not remove immediately the animal excrement/defecation (waste matter) on public or private property

shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council:

5.2.1 A handicapped owner of a registered guide dog or seeing eye dog is not subject to the obligation imposed in paragraph 5.2;

5.2.2 Every person who keeps an animal on the animal owner private property within the Town of Onoway shall regularly remove all exposed excrement/defecation (waste matter) matter from the area and dispose of it in a sanitary manner and shall at all times maintain the property in a sanitary condition satisfactory to the Bylaw Enforcement Officer or Community Peace Officer of the Town of Onoway and Public Health Authorities, or be subject to a fine as per "Schedule B";

5.3 No animal is permitted to be "at large" in the municipal boundaries of the Town of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Town of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

5.4 No animal shall bark or snarl or howl or in any other manner excessively disturb the quiet of any person. The owner of any animal found to be barking or snarling or howling or in any other manner excessively disturbing the quiet of any person shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

5.5 No animal that is suffering from or is suspected to be suffering from a communicable disease shall not be allowed to be at large or to come into contact with other animals or humans. The owner of said diseased animal shall ensure that the said diseased animal is kept locked up securely and shall take such steps and precautions as are required by a veterinary surgeon to prevent the transmission of the disease. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

5.6 No animals shall be permitted to be a public nuisance by:

5.6.1 No Owner shall cause, allow, or permit another person to cause his/her Dog while on any property to:

a) Bark at any person; or

- b) Chase any person or vehicle; or
- c) Attack any person; or
- d) Chase, challenge, or attack any animal owned or being kept by another person; or
- e) Cause any damage or nuisance therein
- f) the provisions of this section shall not apply to a blind person who is being guided by a bona fide "Seeing Eye" or Guide Dog.

**5.6.2 The Owner of any animals found doing any of the actions described in the preceding clauses (5.6.1 a to f) shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;**

- 5.7 The Owner of a female animal "in heat" shall not have such animal located where it is a source of attraction to other male animals. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.8 When a Restricted Dog or Vicious Animal is on the premises of its Owner, it shall be kept confined indoors under the effective control of person of the age of eighteen (18) years or older, or shall be confined in a securely enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the Restricted Dog or Vicious Animal, and to prevent the entry of persons or animals unauthorized by the Owner. The pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot. Furthermore, the owner shall take all the necessary step to ensure that is does not bite, chase, or attack any human or other animal whether the person or animal is on the property of the owner or not. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.9 When a Restricted Dog or Vicious Animals is off the premises of the Owner, it shall be under the effective control of a person of the age of eighteen (18) years or older, securely muzzled, and shall be either harnessed or leashed securely to effectively maintain immediate Physical Control and prevent it from attacking or biting humans or other animals. This requirement shall not apply when the Restricted Dog or Vicious Animal is in a building or enclosure in attendance at a bona fide animal show, or confined in a pen or approved kennel. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and

- 5.10 No person shall lead, ride or drive livestock on any parkland or street in the Town of Onoway other than in a parade or if authorized by the Municipal Manager. Owners of livestock not so authorized by the Municipal Manager shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

**SECTION 6                    ANIMAL CONTROL OFFICER / POUND KEEPER**

- 6.0 Empowerment and regulations for an Animal Control Officer and/or Pound Keeper are as follows:
- 6.1 The Animal Control Officer and Pound Keeper shall be appointed by Council or the Municipal Manager to the position of Animal Control Officer or Pound Keeper whose duties entail carrying out the provision of this Bylaw;
- 6.2 Each Animal Control Officer and Pound Keeper shall be responsible to the Council and the Municipal Manager for the ongoing administration, maintenance and operation of animal control service within the Town of Onoway as contemplated by this Bylaw;
- 6.3 Where any animal is seen to be at large and it is apparent that no responsible person is exercising control over the animal, the Animal Control Officers or Pound Keeper are authorized to capture, trap, pen up, tether or impound any animals within the Town of Onoway:
- 6.3.1 In respect of which he or she believes an offense under this Bylaw is being or has been committed;
- 6.3.2 Any animals, regardless of breed, that are at large;
- 6.3.3 That which is named or described or otherwise designated in a complaint by any person as creating a public nuisance;
- 6.3.4 That which is named or described or otherwise designated in a complaint made pursuant to the Dangerous Dogs Act;
- 6.3.5 That which is actually or apparently affected with a Communicable Disease and the owner refuses or fails to take adequate precautions to avoid danger to other persons or animals; or
- 6.3.6 No person shall attempt such capturing, penning or tethering unless it appears to be possible without exposing any person to probable injury, and without undue injure to the animal;
- 6.4 The Animal Control Officer and Pound Keeper are authorized to enter any private property or premises within the Town of Onoway without the permission of the owner or occupant, in respect of which he or she believes an offense under this Bylaw is being or has been committed;

- 6.5 The Animal Control Officer and Pound Keeper are authorized to take reasonable measures to subdue and capture animals found to be in contravention of this Bylaw; and
- 6.6 No action shall be taken against any person acting under the authority of this Bylaw for damages or destruction or other disposal of any animal.
- 6.7 An Enforcement Officer shall:
- a) receive and impound any Dog seized under the provisions of the Bylaw; and
  - b) keep a record of such Dog on a form approved by the Municipal Manager; and
  - c) ensure that any Dog so impounded is provided with sufficient food and potable water to maintain the health and comfort of Dog; and
  - d) provide the services of a veterinarian, as soon as practical, for any Dog that appears to be ill or injured; and
  - e) ensure that no Dog while impounded, is unnecessarily mistreated;
  - f) charge a fee for impoundment as specified in Schedule "A" of this Bylaw.
- 6.8 It shall be the duty of the Enforcement Officer, and such other person or persons as may be authorized by Council, to confine all Dogs captured for violation of this Bylaw in the pound subject to the Owner's right to redeem the Dog within seventy-two (72) hours from the time of the impounding upon payment of any fee owed as outlined in Schedule "B" of this Bylaw to the Enforcement Officer or to the Pound Representative.
- a) Notwithstanding Section 6.8 and pursuant to Section 7(2) of the Animal Protection Act as amended from time to time, if, in the opinion of an Enforcement Officer, the animal appears to be a purebred animal or if it bears an obvious identification device, tattoo, brand mark, tag or license, the applicable time limit under Section 7(2) of the Animal Protection Act shall be ten (10) days after the date on which the animal was impounded.
- 6.9 The Enforcement Officer shall, if the Dog being impounded is wearing a Dog tag or any other identification, make a conscientious effort to notify the Owner that the Dog has been impounded and give said Owner a reasonable period of time to claim the Dog. An Owner may redeem an impounded Dog upon payment to the Enforcement Officer or Pound Representative of all fines, fees and costs prescribed in this Bylaw prior to release to the Owner of any Dog.
- 6.10 In any case, where a Dog is found to be ill, has been injured or deemed unsuitable for adoption and it has been determined by a veterinarian or Enforcement Officer that the Dog should be euthanized, the Dog may be euthanized as soon as practical by a veterinarian or Animal Control Officer.



- 6.11 Any Dog that has been impounded for longer than the period prescribed in this Bylaw may, at the discretion of the Enforcement Officer, be adopted, placed with an Animal Rescue organization, or euthanized.

**SECTION 7                    OBSTRUCTION OF THE ANIMAL CONTROL OFFICER OR POUND KEEPER**

7. No person, whether or not he or she is the owner of the animal which is being or has been pursued or captured, shall:
- 7.1 Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper who is attempting to capture or who has captured any animal in accordance with the provisions of this Bylaw. The person who interferes, hinders, delays attempt or obstructs an Animal Control Officer or Pound Keeper who is attempting to capture or who has captured any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.2 Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal captured for impoundment has been placed so as to allow or attempt to allow such animal to escape there from. The person who negligently or willfully tampers with or unlocks or unlatches or otherwise opens any vehicle or pen or enclosure in which an animal captured for impoundment have been placed so as to allow or attempt to allow such animals to escape shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.3 Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties under this Bylaw. The person who removes, or attempts to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his / her duties shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.4 Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture. The person who induces or persuades any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assists any animal escape capture shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and



- 7.5 Negligently or willfully, open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animal to be at large within the Town of Onoway. The person who negligently or willfully opens any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstructs any animal's confinement, thereby allowing the said animal to be at large within the Town of Onoway, shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

**SECTION 8                    CONTROLS AND CARE OF ANIMALS**

8. The control and care of animals is everyone's responsibility;
- 8.1 No person, being the owner or a person in charge of an animal or Animal Control Officer or Pound Keeper, shall be permit to abuse an animal. The person who abuses any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 8.2 No person, being the owner or a person in charge of an animal, shall permit it to be at large within the Town of Onoway;
- 8.3 No person, being the owner or a person in charge of an animal, shall permit it to be a public nuisance;
- 8.4 No person, being the owner or a person in charge of an animal, shall permit the animals to attack, threaten, bite, chase or otherwise injure or intimidate any other person or animal;
- 8.5 If a complaint is received that an animal has attacked, threatened, bitten, chases or otherwise injured or intimidated any person, animal or transportation unit, the Animal Control Officer or R.C.M.P. shall investigate the complaint and if the complaint appears to be justified and such action warranted, may:
- 8.5.1 Issue to the owner a Violation Ticket or a Notice to Appear before a judge of the Provincial Court or Alberta according to the provision of this Bylaw;
- 8.5.2 Seize and impound the animal, and may:
- 8.5.2.1 Release the animal to the owner upon being satisfied that all requirements of this Bylaw have been met and that adequate precautions have been taken to prevent any reoccurrence of the offence, or
- 8.5.2.2 Impound that animal or apply to a court for an order that the animal be removed from the Town of Onoway limits or that it be destroyed;

- 8.6 If a complaint is received that an animal is being a public nuisance, the Animal Control Officer shall investigate the complaint and if the complaint appears justified, shall notify the owner of the animal of the complaint, and shall direct the owner to prevent the animal from doing those things that created a public nuisance; and
- 8.7 If, after having received such notification, the owner fails to prevent his animals from again being a public nuisance, the Animal Control Officer shall issue to the owner a Violation Ticket.

**SECTION 9**                    **VICIOUS ANIMALS**

9. Any person who harbors within the Town of Onoway limits a Vicious Animal shall:
- 9.1 Immediately bring this to the attention of the Town of Onoway Office; and
- 9.2 Prominently display at the front and rear entrances to his or her property, a sign stating "Beware of Dog" or "Beware of Vicious Animal". Failure to display proper signs at the front and rear entrance of the property shall be considered to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 9.3 The owner of an Animal, which the owner has any reason to believe may be a Vicious Animal, shall keep such animal in accordance with all provision of this Bylaw which apply to a Vicious Animal unless and until the Animal Control Officer has determined that the animal is not a Vicious Animal and has so advised the owner in writing;
- 9.4 If the Pound Keeper, Police Constable, Municipal Manager or a Bylaw Enforcement Officer determines or believes on reasonable grounds that an animal is a Vicious Animals, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he or she shall:
- 9.4.1 Have the Bylaw Enforcement Officer issue the owner with a written notice that the animal has been determined to be a Vicious Animal; and
- 9.4.2 Require the Owner comply with all the provisions of this Bylaw with respect to a Vicious Animals; and
- 9.4.3 Inform the Owner that if the Vicious Animal is not kept in accordance with this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw;
- 9.5 Where the owner of an animal that has been determined to be a Vicious Animal produces information to the Municipal Manager of the Town of Onoway that may alter a determination made under Section 9.4 the Municipal Manager shall, as soon as is reasonably possible, cause the matter to be reviewed and make a final determination; and

- 9.6 In addition to the remedies set forth in this bylaw, if the Municipal Manager of the Town of Onoway, Bylaw Enforcement Officer or Police Constable determines that a Vicious Animal or a Restricted Dog is not being kept in accordance with this Bylaw, he or she may:
- 9.6.1 Make application to the court for an order directing that such Vicious Animal or Restricted Dog be controlled in accordance with this Bylaw; be destroyed or be removed from the Town of Onoway; or
- 9.6.2 Make a complaint pursuant to the Dangerous Dogs Act, for an order directing the Vicious Animal and Restricted Dog be controlled or destroyed.

**SECTION 10            KENNEL**

10. Kennel restrictions and regulations:
- 10.1 No person shall operate a kennel within the boundaries of the Town of Onoway without first obtaining a development permit and a Kennel License. Failure to obtain a development permit and a Kennel License shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 10.2 All Kennel Licenses shall be valid only for the period January 1<sup>st</sup> to December 31<sup>st</sup> in the year for which the license is issued. A person holding an expired license shall be deemed to have no license;
- 10.3 The fees for a Kennel License within the Town of Onoway shall be in accordance with "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 10.4 Any person harboring or keeping more than two animals (as per 5.1) in a single place shall be deemed to operating a kennel;
- 10.5 The Town may issue a Kennel License upon the application of any person provided that the proposed kennel otherwise meets the requirements of all other applicable municipal legislation and, in particular, the Land Use Bylaw and any conditions imposed thereunder;
- 10.6 The Town of Onoway will shall not issue a Kennel License for any person to operate a kennel when, in the opinion of the Town of Onoway, operation of the kennel would interfere with the use and enjoyment of any property located within 100 meters of the proposed site of the kennel.
- 10.6.1 In forming such opinion the Town of Onoway may advise property owners within the 100 meters of the proposed kennel of the application and may seek advice from any person;
- 10.7 The Town of Onoway, shall within 60 days of any application for a Kennel License either:

- 10.7.1 Grant the Kennel License; or
- 10.7.2 Advise the applicant in writing that the license is refused and the reason or reasons for such refusal;
  
- 10.8 After issuance of a Kennel License, should the Town of Onoway receive bona fide complaints from two (2) or more neighbors living within 100 meters of a kennel, it shall conduct an inquiry to determine if the kennel is being operated according to the provisions of all applicable legislation and if it is not being so operated, shall advise the operator of any infractions or deficiencies and the operator shall have 14 days within which to correct such infractions or deficiencies;
- 10.8.1 When the operator of a kennel has been advised of the infractions of legislation or deficiencies with respect to the operation of his or her kennel, and has been given time to correct such infractions or deficiencies and has failed to correct the same, then the Town of Onoway may revoke or refuse to renew the Kennel License of the operator and may impose other penalties provided under this Bylaw;
- 10.9 When a Kennel License has been issued to a person who operates the kennel according to all applicable legislation or who, on notice corrected any infractions or deficiencies, then the Town of Onoway shall not revoke or refuse to renew the Kennel License of that person without first giving that person one year written notice of the intention of the Town of Onoway to revoke or refuse to renew the Kennel License;
- 10.10 Any enclosure or pen shall:
  - 10.10.1 Have a secure top attached to all sides;
  - 10.10.2 Have a secure bottom effectively attached to the sides;
  - 10.10.3 The sides shall be buried in the ground to a minimum depth of thirty (30) centimeters or imbedded in a concrete pad;
  - 10.10.4 Be of sufficient height, strength and stability to contain the animal;
  - 10.10.5 Form a confined area with no side in common with a perimeter fence;
  - 10.10.6 Have a gate which is self-closing and has a lock;
  - 10.10.7 Be capable of containing an animal in a secure and humane manner;
  - 10.10.8 Be approved by the Bylaw Enforcement Officer of the Town of Onoway; and
- 10.11 Owners who fail to comply with paragraph 10.10 shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B",

attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

**SECTION 11            IMPOUNDMENT**

11.     Provision of Impoundment:

- 11.1    It shall be the responsibility of the Municipal Manager to establish one or more pounds for the impounding or keeping of animals captured. The said Municipal Manager is hereby authorized and empowered to make all such rules and regulations, not inconsistent with this Bylaw and the rules and regulations of the S.P.C.A. as he/she shall consider necessary for the conduct or regulation of such pound or pounds. The Town of Onoway shall enter into an agreement and appoint a pound keeper and such other person as it shall deem necessary for the carrying into effect of the provisions of this Bylaw and make such rules and regulations, for their conduct as it deems necessary;
- 11.2    It shall be the duty of the Animal Control Officer, and such person or persons as shall be authorized and appointed by Council or the Municipal Manager to capture or place traps for animals found at large within the limits of the Town of Onoway contrary to the provisions of this Bylaw or found upon any street or in any public place in the Town of Onoway and to impound same in said pound, and the said animal impounded shall be kept there confined subject to the owner's or possessor's right to redeem same within seventy two (72) hours from the time of their capture, excluding Weekend and Statutory holidays;
- 11.3    The impounded animal shall not be released from said pound unless the owner or possessor can present to the satisfaction of the pound keeper that he/she has paid all fines and pound fees, as set out in "Schedule B" and has obtained the necessary clearance from the Animal Control Officer or the Municipal Manager and that a license has been obtained with respect to such animal;
- 11.4    Any person authorized by this Bylaw to enforce the provisions contained herein may enter into the land surrounding any building in pursuit of any animals which been at large;
- 11.5    The Animal Control Officer or any other person or persons duly qualified to handle a tranquilizer gun is hereby authorized, when all normal attempts to capture an animal have failed and the animal poses a serious and imminent threat to the public, to use a tranquilizer gun in order to effect the animal's capture;
- 11.6    Each animal impounded under the provisions of this Bylaw shall be subject to an impounding fee as set down by the Pound Keeper. The above mentioned fees shall apply for each and every day of confinement to a maximum of seventy two (72) hours as is fore-stated;

- 11.7 After seventy two (72) hours of confinement if no owner or the municipality shall appear at the pound to claim the animal, the said animal shall be destroyed or otherwise disposed of, by sale;
- 11.8 Immediately after the seventy two (72) hours pursuant to Section 11.7 of this Bylaw, the property interest of any owner of the impounded animal shall be deemed to have been extinguished, and full ownership to have been vested to the Veterinary Clinic;
- 11.9 The purchaser of an animal from the Pound pursuant to the provisions of this section of the Bylaw shall obtain full right and title to it and the right and title of the former owner of the animal shall cease thereupon;
- 11.10 It shall be the duty of the Animal Control Officer to attempt, to the best of his/her abilities, to ascertain the name of the owner of any impounded animal. Upon obtaining the name of the said owner, the Animal Control Officer or Pound Keeper shall serve the said owner with a Notice of Impoundment, either by serving said notice personally or by sending said notice by mail to the last known address of said owner;
- 11.11 If the said notice is mailed to the owner, the said owner will have been deemed to have received the said notice within forty eight (48) hours from the time of mailing;
- 11.12 The Animal Control Officer shall report any apparent communicable disease, illness, injury, unhealthy conditions or other signs of distress of any dog or domestic animals impounded to a veterinary surgeon or the S.P.C.A. and act upon their recommendations. The Owner shall be responsible for all charges resulting from any veterinary examinations and reaction to the Owner's dog or animal;
- 11.13 The Animal Control Officer, with the Municipal Manager's authorization, may retain or order the retention of any animal for a longer period of impoundment if in his/her opinion; the circumstances warrant the expense of extending the impoundment;
- 11.14 The Animal Control Officer and such person or persons as shall be authorized and appointment by Council or the Municipal Manager may place humane trap or traps for the capture of animal, in areas where there are serious health and safety concerns about the number of stray or wild animals;
- 11.15 The property owner where the humane trap or traps been placed will be asked to check on the trap for any animal that been caught, and to inform the Animal Control Officer of such;
- 11.16 The Animal Control Officer and such person or persons authorized to set the traps are to deliver all trapped animals to:
  - 11.16.1 The owner, if there is an Identification Tag on the animal. If the owner is not immediately available or at home the animal shall be taken to the pound;
  - 11.16.2 The lagoon site, if the animal is a skunk or porcupine or any species of wild animals that normally live in trees area;

11.16.3 The designated pound, if the animal as not been state above.

**SECTION 12            RECLAIMING OF IMPOUNDED ANIMALS**

12.     Provision of Reclaiming of Impounded animals:

12.1    The owner of any licensed impounded animals may reclaim the animals from the pound, provided:

12.1.1 The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and

12.1.2 The owner has paid for the impoundment fees and veterinary fees as set out in "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and

12.1.3 The owner also must show proof of having obtained a license for the animals as required by this Bylaw;

12.2    The owner of any unlicensed impounded animal may reclaim the animal from the pound provided:

12.2.1 The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and

12.2.2 The owner has paid for the impoundment fees and veterinary fees as set our in "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and

12.2.3 The owner has paid for the penalty or penalties set out in "Schedule B", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and

12.2.4 The owner obtains a license for the animal as required by this Bylaw;

12.3    Notwithstanding the foregoing, the owner of an animal may not redeem such animals if the Animal Control Officer has reasonable grounds to believe and does believe that the animal is a Vicious Animal and that the owner has failed to comply with the provision of this Bylaw respecting Vicious Animal. Where the Animal Control Officer believes that any animal is a Vicious Animal, he/she may make application for an order directing that the animal be controlled or destroyed;

12.4    No Vicious Animals may be resold by the Animal Control Officer to any person who intends to keep the Vicious Animal within the Town of Onoway boundaries; and

- 12.5 An owner surrendering an animal shall sign a release form and pay the fees as per "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution by Council.

**SECTION 13                    ENFORCEMENT ON CERTAIN PRIVATE PROPERTIES**

13. Provision of Enforcement on Certain Private Properties:
- 13.1 The Town of Onoway may agree to patrol and enforce provisions of this Bylaw on private property including condominium sites, mobile home parks and commercial site, etc upon the following conditions:
- 13.1.1 The Owner of the private property shall make a written request to the Municipal Manager that this bylaw be enforced on its property; and
- 13.1.2 The Owner of the private property shall agree to relieve the Town of Onoway or its employees from any liability claim and save the Town of Onoway or its employees harmless from any and all legal actions which may arise as a result of the Town of Onoway or its employees enforcing this Bylaw on its property, excepting when such legal actions arise due to the negligence of the Town of Onoway or it employees; and
- 13.1.3 The Private Property Owner shall delivery a "site plan" of the property in question to the Municipal Manager;
- 13.2 Notwithstanding this section, for the purpose of enforcement of this Bylaw, but not for the purpose of investigation only, the Animal Control Officer is authorized to enter into any premises, including privately owned premises, at any time, provided however, that the word "premises" does not include that part of a interior building used as a dwelling house or business.

**SECTION 14                    OFFENCE TAG**

14. Provision of Offence Tag:
- 14.1 The Animal Control Officer, Pound Keeper, Police Officer, Bylaw Enforcement Officer or Community Peace Officer may enforce the provisions of the Bylaw and is hereby authorized and empowered to issue an Offence Tag to any Person who contravenes any provisions of this Bylaw.
- 14.2 Any Offence Tag shall be in a form approved by the Municipal Manager and shall state:
- 14.2.1 The Name of the offender; and



- 14.2.2 The offence; and
- 14.2.3 The appropriate fine for the offence as specified in "Schedule B" of this Bylaw; and
- 14.2.4 That the fine shall be paid within seven (7) days of the issuance of the Offence Tag;
- 14.3 Where a contravention of this Bylaw is of a continuing nature, further Offence Tags for the same offence may be issued by the Animal Control Officer, provided however, that no more than one Offence Tag (for the same offence) shall be issued for each day that the contravention continues;
- 14.4 Where an Offence Tag is issued pursuant to this Bylaw the person to whom the Offence Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Onoway the amount specified on the Offence Tag;
- 14.5 The Offence Tag may be issued by personally serving it upon the alleged offender, or by leaving it at the residence of the alleged offender with any adult member of the family of the owner or harbinger who is at least sixteen (16) years of age, or by sending the Offence Tag to the alleged offender by mail to his/her last known address;
- 14.6 If the owner or harbinger of any animals fails to pay the amount mentioned on the Offence Tag, within the time limited, the provisions of the foregoing shall no longer apply and the alleged offender shall be liable for payment.
- 14.7 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is a property owner shall have the payment (fine) place on his/her tax notice;
- 14.8 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is not a property owner shall be liable to prosecution in accordance with Canada and Alberta Laws and Justice;
- 14.9 Any person to whom an Offence Tag has been issued may exercise his/her rights to defend any charge of committing a contravention of any of the provisions of this Bylaw;
- 14.10 Any person may lay an information and complaint against any person for committing a breach of any section of the Bylaw; and
- 14.11 Any proper officer or official of the Town of Onoway or Crown Prosecutor may lay an information or complaint in response of any breach by any person of any of the provisions of this Bylaw, if such Officers or Officials deems such procedure to be in the interest of Justice.

**SECTION 15                      VIOLATIONS TICKET**

- 15. Provision of Violation Ticket:
  - 15.1 Violation Ticket – instead of the procedure specified in the Criminal Code of Canada for the laying of an Information and the issuing of a summons, the procedure as set out in the Provincial Offenses Procedures Act revised statutes of Alberta and amendments thereto, Part 2, Summary Violation Tickets, or Part 3, Offense Notice Violation Tickets, as the case may be, may be followed with respect to violations occurring under this Bylaw;
  - 15.2 If the fine specified on an Offence Tag is not paid within the prescribed time period then an Animal Control Officer is hereby authorized and empowered to lay a complaint and issue a Summons by means of a Violation Ticket;

**SECTION 16            SUMMARY CONVICTION**

- 16. Provision of Summary Conviction:
  - 16.1 A person is a party to and guilty of an offence who:
    - 16.1.1 Actually commits the offence; or
    - 16.1.2 Does or omits an act for the purpose of aiding a person to commit an offence; or
    - 16.1.3 Abets a person in the commission of the offence; or
    - 16.1.4 Counsils or procures a person to commit an offence;
  - 16.2 Any person who contravenes any provision of this Bylaw is guilty of an offence. Except as otherwise provided by this Bylaw for which a penalty is not otherwise provided, a person is liable on summary conviction to a fine of not more than \$2,500.00 and in default of payment is liable to imprisonment for a term not exceeding six months or to both such fine and imprisonment;
  - 16.3 All licenses, fines and fees are to be paid before any animal is released from the Pound; and
  - 16.4 Nothing in this Bylaw shall be read or construed as:
    - 16.4.1 Preventing any person from exercising his/her right to defend an allegation that he/she has committed an offence under this Bylaw;
    - 16.4.2 Preventing an Animal Control Officer from issuing a violation ticket or otherwise initiating Court process in any other manner permitted by law, in respect of an alleged offence.

**SECTION 17            SEVERABILITY**

17. In the event any provision of this Bylaw shall be declared or deemed to be invalid, then such invalid provision shall be severed and the remaining Bylaw shall remain in full force and effect.

## **SECTION 18        ORDERS**

- 18.1 Every Order written with respect to this Bylaw must:
- a) Indicate the person to whom it is directed;
  - b) Identify the person to whom the Order relates by municipal address or legal description;
  - c) Identify the date it was issued;
  - d) Identify how the property fails to comply with this or other Municipal Bylaws;
  - e) Identify the specific provisions of the Bylaw the person contravenes;
  - f) Identify the nature of the action required to be taken to be compliant;
  - g) Identify the time within which the action must be completed;
  - h) Indicate that if the required action is not completed within the time specified, the Town of Onoway may take whatever action or measures necessary to remedy the contravention;
  - i) Indicate expenses and costs of any action or measures taken by the Town of Onoway under this Section area an amount owing to the Town of Onoway by the person to whom the Order is directed.
- 18.2 Every Order written in respect to provisions of another Bylaw must contain the same information as set out in Section 18.1, modified as necessary in the context of that Bylaw.
- 18.3 An Order pursuant to this Bylaw will be deemed to have been served on the Owner or Occupant when the Order has been:
- a) personally delivered to the Owner or Occupant;
  - b) left for the Owner or Occupant at his or her residence with a person on the premises who appears to be at least eighteen (18) years old;
  - c) sent via registered mail addressed to the last known postal address of the Owner or Occupant; or
  - d) Posted in a conspicuous place on the property referred to on the Order when the Enforcement Officer has reason to believe:
    - i) that the owner or occupant to whom the Order is addressed is evading service or;
    - ii) No other means of service is available;
  - e) if an order is sent via registered mail as referred to in Section 18.3(c) then it is deemed to be received by the Owner or Occupant five (5) days after the Order was mailed.

- 18.4 A person who fails to comply with an Order under Section 18 of this Bylaw is guilty of an offence and liable on summary conviction before a Provincial Court Judge, to fines as listed in Schedule "B" of this Bylaw.
- 18.5 If the Enforcement Order determines that a Vicious Dog or Guard Dog is not being kept in accordance with this Bylaw, the Enforcement Officer may:
- a) Make an application pursuant to Section 545 of the Municipal Government Act, for an Order directing that the Owner keep such Dog in accordance with this Bylaw or that the Dog be removed from the Town of Onoway; or
  - b) Make a complaint pursuant to the Dangerous Dogs Act (Alberta) for an Order directing that the Dog be Controlled, destroyed or removed from the Town of Onoway.

**SECTION 19                    RESCINDS AND EFFECTIVE DATE OF BYLAWS**

19. That Bylaws 615-04 and 634-05 shall be repealed on date of final passing.
- 19.1 That this bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 1st day of April, 2021.

Read a second time on this 1st day of April, 2021.

Unanimous Consent to proceed to third reading on this 1st day of April, 2021.

Read a third and final time on this 1st day of April, 2021.

Signed this 1st day of April, 2021.

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**Mayor Judy Tracy**

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**Wendy Wildman  
Chief Administrative Officer**

**SCHEDULE "A"**

**LICENSE FEES**

Items	Amount
<b>Each un-spayed Female Dog</b>	\$100.00 (Lifetime Fee per Owner)
<b>Each un-neutered Male Dog</b>	\$100.00 (Lifetime Fee per Owner)
<b>Each spayed Female Dog</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
<b>Each neutered Male Dog</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
<b>Dog Guides / Seeing Eye Dogs / Police Dogs</b>	No Charge
<b>Restricted Dog</b> Upon production of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted dog	\$500.00 (Lifetime Fee per Owner)
<b>Replacement Dog Tag</b> Except for Dog Guides or Seeing Eye Dogs	\$10.00 (Each Occurrence)
<b>Each un-spayed Female Cat</b>	\$50.00 (Lifetime Fee per Owner)
<b>Each un-neutered Male Cat</b>	\$50.00 (Lifetime Fee per Owner)
<b>Each spayed Female Cat</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$25.00 (Lifetime Fee per Owner)
<b>Each neutered Male Cat</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$25.00 (Lifetime Fee per Owner)
<b>Replacement Cat Tag</b>	\$10.00 (Each Occurrence)
<b>Surrendering of Animal</b>	\$50.00 (Each Animal)
<b>Vicious Animal</b> Upon production of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred	\$500.00 (Lifetime Fee per Owner)

Bylaw #782-21  
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

thousand (\$500,000.00) dollars for injuries caused by the owner's vicious animal	
<b>Pound or Kennel Operation</b> Veterinary do not require a license	\$100.00 (per year)
<b>Pound or Kennel</b>	As set by pound keeper for every twenty four (24) hours period or fraction thereof the animal been impounded
<b>Veterinary</b>	As set by the Veterinary Clinic
<b>Animal List</b>	No Charge

**SCHEDULE "B"**

**OFFENCE TAGS**

**FINES AND PENALTIES**

Section	Offence	1 <sup>st</sup> Offence	2 <sup>nd</sup> Offence	3 <sup>rd</sup> Offence And Subsequent Offence
<b>4.1</b>	Failure to register or license their cat or cats or dog or dogs within the boundaries of the Town of Onoway (Does not included Restricted Dog or Dogs)	100.00	200.00	400.00
<b>4.2</b>	Failure to register their animal while on a temporary stay in the Town of Onoway	100.00	150.00	200.00
<b>4.8</b>	Failure of a dog or cat to be wearing a collar with a valid tag while not on the property of the owner	100.00	150.00	200.00
<b>4.18</b>	Transfer of Identification tag from one animal to another	100.00	150.00	200.00
<b>4.21.1</b>	Failure to obtain a restricted dog or vicious animal license, regardless of the age of the restricted dog or vicious animal	500.00	750.00	1,000.00
<b>4.21.3</b>	Failure to obtain a valid and subsisting insurance for a restricted dog or vicious animal	500.00	750.00	1,000.00
<b>4.21.6</b>	Allowing/Permitting restricted dog or vicious animal to be "at large"	500.00	750.00	1,000.00
<b>5.1</b>	Keeping or harboring more than two (2) animals of the same kind in a residential area or on a property that is less than 1/2 acres	100.00	150.00	200.00
<b>5.1.1</b>	Keeping or harboring more than two (2) animals of the same kind in a non residential area or on a property that is more than 1/2 acres without permission	100.00	150.00	200.00

Bylaw #782-21  
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

<b>5.2</b>	Failure to removed immediately any animal excrement/defecation (waste matter) on public or private property	100.00	150.00	200.00
<b>5.3</b>	Allowing/Permitting an animal to be "at large" (not restricted dogs or vicious animals)	250.00	500.00	750.00
<b>5.4</b>	Barking or snarling or howling or disturbing the quiet or peace of any person	100.00	150.00	200.00
<b>5.5</b>	Communicable diseased animal at large or in contact with other animals or humans or not taken all precautions that a veterinary surgeon prescribed	100.00	150.00	200.00
<b>5.6.1</b>	Bite, attempt to bite, bark at, chase livestock or other domestic animal or person, chase vehicle, or cause any damage or nuisance thereon	500.00	750.00	1000.00
<b>5.7</b>	Animal "in heat" improperly confined	100.00	150.00	200.00
<b>5.8</b>	Restricted dog or vicious animal not confined properly on owner's property	500.00	750.00	1,000.00
<b>5.9</b>	Restricted dog or vicious animal not confined properly while off owner's property	500.00	750.00	1,000.00
<b>5.10</b>	No authorization received by Municipal Manager	100.00	150.00	200.00
<b>6.8/ 6.9</b>	<b>Impound Fees</b>	Fees subject to dog pound rates	Fees subject to dog pound rates	Fees subject to dog pound rates
<b>7.1</b>	Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper	100.00	150.00	200.00
<b>7.2</b>	Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal been impoundment to allow or attempt to allow such animals to escape	100.00	150.00	200.00
<b>7.3</b>	Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound	100.00	150.00	200.00



Bylaw #782-21  
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

	Keeper who is in the process of carrying out his/her duties			
<b>7.4</b>	Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture	100.00	150.00	200.00
<b>7.5</b>	Negligently or willfully open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animals to be at large within the Town of Onoway	100.00	150.00	200.00
<b>8.1</b>	<b>Abuse of an animal</b>	<b>500.00</b>	<b>750.00</b>	<b>1000.00</b>
<b>9.2</b>	Failure to display at front and rear entrance "Beware of Dog" or "Beware of Vicious Animal" signs	100.00	150.00	200.00
<b>10.1</b>	Failure to obtain a kennel license or development permit to operate a kennel	100.00	200.00	500.00
<b>10.10</b>	Non conforming enclosure or pen	100.00	150.00	200.00
<b>18.4</b>	Failure to Comply with Order	500.00	750.00	1000.00
	APPLICABLE VETERINARIAN EXPENSES WILL BE ADDED TO ANY FINE OR FEE SPECIFIED ABOVE, WHERE APPLICABLE			

**VILLAGE OF ONOWAY**  
**By-Law 634-05**

**A BYLAW OF THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF AMENDING BYLAW 615-04 – ANIMAL CONTROL BYLAW  
FOR THE VILLAGE OF ONOWAY**

---

**WHEREAS**, Section 7 and 8 of the Municipal Government Act, Chapter M-26, 2000 with amendments in force as of January 1, 2003, provides that a Council of a Municipality may pass a bylaw for the safety, health and welfare of people and the protection of people and property, nuisances, and the licensing of animals and the restraining, regulating and impounding of wild and domestic animals and activities in relation to them;

**AND WHEREAS**, the Council of the Village of Onoway deems it in the best interest and the protection of the animal owners and the public in general for the Village of Onoway to regulate control of animal with it boundaries and to provide for the enforcement of the Dangerous Dogs Act;

**NOW THEREFORE**, the Council of the Village of Onoway, in the Province of Alberta, duly assembled, enacts as follows:

That Section 5 of Bylaw 615-04 shall be amended by adding point 5.1.2 as follows:

**SECTION 5                    RESTRICTIONS AND RESPONSIBILITIES**

5.1.2 No animals, other than cats and dogs and other small pets, may be harboured on any property smaller than one-half acre in size within the municipal boundaries, nor shall they be allowed on municipal streets or parks, except by permission of the Municipal Manager.

This Bylaw shall take effect on the date of the third and final reading.

**Read a first time this 27<sup>th</sup> day of June, 2005.**

**Read a second time this 27<sup>th</sup> day of June, 2005.**

**Unanimously consented to and read a third time and passed this 27<sup>th</sup> day of June, 2005.**

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**Mayor**

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**Municipal Manager**

**VILLAGE OF ONOWAY**  
**By-Law 615-04**

**A BYLAW OF THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF LICENSING, REGULATING AND CONTROLLING DOGS,  
CATS, WILD AND DOMESTIC ANIMALS WITHIN THE MUNICIPAL  
BOURNDARIES OF THE VILLAGE OF ONOWAY**

---

**WHEREAS**, Section 7 and 8 of the Municipal Government Act, Chapter M-26, 2000 with amendments in force as of January 1, 2003, provides that a Council of a Municipality may pass a bylaw for the safety, health and welfare of people and the protection of people and property, nuisances, and the licensing of animals and the restraining, regulating and impounding of wild and domestic animals and activities in relation to them;

**AND WHEREAS**, the Council of the Village of Onoway deems it in the best interest and the protection of the animal owners and the public in general for the Village of Onoway to regulate control of animal with it boundaries and to provide for the enforcement of the Dangerous Dogs Act;

**AND WHEREAS**, the Council of the Village of Onoway deems it expedient to license dogs and cats in the Village of Onoway and to hold a Voluntary Animal List of all other animal that are held on property within the municipal boundary of Onoway;

**NOW THEREFORE**, the Council of the Village of Onoway, in the Province of Alberta, duly assembled, enacts as follows:

**SECTION 1**            **TITLE**

1.        This Bylaw may be cited as "The Village of Onoway Animal Control Bylaw".

**SECTION 2**            **PURPOSES**

2.        The purposes of this Bylaw shall be:
  - 2.1      To prevent wild and domestic animals from becoming a nuisance in the Village of Onoway;
  - 2.2      To prevent wild and domestic animals from endangering any person, other animal or property within the Village of Onoway;
  - 2.3      To prevent wild and domestic animals from creating a health hazard in the Village of Onoway;
  - 2.4      To permit responsible individuals to own a reasonable number of wild and domestic animals in their homes;
  - 2.5      To permit responsible business people to raise, harbor, and breed wild and domestic animals under appropriate conditions;
  - 2.6      To permit handicapped persons to keep trained dogs to assist them in their daily living; and
  - 2.7      To permit responsible business people and homeowners to keep trained animals as part of business or personal security programs.

**SECTION 3**            **DEFINITIONS**

3. For the purpose of this Bylaw:
  - 3.1 **“Animal”** means a vertebrate other than a human (any wild and domestic animals, including but not limited to pigs, sheep, cattle, horses, fowl, goats, fishes, amphians or reptiles);
  - 3.2 **“Animal Control Officer”** means a Bylaw Enforcement Officer, Public Works Employee of the Village of Onoway, Peace Officer, or any person or persons appointed by Council or the Municipal Manager to the position of Animal Control Officer whose duties entail carrying out the provision of this Bylaw, and to inspect licenses as required by the Village Council of Onoway and its administrative supervisors; and dealing with complaints, verbal and written, documenting same and providing reports as required by the Village Council of Onoway and its administrative supervisors;
  - 3.3 **“At Large”** means off the premises of the owner or harbourer, not on a leash and/or not under the immediate, continuous and effective control of a competent person. Without limiting the generality of the foregoing, a wild or domestic animal shall be deemed to be at large within the Village of Onoway if it is on any public street, land or park, or if it is on any private property or premises within the Village of Onoway without the permission of the owner or occupant, thereof;
  - 3.4 **“Abused”** means any wild or domestic animal which is:
    - 3.4.1 Mistreated, beaten, tormented or teased; or
    - 3.4.2 Teased, tormented or annoyed by any animal; or
    - 3.4.3 Deprived of water, food or shelter; or
    - 3.4.4 Left unattended in a motor vehicle without adequate ventilation or temperature control; or
    - 3.4.5 Kept under unsanitary conditions; or
    - 3.4.6 Ignored, abandoned, or distressed; or
    - 3.4.7 Trained for fighting other animals;
  - 3.5 **“Cat”** means any male or female member of the species Felis catus or Felis domesticus (Felidae Family);
  - 3.6 **“Collar”** means any device made of leather, chain or other matter, capable of having metal tags securely fastened to it and designed and solely intended to be worn around the neck or leg of a wild or domestic animals;
  - 3.7 **“Communicable Disease”** means any disease due to an infectious agent, illness or toxic product which is transmitted directly or indirectly to a well person or animal from an infected animal and shall include, but is not limited to: distemper, rabies, canine parvo and/or parainfluenza; as per the Animal Protection Act;
  - 3.8 **“Control”** means the animal is:
    - 3.8.1 Under immediate effective control of some person and restrained by a leash not exceeding six (6) feet in length; or
    - 3.8.2 Kept in a container, an enclosure or a motor vehicle;
  - 3.9 **“Council”** means the duly elected Village Council for the Municipal Corporation of the Village of Onoway;
  - 3.10 **“Day”** means a continuous period of twenty four (24) hours or part thereof;
  - 3.11 **“Dog”** means any male or female species of the Canidae family;

- 3.12 **“Domestic Animal”** means animals of a species of vertebrates or invertebrates that have been domesticated by humankind so as to live and breed in a tame condition or which depend on humankind for survival, or for agricultural use or for resale and shall include, but not be limited to pigs, horses, sheep and poultry. It shall include such animals that have been domesticated for and kept as pets and shall include but not be limited to cats, pigeons, fishes, amphians, reptiles and rabbits;
- 3.13 **“Guide Dog”** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person’s handicap;
- 3.14 **“Identification Tag”** means a tag issued by the Village of Onoway to an owner who paid the prescribed license fee and upon registration of a dog or cat as defined by this Bylaw. Such identification tag, together with a dated receipt for the fees constitutes a license to keep the animal described on the receipt;
- 3.15 **“Keep”** means to own, possess, harbor, maintain or have control or custody of an animal;
- 3.16 **“Keeper”** means a person who owns, possesses, harbors, maintains or has control or custody of an animal;
- 3.17 **“Kennel”** means any one location, shelter, room, dwelling or place where three (3) or more of the same animals (exception are fishes) are harboured at any time, except for premises used for the care and treatment of animals operated by a qualified veterinarian nor does it include premises known as the pound as defined by this Bylaw;
- 3.18 **“Leash”** means a lead not harmful to the animals and shall not be more than six (6) feet long;
- 3.19 **“License Fees”** means the license issued under the provisions of this Bylaw for the Keeping of an animal in the Village of Onoway, the amount is prescribed in “Schedule A” attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 3.20 **“Municipal Manager”** means the Chief Administrative Officer, who is duly appointed to that position for the Village of Onoway at any given time and includes any person authorized to act for and in the name of that individual;
- 3.21 **“Municipality”** means the Village of Onoway in the Province of Alberta;
- 3.22 **“Offence Tag”** means a ticket, tag or similar document issued for any bylaw offence as an alternative to the issuance of a Summons;
- 3.23 **“Owner”** means and includes any keeper, person, partnership, associate or corporation, owning, possessing or having charge of or control over any animals or harbouring or having charge of any animal, or suffering or permitting any animal to remain about his or her house, property or premises either temporarily or permanently and where the owner is a minor, the person responsible for the custody of the minor;
- 3.24 **“Peace Officer”** means each and every member employed and duly sworn in as a Bylaw Enforcement Officer or Special Constable in the Village of Onoway. It shall also mean any R.C.M.P. officer;
- 3.25 **“Police Dog”** means a dog of any breed owned by the Royal Canadian Mounted Police for the purpose of aiding in law enforcement and trained or in training for that purpose;
- 3.26 **“Pound”** means the premises designated by the Municipal Manager for the Village of Onoway for the purpose of impounding all animals found to be at large in violation of this Bylaw and caring for tagged animals whose owners are not available for the immediate return of the animal;
- 3.27 **“Pound Keeper”** means the person or persons owning and/or operating a place designated by the Municipal Manager of the Village of Onoway to be operated as a Pound;

- 3.28 **“Public Nuisance”** with respect to the activities of any animals includes but is not limited to:
- 3.28.1 Biting a person or persons;
  - 3.28.2 Chasing people, bicycles, automobiles or other vehicles;
  - 3.28.3 Excess noise such as but not limited to barking, snarling, howling or otherwise disturbing any person or animal;
  - 3.28.4 Causing damage to property, other animals or person;
  - 3.28.5 Upsetting waste receptacles or scattering the contents thereof; or
  - 3.28.6 Being left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons as long as such restraint provides for suitable ventilation.
- 3.29 **“R.C.M.P.”** means the Royal Canadian Mounted Police;
- 3.30 **“Restricted Dog”** means a dog of any age which can be identified as a dog exclusively or partially of one or more of the following breeds or kinds by a License Dog Conformation Judge or reputable breeder, namely:
- 3.30.1 Pit Bull Terrier; or
  - 3.30.2 American Pit Bull Terrier; or
  - 3.30.3 Pit Bull; or
  - 3.30.4 Any Breed of Canidae Cross-bred with a Pit Bull;
- 3.31 **“Seeing Eye Dog”** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person’s handicap;
- 3.32 **“S.P.C.A.”** means the Society for the Prevention of Cruelty to Animals in the Province of Alberta;
- 3.33 **“Stray”** means an animal without an owner who is responsible for the housing, feeding and health of such animal;
- 3.34 **“Vicious Animal”** means an animal of any age, breed or gender which:
- 3.34.1 Shows or demonstrates a propensity, disposition or potential to attack or bite or injure, without provocation, humans or other animals; or
  - 3.34.2 Without provocation, chases, bites or attacks humans or other animals; or
  - 3.34.3 Poses a continuing threat of serious harm to other animals or humans; or
  - 3.34.4 Is bred or trained for the activity of “fighting”; or
  - 3.34.5 Has been used by any person in the activity of “fighting”; or
  - 3.34.6 Has been declared a Vicious Animal under this Bylaw or a Dangerous Animal under the Dangerous Dogs Act;
- 3.35 **“Violation Ticket”** means a violation ticket as defined by this Bylaw;
- 3.36 **“Voluntary Register”** means a listing held by the Village of Onoway, which is acknowledgement of animals other than dogs and cats, and which is kept for the purpose of public safety and to facilitate return of registered animals to owner of same; and

3.37 “Wild Animal” mean animals that have not been domesticated for agricultural use.

**SECTION 4                    LICENSING AND VOLUNTARY REGISTER**

- 4. Provisions of licensing and voluntary register shall be:
  - 4.1 All persons bringing any wild or domestic animal or animals (this section does not deal with Restricted Dog or Dogs or Vicious Animal or Animals) within the boundaries of the Village of Onoway to keep within the boundaries of the Village of Onoway shall license their dog or cat and register them with the Village of Onoway. The owner of a dog or cat who doesn't license and registered them shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B” attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; unless:
    - 4.1.1 The dog is a puppy no more than six (6) months; (except if it is a vicious animal)
    - 4.1.2 The cat is a kitten no more than twelve (12) weeks;
    - 4.1.3 A license has been issued by the Village of Onoway with respect to that dog or cat and the dog or cat is wearing a collar to which a “tag” evidencing the currency of the license is firmly attached;
    - 4.1.4 A Voluntary Register form has been completed by the owner of an animal other than dog or cat at the Village of Onoway;
  - 4.2 A person who is a visitor to the Village of Onoway or is temporarily in the Village of Onoway on business and keeps any animal in the Village of Onoway **no more** than fourteen (14) days in any six (6) calendar months, or such further period as may be authorized by written permission from the Village of Onoway Municipal Manager, must register the animal with the Village of Onoway. The owner of an animal who doesn't registered the animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
  - 4.3 Every person who resides in the Village of Onoway and who is the owner or becomes an owner of a wild and/or domestic animal and every person who takes up residence in the Village of Onoway who is the owner of a wild and/or domestic animal shall register such animals at the Office of the Village of Onoway on the first day when the Village of Onoway Office is open for business;
  - 4.4 Dog and Cat licenses must be obtained on the first day on which the Village of Onoway Office is open for business after a:
    - 4.4.1 Dog reaches the age of six (6) months;
    - 4.4.2 Cat reaches the age of twelve (12) weeks;
  - 4.5 All animals other than dogs and cats can be voluntarily registered at the Village of Onoway Office, (this section does not apply to Restricted Dog or Dogs or Vicious Animal or Animals)
  - 4.6 All licenses and voluntary registrations are valid for the duration of the animal's life while in the Village of Onoway boundary;
  - 4.7 Dog and cat identification tags must be securely fastened to the dog or cat at all times. The said dog or cat shall be deemed licensed. The identification tag shall be worn at all times when the animal is in public; the license shall be deem invalid if not worn by the animal;



- 4.8 If a dog or cat is not wearing a collar with a valid identification tag, the owner of the said dog or cat shall be subject to a fine for allowing an un-licensed dog or cat to be at large, as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.9 Each dog and cat is required to be licensed separately;
- 4.10 Animals other than dogs and cats can be registered in bulk for each type of animal;
- 4.11 Every Owner shall provide the Municipal Manager or Designate for the Village of Onoway with the following information when registering any animals in accordance with this Bylaw and the Village of Onoway Office shall maintain this information in a master registration book:
  - 4.11.1 Name, address and telephone number of the Owner;
  - 4.11.2 Name, breed, colour and sex of the animal to be registered;
  - 4.11.3 Any identifying marks, microchip numbers or tattoos that may be distinctive for identification purposes;
  - 4.11.4 Proof, from a duly qualified veterinary surgeon, that the animal is spayed or neutered;
  - 4.11.5 Proof of a valid and subsisting policy of liability insurance in the coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted dog or vicious animal. (if applicable)
  - 4.11.6 Date of license purchase;
  - 4.11.7 The number stamped on each identification tag or voluntary number issued to the owner;
  - 4.11.8 The amount of fee paid by the owner; and
  - 4.11.9 Such other relevant and necessary information as may be required by the Village of Onoway in respect to the registration.
- 4.12 A registration fee shall be paid to the Village of Onoway for the registration of each dog and cat; such fee as set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.13 Upon application by a person requiring the services of a Guide or Seeing-eye or Police Dog, a license and identification tag shall be issued in respect of a bona fide Guide or Seeing-eye or Police Dog without payment of fee to the owners of the dog;
- 4.14 Upon payment of the license fee, the Village of Onoway shall issue to the owner an identification tag for each dog or cat registered. The identification tag shall be marked with an identification number, corresponding to the identification number contained in the master registration book of the Village of Onoway;
- 4.15 Should an identification tag be lost or destroyed the owner shall apply to the Village of Onoway Office for a new identification tag which will be issued to the said owner at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.16 Non-Village residents who wish to purchase an identification tag for their dog or cat, to ensure its identification should it be at large within the Village of Onoway boundary, may do so in the same manner and at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.17 Every Owner shall provide his/her dog and/or cat with a collar to which the owner shall affix the identification tag for such dog and/or cat and the Owner shall ensure that the collar

and identification tag are worn by the dog and/or cat at all times when the dog and/or cat is at any place other than the property of the Owner;

- 4.18 In no case shall an Identification tags issued under this Bylaw be transferable from one animal to another. The owner of a dog or cat, that transfers the Identification Tag shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.19 A licensing fee paid to the Village of Onoway under this Bylaw shall not be refunded, in whole or in part, because of the death, sale or disposition of the animal in respect of which the licensing fee was paid or because the owner ceases to reside in the Village of Onoway;
- 4.20 Upon application by a new owner of an animal in respect to which a license and identification tag has been issued under this Bylaw, the Village of Onoway shall transfer the license/identification tag to the new owner without payment of any further fee. Such application shall include presentation to the Village of Onoway of a current tag and receipt and proof of purchase of the animal;
- 4.21 A Restricted Dog or Vicious Animal owner shall:
  - 4.21.1 Obtain a restricted dog or vicious animal license, regardless of the age of the restricted dog or vicious animal. The owner of the restricted dog or vicious animal who doesn't license and registered it shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
  - 4.21.2 Keep in force the Restricted Dog or Vicious Animal license; and
  - 4.21.3 When application for a Restricted Dog or Vicious Animal license is made by an owner, the owner shall provide proof of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted or vicious dog. The owner of a restricted dog or vicious animal who doesn't obtain and hold a valid and subsisting insurance policy shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
  - 4.21.4 The registration fee shall be paid to the Village of Onoway for the registration of each Restricted Dog or Vicious Animal, the fee to be the amount set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council,; and
  - 4.21.5 Upon expiry or termination of the said liability policy the license issued for a Restricted Dog or Vicious Animal shall automatically become null and void; and
  - 4.21.6 No Restricted Dog or Vicious Animal is permitted to be "at large" in the municipal boundaries of the Village of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Village of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.22 The Village of Onoway shall cause to be created a series of tags made of durable material and stamped or embossed with the name "Onoway", together with a serial number, which tags shall be issued to owners of dogs and cats who pay the prescribed license fees and are granted a license to keep a dog or cat within the Village of Onoway. A tag, with its unique serial number, together with a dated receipt for fees paid, shall constitute the license required under this Bylaw to keep a dog or cat.

**SECTION 5****RESTRICTIONS AND RESPONSIBILITIES**

5. It shall be the responsibility the owners of all wild and domestic animals to ensure that:
  - 5.1 No person shall keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in any residential area or on properties smaller than one-half (1/2) acre in size within the Village of Onoway boundaries nor shall they be allowed on the Village of Onoway streets or parks, unless a Development Permit for operating a kennel has been sought and obtained from the Village of Onoway as per their Land Use Bylaw. (Specifically, a person may have two dogs, two cats, two hamster and two rabbits at the same time but no more than two of each kind of animal at one time.) Fish in an Aquarian or pond are an exception to this regulation. The owner that keeps or harbors more than two (2) animals of the same kind shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
    - 5.1.1 Any person who wishes to keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in a non residential area or on a property larger than one-half (1/2) acre in size within the Village of Onoway boundaries, are required to obtain written permission from the Municipal Manager or Council, unless a Development Permit for operating a kennel has been sought and obtained from the Village of Onoway as per their Land Use Bylaw. The person that keeps or harbors more than two (2) animals of the same kind who doesn't have written permission from the Municipal Manager or Council or a valid Development Permit shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
  - 5.2 No owner of any animal shall leave the animal's excrement/defecation (waste matter) on public or private property other than the property of its owner. The excrement/defecation shall be removed immediately. The owner of the animal who leaves and does not remove immediately the animal excrement/defecation (waste matter) on public or private property shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
    - 5.2.1 A handicapped owner of a registered guide dog or seeing eye dog is not subject to the obligation imposed in paragraph 5.2;
    - 5.2.2 Every person who keeps an animal on the animal owner private property within the Village of Onoway shall regularly remove all exposed excrement/defecation (waste matter) matter from the area and dispose of it in a sanitary manner and shall at all times maintain the property in a sanitary condition satisfactory to the Bylaw Enforcement Officer of the Village of Onoway and Public Health Authorities;
  - 5.3 No animal is permitted to be "at large" in the municipal boundaries of the Village of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Village of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
  - 5.4 No animal shall bark or snarl or howl or in any other manner excessively disturb the quiet of any person. The owner of any animal found to be barking or snarling or howling or in any other manner excessively disturbing the quiet of any person shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
  - 5.5 No animal that is suffering from or is suspected to be suffering from a communicable disease shall not be allowed to be at large or to come into contact with other animals or humans. The owner of said diseased animal shall ensure that the said diseased animal is

kept locked up securely and shall take such steps and precautions as are required by a veterinary surgeon to prevent the transmission of the disease. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 5.6 No animals shall be permitted to be a public nuisance by:
  - 5.6.1 Biting or causing harm to any other animals or humans or transportation unit; or
  - 5.6.2 Barking or snarling or scaring any other animals or humans or transportation unit; or
  - 5.6.3 Chasing toward other animals or humans or transportation unit; or
  - 5.6.4 Causing any damage to public property; and
  - 5.6.5 The Owner of any animals found doing any of the actions described in the preceding clauses (5.6.1 to 5.6.4) shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.7 The Owner of a female animal "in heat" shall not have such animal located where it is a source of attraction to other male animals. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.8 When a Restricted Dog or Vicious Animal is on the premises of its Owner, it shall be kept confined indoors under the effective control of person of the age of eighteen (18) years or older, or shall be confined in a securely enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the Restricted Dog or Vicious Animal, and to prevent the entry of persons or animals unauthorized by the Owner. The pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot. Furthermore, the owner shall take all the necessary step to ensure that it does not bite, chase, or attack any human or other animal whether the person or animal is on the property of the owner or not. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.9 When a Restricted Dog or Vicious Animals is off the premises of the Owner, it shall be under the effective control of a person of the age of eighteen (18) years or older, securely muzzled, and shall be either harnessed or leashed securely to effectively maintain immediate Physical Control and prevent it from attacking or biting humans or other animals. This requirement shall not apply when the Restricted Dog or Vicious Animal is in a building or enclosure in attendance at a bona fide animal show, or confined in a pen or approved kennel. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 5.10 No person shall lead, ride or drive livestock on any parkland or street in the Village of Onoway other than in a parade or if authorized by the Municipal Manager. Owners of livestock not so authorized by the Municipal Manager shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

**SECTION 6                    ANIMAL CONTROL OFFICER / POUND KEEPER**

- 6.0 Empowerment and regulations for an Animal Control Officer and/or Pound Keeper are as follows:
- 6.1 The Animal Control Officer and Pound Keeper shall be appointed by Council or the Municipal Manager to the position of Animal Control Officer or Pound Keeper whose duties entail carrying out the provision of this Bylaw;
- 6.2 Each Animal Control Officer and Pound Keeper shall be responsible to the Council and the Municipal Manager for the ongoing administration, maintenance and operation of animal control service within the Village of Onoway as contemplated by this Bylaw;
- 6.3 Where any animal is seen to be at large and it is apparent that no responsible person is exercising control over the animal, the Animal Control Officers or Pound Keeper are authorized to capture, trap, pen up, tether or impound any animals within the Village of Onoway:
  - 6.3.1 In respect of which he or she believes an offense under this Bylaw is being or has been committed;
  - 6.3.2 Any animals, regardless of breed, that are at large;
  - 6.3.3 That which is named or described or otherwise designated in a complaint by any person as creating a public nuisance;
  - 6.3.4 That which is named or described or otherwise designated in a complaint made pursuant to the Dangerous Dogs Act;
  - 6.3.5 That which is actually or apparently affected with a Communicable Disease and the owner refuses or fails to take adequate precautions to avoid danger to other persons or animals; or
  - 6.3.6 No person shall attempt such capturing, penning or tethering unless it appears to be possible without exposing any person to probable injury, and without undue injure to the animal;
- 6.4 The Animal Control Officer and Pound Keeper are authorized to enter any private property or premises within the Village of Onoway without the permission of the owner or occupant, in respect of which he or she believes an offense under this Bylaw is being or has been committed;
- 6.5 The Animal Control Officer and Pound Keeper are authorized to take reasonable measures to subdue and capture animals found to be in contravention of this Bylaw; and
- 6.6 No action shall be taken against any person acting under the authority of this Bylaw for damages or destruction or other disposal of any animal.

**SECTION 7                    OBSTRUCTION OF THE ANIMAL CONTROL OFFICER OR POUND KEEPER**

- 7. No person, whether or not he or she is the owner of the animal which is being or has been pursued or captured, shall:
  - 7.1 Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper who is attempting to capture or who has captured any animal in accordance with the provisions of this Bylaw. The person who interferes, hinders, delays attempt or obstructs an Animal Control Officer or Pound Keeper who is attempting to capture or who has captured any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 7.2 Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal captured for impoundment has been placed so as to allow or attempt to allow such animal to escape there from. The person who negligently or willfully tampers with or unlocks or unlatches or otherwise opens any vehicle or pen or enclosure in which an animal captured for impoundment have been placed so as to allow or attempt to allow such animals to escape shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.3 Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties under this Bylaw. The person who removes, or attempts to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his / her duties shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.4 Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture. The person who induces or persuades any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assists any animal escape capture shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 7.5 Negligently or willfully, open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal’s confinement, thereby allowing the said animal to be at large within the Village of Onoway. The person who negligently or willfully opens any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstructs any animal’s confinement, thereby allowing the said animal to be at large within the Village of Onoway, shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

## **SECTION 8                    CONTROLS AND CARE OF ANIMALS**

8.        The control and care of animals is everyone’s responsibility;
- 8.1      No person, being the owner or a person in charge of an animal or Animal Control Officer or Pound Keeper, shall be permit to abuse an animal. The person who abuses any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 8.2      No person, being the owner or a person in charge of an animal, shall permit it to be at large within the Village of Onoway;
- 8.3      No person, being the owner or a person in charge of an animal, shall permit it to be a public nuisance;
- 8.4      No person, being the owner or a person in charge of an animal, shall permit the animals to attack, threaten, bite, chase or otherwise injure or intimidate any other person or animal;

- 8.5 If a complaint is received that an animal has attacked, threatened, bitten, chases or otherwise injured or intimidated any person, animal or transportation unit, the Animal Control Officer or R.C.M.P. shall investigate the complaint and if the complaint appears to be justified and such action warranted, may:
  - 8.5.1 Issue to the owner a Violation Ticket or a Notice to Appear before a judge of the Provincial Court or Alberta according to the provision of this Bylaw;
  - 8.5.2 Seize and impound the animal, and may:
    - 8.5.2.1 Release the animal to the owner upon being satisfied that all requirements of this Bylaw have been met and that adequate precautions have been taken to prevent any reoccurrence of the offence, or
    - 8.5.2.2 Impound that animal or apply to a court for an order that the animal be removed from the Village of Onoway limits or that it be destroyed;
- 8.6 If a complaint is received that an animals is being a public nuisance, the Animal Control Officer shall investigate the complaint and if the complaint appears justified, shall notify the owner of the animal of the complaint, and shall direct the owner to prevent the animal from doing those things that created a public nuisance; and
- 8.7 If, after having received such notification, the owner fails to prevent his animals from again being a public nuisance, the Animal Control Officer shall issue to the owner a Violation Ticket.

**SECTION 9                    VICIOUS ANIMALS**

- 9. Any person who harbors within the Village of Onoway limits a Vicious Animal shall:
  - 9.1 Immediately bring this to the attention of the Village of Onoway Office; and
  - 9.2 Prominently display at the front and rear entrances to his or her property, a sign stating “Beware of Dog” or “Beware of Vicious Animal”. Failure to display proper signs at the front and rear entrance of the property shall be considered to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
  - 9.3 The owner of an Animal, which the owner has any reason to believe may be a Vicious Animal, shall keep such animal in accordance with all provision of this Bylaw which apply to a Vicious Animal unless and until the Animal Control Officer has determined that the animal is not a Vicious Animal and has so advised the owner in writing;
  - 9.4 If the Pound Keeper, Police Constable, Municipal Manager or a Bylaw Enforcement Officer determines or believes on reasonable grounds that an animal is a Vicious Animals, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he or she shall:
    - 9.4.1 Have the Bylaw Enforcement Officer issue the owner with a written notice that the animal has been determined to be a Vicious Animal; and
    - 9.4.2 Require the Owner comply with all the provisions of this Bylaw with respect to a Vicious Animals; and
    - 9.4.3 Inform the Owner that if the Vicious Animal is not kept in accordance with this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw;

- 9.5 Where the owner of an animal that has been determined to be a Vicious Animal produces information to the Municipal Manager of the Village of Onoway that may alter a determination made under Section 9.4 the Municipal Manager shall, as soon as is reasonably possible, cause the matter to be reviewed and make a final determination; and
- 9.6 In addition to the remedies set forth in this bylaw, if the Municipal Manager of the Village of Onoway, Bylaw Enforcement Officer or Police Constable determines that a Vicious Animal or a Restricted Dog is not being kept in accordance with this Bylaw, he or she may:
  - 9.6.1 Make application to the court for an order directing that such Vicious Animal or Restricted Dog be controlled in accordance with this Bylaw; be destroyed or be removed from the Village of Onoway; or
  - 9.6.2 Make a complaint pursuant to the Dangerous Dogs Act, for an order directing the Vicious Animal and Restricted Dog be controlled or destroyed.

**SECTION 10            KENNEL**

- 10. Kennel restrictions and regulations:
  - 10.1 No person shall operate a kennel within the boundaries of the Village of Onoway without first obtaining a development permit and a Kennel License. Failure to obtain a development permit and a Kennel License shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per “Schedule B”, attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
  - 10.2 All Kennel Licenses shall be valid only for the period January 1<sup>st</sup> to December 31<sup>st</sup> in the year for which the license is issued. A person holding an expired license shall be deemed to have no license;
  - 10.3 The fees for a Kennel License within the Village of Onoway shall be in accordance with “Schedule A” attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
  - 10.4 Any person harboring or keeping more than two animals (as per 5.1) in a single place shall be deemed to operating a kennel;
  - 10.5 The Village may issue a Kennel License upon the application of any person provided that the proposed kennel otherwise meets the requirements of all other applicable municipal legislation and, in particular, the Land Use Bylaw and any conditions imposed thereunder;
  - 10.6 The Village of Onoway will shall not issue a Kennel License for any person to operate a kennel when, in the opinion of the Village of Onoway, operation of the kennel would interfere with the use and enjoyment of any property located within 100 meters of the proposed site of the kennel.
    - 10.6.1 In forming such opinion the Village of Onoway may advise property owners within the 100 meters of the proposed kennel of the application and may seek advice from any person;
  - 10.7 The Village of Onoway, shall within 60 days of any application for a Kennel License either:
    - 10.7.1 Grant the Kennel License; or
    - 10.7.2 Advise the applicant in writing that the license is refused and the reason or reasons for such refusal;
  - 10.8 After issuance of a Kennel License, should the Village of Onoway receive bona fide complaints from two (2) or more neighbors living within 100 meters of a kennel, it shall conduct an inquiry to determine if the kennel is being operated according to the provisions of all applicable legislation and if it is not being so operated, shall advise the operator of any



infractions or deficiencies and the operator shall have 14 days within which to correct such infractions or deficiencies;

- 10.8.1 When the operator of a kennel has been advised of the infractions of legislation or deficiencies with respect to the operation of his or her kennel, and has been given time to correct such infractions or deficiencies and has failed to correct the same, then the Village of Onoway may revoke or refuse to renew the Kennel License of the operator and may impose other penalties provided under this Bylaw;
- 10.9 When a Kennel License has been issued to a person who operates the kennel according to all applicable legislation or who, on notice corrected any infractions or deficiencies, then the Village of Onoway shall not revoke or refuse to renew the Kennel License of that person without first giving that person one year written notice of the intention of the Village of Onoway to revoke or refuse to renew the Kennel License;
- 10.10 Any enclosure or pen shall:
  - 10.10.1 Have a secure top attached to all sides;
  - 10.10.2 Have a secure bottom effectively attached to the sides;
  - 10.10.3 The sides shall be buried in the ground to a minimum depth of thirty (30) centimeters or imbedded in a concrete pad;
  - 10.10.4 Be of sufficient height, strength and stability to contain the animal;
  - 10.10.5 Form a confined area with no side in common with a perimeter fence;
  - 10.10.6 Have a gate which is self-closing and has a lock;
  - 10.10.7 Be capable of containing an animal in a secure and humane manner;
  - 10.10.8 Be approved by the Bylaw Enforcement Officer of the Village of Onoway; and
- 10.11 Owners who fail to comply with paragraph 10.10 shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

## **SECTION 11            IMPOUNDMENT**

11. Provision of Impoundment:
  - 11.1 It shall be the responsibility of the Municipal Manager to establish one or more pounds for the impounding or keeping of animals captured. The said Municipal Manager is hereby authorized and empowered to make all such rules and regulations, not inconsistent with this Bylaw and the rules and regulations of the S.P.C.A. as he/she shall consider necessary for the conduct or regulation of such pound or pounds. The Village of Onoway shall enter into an agreement and appoint a pound keeper and such other person as it shall deem necessary for the carrying into effect of the provisions of this Bylaw and make such rules and regulations, for their conduct as it deems necessary;
  - 11.2 It shall be the duty of the Animal Control Officer, and such person or persons as shall be authorized and appointed by Council or the Municipal Manager to capture or place traps for animals found at large within the limits of the Village of Onoway contrary to the provisions of this Bylaw or found upon any street or in any public place in the Village of Onoway and to impound same in said pound, and the said animal impounded shall be kept there confined subject to the owner's or possessor's right to redeem same within seventy two (72) hours from the time of their capture, excluding Weekend and Statutory holidays;

- 11.3 The impounded animal shall not be released from said pound unless the owner or possessor can present to the satisfaction of the pound keeper that he/she has paid all fines and pound fees, as set out in "Schedule B" and has obtained the necessary clearance from the Animal Control Officer or the Municipal Manager and that a license has been obtained with respect to such animal;
- 11.4 Any person authorized by this Bylaw to enforce the provisions contained herein may enter into the land surrounding any building in pursuit of any animals which been at large;
- 11.5 The Animal Control Officer or any other person or persons duly qualified to handle a tranquilizer gun is hereby authorized, when all normal attempts to capture an animal have failed and the animal poses a serious and imminent threat to the public, to use a tranquilizer gun in order to effect the animal's capture;
- 11.6 Each animal impounded under the provisions of this Bylaw shall be subject to an impounding fee as set down by the Pound Keeper. The above mentioned fees shall apply for each and every day of confinement to a maximum of seventy two (72) hours as is fore-stated;
- 11.7 After seventy two (72) hours of confinement if no owner or the municipality shall appear at the pound to claim the animal, the said animal shall be destroyed or otherwise disposed of, by sale;
- 11.8 Immediately after the seventy two (72) hours pursuant to Section 11.7 of this Bylaw, the property interest of any owner of the impounded animal shall be deemed to have been extinguished, and full ownership to have been vested to the Veterinary Clinic;
- 11.9 The purchaser of an animal from the Pound pursuant to the provisions of this section of the Bylaw shall obtain full right and title to it and the right and title of the former owner of the animal shall cease thereupon;
- 11.10 It shall be the duty of the Animal Control Officer to attempt, to the best of his/her abilities, to ascertain the name of the owner of any impounded animal. Upon obtaining the name of the said owner, the Animal Control Officer or Pound Keeper shall serve the said owner with a Notice of Impoundment, either by serving said notice personally or by sending said notice by mail to the last known address of said owner;
- 11.11 If the said notice is mailed to the owner, the said owner will have been deemed to have received the said notice within forty eight (48) hours from the time of mailing;
- 11.12 The Animal Control Officer shall report any apparent communicable disease, illness, injury, unhealthy conditions or other signs of distress of any dog or domestic animals impounded to a veterinary surgeon or the S.P.C.A. and act upon their recommendations. The Owner shall be responsible for all charges resulting from any veterinary examinations and reaction to the Owner's dog or animal;
- 11.13 The Animal Control Officer, with the Municipal Manager's authorization, may retain or order the retention of any animal for a longer period of impoundment if in his/her opinion; the circumstances warrant the expense of extending the impoundment;
- 11.14 The Animal Control Officer and such person or persons as shall be authorized and appointment by Council or the Municipal Manager may place humane trap or traps for the capture of animal, in areas where there are serious health and safety concerns about the number of stray or wild animals;
- 11.15 The property owner where the humane trap or traps been placed will be asked to check on the trap for any animal that been caught, and to inform the Animal Control Officer of such;
- 11.16 The Animal Control Officer and such person or persons authorized to set the traps are to deliver all trapped animals to:

- 11.16.1 The owner, if there is an Identification Tag on the animal. If the owner is not immediately available or at home the animal shall be taken to the pound;
- 11.16.2 The lagoon site, if the animal is a skunk or porcupine or any species of wild animals that normally live in trees area;
- 11.16.3 The designated pound, if the animal as not been state above.

**SECTION 12            RECLAIMING OF IMPOUNDED ANIMALS**

- 12.    Provision of Reclaiming of Impounded animals:
  - 12.1    The owner of any licensed impounded animals may reclaim the animals from the pound, provided:
    - 12.1.1    The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and
    - 12.1.2    The owner has paid for the impoundment fees and veterinary fees as set out in “Schedule A”, which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
    - 12.1.3    The owner also must show proof of having obtained a license for the animals as required by this Bylaw;
  - 12.2    The owner of any unlicensed impounded animal may reclaim the animal from the pound provided:
    - 12.2.1    The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and
    - 12.2.2    The owner has paid for the impoundment fees and veterinary fees as set our in “Schedule A”, which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
    - 12.2.3    The owner has paid for the penalty or penalties set out in “Schedule B”, which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
    - 12.2.4    The owner obtains a license for the animal as required by this Bylaw;
  - 12.3    Notwithstanding the foregoing, the owner of an animal may not redeem such animals if the Animal Control Officer has reasonable grounds to believe and does believe that the animal is a Vicious Animal and that the owner has failed to comply with the provision of this Bylaw respecting Vicious Animal. Where the Animal Control Officer believes that any animal is a Vicious Animal, he/she may make application for an order directing that the animal be controlled or destroyed;
  - 12.4    No Vicious Animals may be resold by the Animal Control Officer to any person who intends to keep the Vicious Animal within the Village of Onoway boundaries; and
  - 12.5    An owner surrendering an animal shall sign a release form and pay the fees as per “Schedule A”, which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution by Council.

**SECTION 13            ENFORCEMENT ON CERTAIN PRIVATE PROPERTIES**

- 13.    Provision of Enforcement on Certain Private Properties:

- 13.1 The Village of Onoway may agree to patrol and enforce provisions of this Bylaw on private property including condominium sites, mobile home parks and commercial site, etc upon the following conditions:
  - 13.1.1 The Owner of the private property shall make a written request to the Municipal Manager that this bylaw be enforced on its property; and
  - 13.1.2 The Owner of the private property shall agree to relieve the Village of Onoway or its employees from any liability claim and save the Village of Onoway or its employees harmless from any and all legal actions which may arise as a result of the Village of Onoway or its employees enforcing this Bylaw on its property, excepting when such legal actions arise due to the negligence of the Village of Onoway or it employees; and
  - 13.1.3 The Private Property Owner shall delivery a "site plan" of the property in question to the Municipal Manager;
- 13.2 Notwithstanding this section, for the purpose of enforcement of this Bylaw, but not for the purpose of investigation only, the Animal Control Officer is authorized to enter into any premises, including privately owned premises, at any time, provided however, that the word "premises" does not include that part of a interior building used as a dwelling house or business.

**SECTION 14            OFFENCE TAG**

- 14. Provision of Offence Tag:
  - 14.1 The Animal Control Officer, Pound Keeper, Police Officer, Bylaw Enforcement Officer or Special Constable may enforce the provisions of the Bylaw and is hereby authorized and empowered to issue an Offence Tag to any Person who contravenes any provisions of this Bylaw.
  - 14.2 Any Offence Tag shall be in a form approved by the Municipal Manager and shall state:
    - 14.2.1 The Name of the offender; and
    - 14.2.2 The offence; and
    - 14.2.3 The appropriate fine for the offence as specified in "Schedule B" of this Bylaw; and
    - 14.2.4 That the fine shall be paid within seven (7) days of the issuance of the Offence Tag;
  - 14.3 Where a contravention of this Bylaw is of a continuing nature, further Offence Tags for the same offence may be issued by the Animal Control Officer, provided however, that no more than one Offence Tag (for the same offence) shall be issued for each day that the contravention continues;
  - 14.4 Where an Offence Tag is issued pursuant to this Bylaw the person to whom the Offence Tag is issued may, in lieu of being prosecuted for the offence, pay to the Village of Onoway the amount specified on the Offence Tag;
  - 14.5 The Offence Tag may be issued by personally serving it upon the alleged offender, or by leaving it at the residence of the alleged offender with any adult member of the family of the owner or harborer who is at least sixteen (16) years of age, or by sending the Offence Tag to the alleged offender by mail to his/her last known address;
  - 14.6 If the owner or harborer of any animals fails to pay the amount mentioned on the Offence Tag, within the time limited, the provisions of the foregoing shall no longer apply and the alleged offender shall be liable for payment.

- 14.7 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is a property owner shall have the payment (fine) place on his/her tax notice;
- 14.8 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is not a property owner shall be liable to prosecution in accordance with Canada and Alberta Laws and Justice;
- 14.9 Any person to whom an Offence Tag has been issued may exercise his/her rights to defend any charge of committing a contravention of any of the provisions of this Bylaw;
- 14.10 Any person may lay an information and complaint against any person for committing a breach of any section of the Bylaw; and
- 14.11 Any proper officer or official of the Village of Onoway or Crown Prosecutor may lay an information or complaint in response of any breach by any person of any of the provisions of this Bylaw, if such Officers or Officials deems such procedure to be in the interest of Justice.

**SECTION 15            VIOLATIONS TICKET**

- 15. Provision of Violation Ticket:
  - 15.1 Violation Ticket – instead of the procedure specified in the Criminal Code of Canada for the laying of an Information and the issuing of a summons, the procedure as set out in the Provincial Offenses Procedures Act revised statutes of Alberta and amendments thereto, Part 2, Summary Violation Tickets, or Part 3, Offense Notice Violation Tickets, as the case may be, may be followed with respect to violations occurring under this Bylaw;
  - 15.2 If the fine specified on an Offence Tag is not paid within the prescribed time period then an Animal Control Officer is hereby authorized and empowered to lay a complaint and issue a Summons by means of a Violation Ticket;

**SECTION 16            SUMMARY CONVICTION**

- 16. Provision of Summary Conviction:
  - 16.1 A person is a party to and guilty of an offence who:
    - 16.1.1 Actually commits the offence; or
    - 16.1.2 Does or omits an act for the purpose of aiding a person to commit an offence; or
    - 16.1.3 Abets a person in the commission of the offence; or
    - 16.1.4 Counsils or procures a person to commit an offence;
  - 16.2 Any person who contravenes any provision of this Bylaw is guilty of an offence. Except as otherwise provided by this Bylaw for which a penalty is not otherwise provided, a person is liable on summary conviction to a fine of not more than \$2,500.00 and in default of payment is liable to imprisonment for a term not exceeding six months or to both such fine and imprisonment;
  - 16.3 All licenses, fines and fees are to be paid before any animal is released from the Pound; and
  - 16.4 Nothing in this Bylaw shall be read or construed as:
    - 16.4.1 Preventing any person from exercising his/her right to defend an allegation that he/she has committed an offence under this Bylaw;

16.4.2 Preventing an Animal Control Officer from issuing a violation ticket or otherwise initiating Court process in any other manner permitted by law, in respect of an alleged offence.

**SECTION 17        SEVERABILITY**

17.    In the event any provision of this Bylaw shall be declared or deemed to be invalid, then such invalid provision shall be severed and the remaining Bylaw shall remain in full force and effect.

**SECTION 18        RESCINDS AND EFFECTIVE DATE OF BYLAWS**

18.    That Bylaws 488-96, 514-98, 555-00, 567-01 and 602-03 shall be repealed on date of final passing.

18.1   That this Bylaw shall take effect on the date of the third and final reading.

**Read a first time this 13<sup>th</sup> day of September, 2004.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Municipal Manager**

**Read a second time this 12<sup>th</sup> day of October, 2004.**

**Read a third time and passed this 12<sup>th</sup> day of October, 2004.**

\_\_\_\_\_  
**Mayor**

**Municipal Manager**

**SCHEDULE "A"**

**LICENSE FEES**

Items	Amount
<b>Each un-spayed Female Dog</b>	\$100.00 (Lifetime Fee per Owner)
<b>Each un-neutered Male Dog</b>	\$100.00 (Lifetime Fee per Owner)
<b>Each spayed Female Dog</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
<b>Each neutered Male Dog</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$50.00 (Lifetime Fee per Owner)
<b>Dog Guides / Seeing Eye Dogs / Police Dogs</b>	No Charge
<b>Restricted Dog</b> Upon production of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted dog	\$500.00 (Lifetime Fee per Owner)

(65)

<b>Replacement Dog Tag</b> Except for Dog Guides or Seeing Eye Dogs	\$10.00 (Each Occurrence)
<b>Each un-spayed Female Cat</b>	\$50.00 (Lifetime Fee per Owner)
<b>Each un-neutered Male Cat</b>	\$50.00 (Lifetime Fee per Owner)
<b>Each spayed Female Cat</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$25.00 (Lifetime Fee per Owner)
<b>Each neutered Male Cat</b> Upon production of a certificate from a duly qualified veterinary surgeon	\$25.00 (Lifetime Fee per Owner)
<b>Replacement Cat Tag</b>	\$10.00 (Each Occurrence)
<b>Surrendering of Animal</b>	\$50.00 (Each Animal)
<b>Vicious Animal</b> Upon production of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's vicious animal	\$500.00 (Lifetime Fee per Owner)
<b>Pound or Kennel Operation</b> Veterinary do not require a license	\$100.00 (per year)
<b>Pound or Kennel</b>	As set by pound keeper for every twenty four (24) hours period or fraction thereof the animal been impounded
<b>Veterinary</b>	As set by the Veterinary Clinic
<b>Voluntary Animal List</b>	No Charge

**SCHEDULE "B"**

**OFFENCE TAGS**

**FINES AND PENALTIES**

<b>Section</b>	<b>Offence</b>	<b>1<sup>st</sup> Offence</b>	<b>2<sup>nd</sup> Offence</b>	<b>3<sup>rd</sup> Offence And Subsequent Offence</b>
<b>4.1</b>	Failure to register or license their cat or cats or dog or dogs within the boundaries of the Village of Onoway (Does not included Restricted Dog or Dogs)	100.00	200.00	400.00
<b>4.2</b>	Failure to register their animal while on a temporary stay in the Village of Onoway	50.00	100.00	200.00
<b>4.8</b>	Failure of a dog or cat to be wearing a collar with a valid tag while not on the property of the owner	50.00	100.00	200.00
<b>4.18</b>	Transfer of Identification tag from one animal to another	50.00	100.00	200.00
<b>4.21.1</b>	Failure to obtain a restricted dog or vicious animal	500.00	750.00	1,000.00



	license, regardless of the age of the restricted dog or vicious animal			
4.21.3	Failure to obtain a valid and subsisting insurance for a restricted dog or vicious animal	500.00	750.00	1,000.00
4.21.6	Allowing/Permitting restricted dog or vicious animal to be "at large"	500.00	750.00	1,000.00
5.1	Keeping or harboring more than two (2) animals of the same kind in a residential area or on a property that is less than ½ acres	50.00	100.00	200.00
5.1.1	Keeping or harboring more than two (2) animals of the same kind in a non residential area or on a property that is more than ½ acres without permission	50.00	100.00	200.00
5.2	Failure to removed immediately any animal excrement/defecation (waste matter) on public or private property	50.00	100.00	200.00
5.3	Allowing/Permitting an animal to be "at large" (not restricted dogs or vicious animals)	50.00	100.00	200.00
5.4	Barking or snarling or howling or disturbing the quiet or peace of any person	50.00	100.00	200.00
5.5	Communicable diseased animal at large or in contact with other animals or humans or not taken all precautions that a veterinary surgeon prescribed	50.00	100.00	200.00
5.6.5	Public Nuisance	50.00	100.00	200.00
5.7	Animal "in heat" improperly confined	50.00	100.00	200.00
5.8	Restricted dog or vicious animal not confined properly on owner's property	500.00	750.00	1,000.00
5.9	Restricted dog or vicious animal not confined properly while off owner's property	500.00	750.00	1,000.00
5.10	No authorization received by Municipal Manager	50.00	100.00	200.00
7.1	Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper	50.00	100.00	200.00
7.2	Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal been impoundment to allow or attempt to allow such animals to escape	50.00	100.00	200.00
7.3	Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties	50.00	100.00	200.00
7.4	Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or	50.00	100.00	200.00

	otherwise assist any animal escape capture			
<b>7.5</b>	Negligently or willfully open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animals to be at large within the Village of Onoway	50.00	100.00	200.00
<b>8.1</b>	Abuse of an animal	50.00	100.00	200.00
<b>9.2</b>	Failure to display at front and rear entrance "Beware of Dog" or "Beware of Vicious Animal" signs	50.00	100.00	200.00
<b>10.1</b>	Failure to obtain a kennel license or development permit to operate a kennel	100.00	200.00	500.00
<b>10.10</b>	Non conforming enclosure or pen	50.00	100.00	200.00

**SCHEDULE "C"**

**Municipal Government Act RSA 2000 Chapter M-26  
Section 658, Subdivision Cancellation**

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**A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 3176 HW**

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**WHEREAS** Section 658 of the Municipal Government Act empowers a municipality to cancel a plan of subdivision in whole or in part;

**AND WHEREAS** the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

**AND WHEREAS** every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

**NOW THEREFORE** the Council of the Town of Onoway in the Province of Alberta, duly assembled, hereby enacts as follows:

1. IT IS HEREBY ORDERED that the lands described as Lots 2 and 3A, Block 3, Plan 3176 HW are to be cancelled from the plan of subdivision of record which is registered in the Land Titles Office for the NORTH Alberta Land Registration District.
2. IT IS FURTHER ORDERED the cancelled lands be established as a single new lot known as Lot 15A, Block 3, Plan 3176 HW.
3. THIS ORDER shall not be effective unless filed by the applicant in the office of the Registrar within NINETY DAYS from the date of this Order.

THE REGISTRAR for NORTH Alberta Land Registration District shall make all cancellations, issue all certificates of title and do such things as necessary, in his opinion, to give effect to this Order; including, but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

ANY EXPENSES in the connection with carrying out this Order shall be borne by the applicant.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 658, Subdivision Cancellation**

READ A FIRST TIME THIS 1<sup>st</sup> DAY OF April, AD 2021.

READ A SECOND TIME THIS 1<sup>st</sup> DAY OF April, AD 2021.

READ A THIRD AND FINAL TIME THIS 1<sup>st</sup> DAY OF April, AD 2021.

SIGNED AND PASSED THIS 1<sup>st</sup> DAY OF April, AD 2021.

\_\_\_\_\_  
Mayor Judy Tracy

\_\_\_\_\_  
Wendy Wildman  
Chief Administrative Officer

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**DEVELOPMENT OFFICER'S REPORT  
PLAN CANCELLATION BYLAW NO. 783-21**

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**APPLICANTS / OWNERS:**

**DISTRICT:** R1 - Residential – Single Family

**LEGAL DESCRIPTIONS:** Lots 2 & 3A, Block 3, Plan 3176 HW - 4740 and 4744 – 48 Street within the Town of Onoway

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**PROPOSAL:**

To cancel, by Bylaw, a portion of Plan 3176 HW to allow for the consolidation of Lots 2 & 3A, Block 3, Plan 3176 HW into one new lot entitled Lot 15A, Block 3, Plan 3176 HW.

**REGULATIONS:**

**M.G.A.** Section 658                      Cancellation of plan of subdivision

**COMMENTS:**

The applicants have requested Her Worship Mayor and Council's favourable consideration of their application to cancel a portion of Plan 3176 HW to allow for the consolidation of the two lots that they own into one within the Town of Onoway (See attached application form dated March 19, 2021). The subject lands are Plan 3176 HW, Block 3, Lot 2 and Plan 3176 HW, Block 3, Lot 3A. Lot 2 has dimensions of 15.24 metres (50.0 ft.) in width by 38.1 metres (125.0 ft.) in depth and Lot 3A has dimensions of 30.48 metres (100.0 ft.) in width by 38.1 (125.0 ft.) in depth. Both lots have frontage on 48<sup>th</sup> Street and back onto the Municipal Laneway (See attached location map). Both lots are relatively flat. Lot 3A is developed with a Single Detached Dwelling and Detached Garage, while Lot 2 remains vacant. The request is being made to facilitate future development plans.

**RECOMMENDATIONS:**

It is the recommendation of the Development Officer that favourable consideration be granted to approve the Plan Cancellation Bylaw No. 783-21, as requested, to allow for the consolidation of the subject two (2) lots, for the following reasons:

1. The proposal conforms to the requirements of the Land Use Bylaw and does not impinge upon the economic development of the Lands.
2. The proposal satisfies the requirements of Municipal Government Act, RSA 2000, Ch. M-26, Section 658, as amended.
3. It has been typical for Her Worship Mayor & Council to look favourably upon such applications.

# LOT CONSOLIDATION APPLICATION



## LAND OWNER INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: Onoway Postal Code: TOE 1V0

Phone number: \_\_\_\_\_

## PROPERTY INFORMATION

Property #1 - Plan: 3176 HW Block: 3 Lot: 3A

Property #2 - Plan: 3176 HW Block: 3 Lot: 2

Municipal Addresses: #1 4744 48 Street #2 4740 48 street

I authorize the person(s), designated by the Municipality as designated in Section 542 of the Municipal Government Act, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection in connection with my lot consolidation application.

I/we being the registered landowners of the above properties do hereby request the lands to be consolidated into \_\_\_\_\_ Bylaw.

Registered Owner Signature: \_\_\_\_\_

Date: March 19 2021

Registered Owner Signature: \_\_\_\_\_

Date: March 19 2021

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

## The following **MUST** be submitted with the application:

- **Application and processing fee of \$420.00 - Cheque made payable to Town of Onoway.**
- **A current title for each property being consolidated. Titles can be obtained from any Registries Office – (ownership information must match exactly on each title).**
- **This application **MUST** be signed by all owners listed on title.**

Tony Sonleitner – Development Officer  
Box 2945 Stony Plain, AB T7Z 1Y4  
pcm1@telusplanet.net 780-718-5479

(72)



CERTIFIED COPY OF  
CERTIFICATE OF TITLE

8

LINC                      SHORT LEGAL  
0015 445 001          3176HW;3;2

TITLE NUMBER: 212 057 083  
TRANSFER OF LAND  
DATE: 05/03/2021

AT THE TIME OF THIS CERTIFICATION

R

LER

AS JOINT TENANTS

ARE THE OWNERS OF AN ESTATE IN FEE SIMPLE  
OF AND IN

PLAN 3176HW  
BLOCK 3  
LOT 2  
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-  
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION  
NUMBER          DATE (D/M/Y)      PARTICULARS

NO REGISTRATIONS

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF  
THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 05 DAY OF MARCH          , 2021



\*SUPPLEMENTARY INFORMATION\*

VALUE: \$34,000  
CONSIDERATION: \$34,000  
MUNICIPALITY: TOWN OF ONOWAY  
REFERENCE NUMBER:  
042 063 061 +1

( CONTINUED )

73



**CERTIFIED COPY OF  
Certificate of Title**

S

LINC  
0027 665 497

SHORT LEGAL  
3176HW;3;3A

TITLE NUMBER: 202 164 206  
TRANSFER OF LAND  
DATE: 11/08/2020

**AT THE TIME OF THIS CERTIFICATION**

ONOWAY  
ALBERTA TOE 1V0  
AS JOINT TENANTS

ARE THE OWNERS OF AN ESTATE IN FEE SIMPLE  
OF AND IN

PLAN 3176HW  
BLOCK 3  
LOT 3A  
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-  
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

**ENCUMBRANCES, LIENS & INTERESTS**

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
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NO REGISTRATIONS

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE  
REPRESENTED HEREIN THIS 11 DAY OF AUGUST ,2020



**\*SUPPLEMENTARY INFORMATION\***  
VALUE: \$139,000  
CONSIDERATION: \$139,000  
MUNICIPALITY: TOWN OF ONOWAY  
REFERENCE NUMBER.

74



**LOCATION MAP**  
**BYLAW 783-21**  
**PLAN 3176 HW, BLOCK 3, LOT 2 AND PLAN 3176 HW, BLOCK 3, LOT 3A WITHIN THE TOWN OF ONOWAY**



## **MGA Section 658**

## **Cancellation of plan of subdivision**

### **Cancellation of plan of subdivision**

658(1) On the application of one or more owners of a parcel of land in a plan of subdivision, a council may by bylaw order the plan cancelled, in whole or in part.

(2) A council may pass a bylaw under subsection (1) only with the consent of

(a) the owners of the parcel of land in the plan of subdivision,

(b) every person shown on the certificate of title of the land in the plan of subdivision as having an estate or interest in it, and

(c) the Crown in right of Alberta, if the plan of subdivision shows a highway or road or other right of way vested in the Crown for which no certificate of title has been issued.

(3) A plan cancellation may not be effected only or primarily for the purpose of disposing of reserves.

(3.1) If all of a plan is cancelled, deferred reserve caveats and environmental reserve easements are also cancelled.

(4) If all reserve land has been cancelled from a plan of subdivision, the resulting parcel of land, if it is subsequently subdivided, may be subject to the provisions of this Part respecting reserves.

(5) If a plan is cancelled in part, a deferred reserve caveat may be placed against the consolidated certificate of title reflecting any reserve land that was cancelled and that will be owing if the parcel is subsequently subdivided.

**TOWN OF ONOWAY  
BY-LAW 786-21**

**BEING A BYLAW IN THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF ASSESSMENT SUB-CLASSES**

**WHEREAS, PURSUANT to Part 2 of** the Municipal Government Act, being Chapter M-26.1 of the R.S.A. 2000 and amendments thereto, Council may enact a Bylaw;

**AND WHEREAS PURSUANT TO** Part 9 of the Municipal Government Act, being Chapter M26 R.S.A. 2000, and amendments thereto, which details the rights, duties and obligations of the municipality in appointing and authorizing an assessor and procuring property assessment for the purpose of taxation;

**AND WHEREAS PURSUANT TO** Section 297 of the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto, a municipality may pass a bylaw setting the assessment sub-classes for residential and non-residential property authorizing the assessor to assign these sub-classes in preparing the assessment and supplementary assessment of property, and;

**AND WHEREAS,** the Council of the Town of Onoway deems it proper and expedient to pass such a Bylaw;

**NOW THEREFORE** the Council of the Town of Onoway, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1 This bylaw may be cited as "Assessment Classification and Sub-Classes Bylaw"

2. DEFINITIONS

2.1 "Act" means the Municipal Government Act, RSA 2000, c. M-26 and amendments thereto;

2.2 "Assessed Property" means assessed property as defined in Section 284 of the Act;

2.3 "Assessment Roll" means assessment roll as defined in Section 303 of the Act;

2.4 "Non-Residential Assessment Class Property" means non-residential property as defined in Section 297(4)(b);

- 2.5 "Residential Assessment Class Property" means residential property as defined in Section 297(4)(c);
  - 2.6 "Supplementary Assessment" means an assessment made pursuant to Section 314 of the Act;
  - 2.7 "Supplementary Assessment Roll" means a supplementary assessment roll as defined by Section 315 of the Act;
  - 2.8 "Vacant" means a parcel of land districted in the municipal Land use Bylaw, as amended, for development.
3. CLASSIFICATION OF ASSESSMENT AND ESTABLISHMENT OF SUB-CLASSES
- 3.1 For the purpose of the Assessment Role, prepared annually for taxation, all Assessment Class Property within the Town of Onoway is hereby divided into the following assessment sub-classes:

Town of Onoway  
Assessment Classes as per Section 297 of the Municipal Government Act

<b>Class Description</b>	<b>Sub-Class Description</b>
Class 1 Residential	Country Residential
Class 1 Residential	Improved Site
Class 1 Residential	Vacant
Class 1 Residential	Multi-Family
Class 2 Non-Residential	Commercial Improved Site
Class 2 Non-Residential	Commercial Vacant
Class 2 Non-Residential	Industrial Improved Site
Class 2 Non-Residential	Industrial Vacant
Class 2 Non-Residential	Non-residential Federal land
Class 2 Non-Residential	Non-residential Industrial Improved
Class 2 Non-Residential	Non-residential Industrial Vacant
Class 2 Non-Residential	Railway
Class 2 Non-Residential	DIP – Non-Residential
Class 2 Non-Residential	Linear – Electric Power Systems
Class 2 Non-Residential	Linear– Telecommunication Systems
Class 2 Non-Residential	Linear – Gas Distribution Systems
Class 2 Non-Residential	Linear – Pipeline
Class 3 – Farm Land	Farm Land
Class 4 – Machinery and Equipment	Machinery and Equipment
Class 4 – Machinery and Equipment	DIP Machinery and Equipment
Exempt	School
Exempt	Provincial
Exempt	Religious
Exempt	Miscellaneous
Exempt	Municipal

- 3.2 That the Municipal Assessor is hereby authorized to compile assessments and present the annual assessment tax roll for the Town of Onoway with the prescribed assessment classifications established in this Bylaw.
4. This Bylaw shall come into force when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME THIS 1<sup>st</sup> day of April, 2021

READ A SECOND TIME THIS 1st day of April, 2021

UNANIMOUS CONSENT to proceed to third reading THIS 1<sup>st</sup> day of April, 2021

READ A THIRD AND FINAL TIME THIS 1st day of April, 2021.

\_\_\_\_\_  
**Mayor Judy Tracy**

\_\_\_\_\_  
**Wendy Wildman**  
**Chief Administrative Officer**

Existing

VILLAGE OF ONOWAY  
BY-LAW 526-99

**BEING A BYLAW IN THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH ASSESSMENT CLASSES FOR PROPERTY WITHIN THE VILLAGE  
OF ONOWAY.**

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**WHEREAS** the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 1994, with amendments thereto, provides for a Council of a municipality to set assessment classes by bylaw; and

**WHEREAS** Section 297 (2) (a) allows a council to divide class 1 – residential assessment, into sub-classes on any basis it considers appropriate, and

**WHEREAS** Section 297 (2) (b) allows a council to divide class 2 – non-residential assessment, into two sub-classes of vacant non-residential and improved non-residential,

**NOW THEREFORE** the Council of the Village of Onoway duly assembled hereby enacts that the following assessment classes shall be adopted by the Village of Onoway for assessment and taxation purposes:

1. Residential Improved
2. Residential Vacant
3. Residential Mobile Home
4. Residential Multiple Housing
5. Residential Multiple Housing – Seniors Housing Authority
6. Farmland
7. Non-residential Commercial Improved
8. Non-residential Commercial Vacant
9. Non-residential Federal Land
10. Non-residential Industrial Improved
11. Non-residential Industrial Vacant
12. Machinery and equipment
13. Railway Right-of-way
14. Well, Flow, Land and Line Pipe
15. Electric Power & Distribution System
16. Cable Television
17. Telecommunication and Transmission
18. Exempt Residential
19. Exempt Other

This Bylaw shall come into force on the date of its final passage and be effective for the 1999 taxation year.

**READ A FIRST TIME THIS 25<sup>th</sup> DAY OF JANUARY 1999.**

**READ A SECOND TIME THIS 25<sup>TH</sup> DAY OF JANUARY 1999.**

**READ A THIRD AND FINAL TIME THIS 8<sup>TH</sup> DAY OF FEBRUARY 1999.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Municipal Manager (Acting)

80

**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** March 19, 2021 4:31 PM  
**To:** 'Debbie Giroux'  
**Cc:** 'Jason Madge'  
**Subject:** FW: Community Peace Officer - Enforcement of COVID-19 Restrictions/CMOH Order  
**Attachments:** Enforcement Department - COVID-19 Enforcement 03.18.2021.pdf

Deb for our next agenda

**Wendy Wildman**

CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: [cao@onoway.ca](mailto:cao@onoway.ca)**

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**From:** Trista Court <[tcourt@lsac.ca](mailto:tcourt@lsac.ca)>  
**Sent:** March 19, 2021 3:53 PM  
**To:** Town of Onoway CAO ([cao@onoway.ca](mailto:cao@onoway.ca)) <[cao@onoway.ca](mailto:cao@onoway.ca)>; County of Barrhead <[doyarzun@countybarrhead.ab.ca](mailto:doyarzun@countybarrhead.ab.ca)>; Gordon Frank, CAO - Woodlands County <[gordon.frank@woodlands.ab.ca](mailto:gordon.frank@woodlands.ab.ca)>  
**Cc:** Mike Primeau <[mprimeau@lsac.ca](mailto:mprimeau@lsac.ca)>; D. Choma <[dchoma@lsac.ca](mailto:dchoma@lsac.ca)>  
**Subject:** Community Peace Officer - Enforcement of COVID-19 Restrictions/CMOH Order

Please see the attached directive to the Lac Ste. Anne County Enforcement Department, regarding the County's position on the above noted. As we provide service to your municipalities, we hope that your Councils/Administration are of similar opinion.

If you are not, and prefer another direction for your municipality, please contact me to discuss further.

Stay well,

**Trista Court**

General Manager of Community & Protective Services, Lac Ste. Anne County  
56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0  
PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | CELL: 780.284.1538 [lsac.ca](http://lsac.ca)

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(81)



# Memo

To: Enforcement Services Department  
From: Mike Primeau, CAO  
Date: March 16, 2021  
Re: Authority to enforce the Public Health Act & Chief Medical Officer of Health's Orders:  
COVID-19

---

Further to Alberta Justice & Solicitor General – Bulletin 16-2021, Ministerial Order 13/2021 will allow for Community Peace Officers to enforce the Chief Medical Officer of Health's (CMOH) Orders related to COVID-19 through the Public Health Act.

In Lac Ste. Anne County, when responding to a COVID-19 complaint, the direction is to provide education first, prior to taking enforcement action. Response will be at the discretion of the responding Officer(s).

**Important Note:**

"... as there is no current declared provincial state of emergency, section 13(1.1) of the Peace Officer Act cannot be used and therefore peace officers and their employers must consent to enforcing the CMOH's Orders through the PHA as per section 13(1) of the Peace Officer Act."

Should enforcement action be necessary, reporting to the Peace Officer Program must be completed for all tickets, voluntary compliance through education, or unfounded complaints (for reporting details, refer to Bulletin 26-2020). These reports must also be submitted to the GM of Community & Protective Services in order to monitor the County's response.

Ministerial Order 13/2021 is effective March 4<sup>th</sup>, 2021 and will remain in effect for 90 days. It is assumed that further directive will follow from Alberta Justice & Solicitor General upon it's expiry and the County will re-evaluate the situation at that time.

Through this, Officer safety remains a priority. Please ensure that adequate PPE and sanitizing practices are adhered to (a review of the applicable Field Level Hazard Assessments and Safe Work Practices is recommended).



# BULLETIN

March 4, 2021

16-COVID-19

To all Authorized Employers of Community Peace Officer Level 1s and Alberta Peace Officer Level 2s Employed by the Ministry of Environment and Parks, Environmental Enforcement Services:

**Re: The Authority to Enforce the *Public Health Act* and Chief Medical Officer of Health's Orders**

After further consideration, the Minister of Justice and Solicitor General has determine that a new Ministerial Order pertaining to the enforcement of the Chief Medical Officer of Health's (CMOH) Orders through the *Public Health Act* (PHA) will be issued.

The newly signed Ministerial Order is 13/2021.

**Please note that as there is no current declared provincial state of emergency, section 13(1.1) of the *Peace Officer Act* cannot be used and therefore peace officers and their employers must consent to enforcing the CMOH's Orders through the PHA as per section 13(1) of the *Peace Officer Act*.**

Consequently, the decision to utilize this extended authority granted by the Ministerial Order is the authorized employers and their peace officers to determine.

There is no requirement for those authorized employers to submit their consent to the Peace Officer Program if they chose to enforce the CMOH's Orders through the PHA.

However, those choosing to enforce the CMOH's Orders, must start to report their enforcement activities once more in accordance to the direction provided in November 2020.

Please submit your enforcement activities to the Peace Officer Program via [poprogram@gov.ab.ca](mailto:poprogram@gov.ab.ca).

If you have any questions please do not hesitate to contact me at [sean.bonneteau@gov.ab.ca](mailto:sean.bonneteau@gov.ab.ca).

Sincerely,

Sean Bonneteau, CD  
Director  
Law Enforcement Standards and Audits



M.O. 13/2021

**MINISTERIAL ORDER**

I, **KAYCEE MADU, QC**, Minister of Justice and Solicitor General for the Province of Alberta, pursuant to section 13(1) of the *Peace Officer Act*, consider that an emergency exists that requires the services of one or more peace officers. With their consent and the consent of their authorized employers,

1. I declare that the peace officers listed in this Order have jurisdiction in all or any part of Alberta and in addition to the authorities responsibilities and duties set out in their individual appointments have the authority, responsibility and duty:
  - i. To enforce Alberta's *Public Health Act* and all of Alberta's Chief Medical Officer of Health's Orders pertaining to the COVID-19 pandemic.
2. This authority, responsibility and duty are granted only while performing the following duties:
  - i. Providing law enforcement services or other related duties in relation to the COVID-19 pandemic; and
  - ii. Acting at the request of any police service in Alberta, or any Government of Alberta Ministry pertaining to the COVID-19 pandemic.
3. This Order applies to the following peace officers:
  - i. All uniformed Alberta Peace Officers Level 2 employed/engaged by the Ministry of Environment and Parks, Environmental Enforcement Services; and
  - ii. All uniformed Community Peace Officers Level 1 employed/engaged by an authorized employer of peace officers as defined by section 5 of the *Peace Officer Act*.
4. This order shall remain in effect for a period of 90 days from the date set out below.

Dated at the City of Edmonton, in the Province of Alberta, this 4<sup>th</sup> day of March, 2021.

*signature redacted*



**MINISTER OF JUSTICE AND SOLICITOR GENERAL  
OF THE PROVINCE OF ALBERTA**

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** March 11, 2021 11:37 AM  
**To:** 'Dave ives'  
**Cc:** 'Jason Madge'; 'Debbie Giroux'  
**Subject:** RE: Station Bay

Dave I will discuss with Council at our next meeting. It was Lorna with East End Bus who I showed it to, and as stated before that was the direction of Council was to see if either of you would be interested in it.

I'll let you know.

When you get a minute can you call me about that powerline incident.

thx

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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**From:** Dave ives <davidives.nwfr@gmail.com>  
**Sent:** March 11, 2021 11:31 AM  
**To:** Wendy Wildman <cao@onoway.ca>  
**Subject:** Station Bay

CAO Wildman,

We have some safety and security concerns about having strangers (not first responders) coming and going from the fire hall - especially if training or a call out is in progress.

I understand the town is losing \$200.00 per month due to AHS leaving.

. Would the town be willing to split the difference with the FD and up our rent \$100.00 per month?

FC Ives



**SERVICE AGREEMENT AMENDMENT**

This AMENDMENT made as of April 30, 2021 between:

**THE INSPECTIONS GROUP INC** (the "Agency")

and

**TOWN OF ONOWAY** (the "The Town")

**The Inspections Group Inc.**  
12010-111 Avenue  
Edmonton AB T5G 0E6  
Attention: Tim Roskey  
Email: troskey@inspectionsgroup.com

**Town of Onoway**  
PO Box 540  
Onoway AB T0E 1V0  
Attention: Wendy Wildman  
Email: cao@onoway.ca

**Agency and Town hereby agree as follows:**

- A. The Agency and Town are parties to the Service Agreement dated April 30, 2018 which sets out terms and conditions which they have agreed shall apply to the Agreement and any Amendment thereto between them.
- B. The Agency and Town have agreed to amend the Service Agreement as described below.
  - i) Section 3 **TERMS OF AGREEMENT** will hereby be amended as follows;

This Amended Agreement shall be effective May 1, 2021 and will continue on a year by year automatic renewal April 30<sup>th</sup> of each year up to a maximum number of five (5) additional successive option One (1) Year Term renewals unless terminated by either party assigned hereto and terminated in accordance with the terms of the original Agreement dated April 30, 2018.

**Executed by the Parties' duly authorized representative.**

**The Inspections Group Inc.**

**Town of Onoway**

Signed this 8 day of MARCH, 2021

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

  
\_\_\_\_\_  
Tim Roskey, Chief Executive Officer

\_\_\_\_\_  
Wendy Wildman, Chief Administrative Officer

**debbie@onoway.ca**

---

**From:** Ryan Nixon <[rnixon@inspectionsgroup.com](mailto:rnixon@inspectionsgroup.com)>  
**Sent:** March 22, 2021 10:40 AM  
**To:** [debbie@onoway.ca](mailto:debbie@onoway.ca)  
**Subject:** Re: Contract Amendment for Onoway  
**Attachments:** TIGI LOGO 500 DPI.jpg; Untitled attachment 00077.html; April 2021 CONTRACT AMENDMENT Town of Onoway-PARTIALLY EXECUTED.pdf; Untitled attachment 00080.html

Hello Debbie,

Here is the service agreement amendment that we have partially executed. If you have any questions please feel free to contact me to discuss this further. If this is approved, please send back a scan of the fully executed service agreement.

Regards,

Ryan Nixon  
Director of Business Development & Innovation  
The Inspections Group Inc  
Cell (780) 996-3355  
[rnixon@inspectionsgroup.com](mailto:rnixon@inspectionsgroup.com)

**AGREEMENT MADE IN DUPLICATE EFFECTIVE THE 30 DAY OF April, 2018**

**BETWEEN:**

**TOWN OF ONOWAY**  
(the "Town")

**-AND-**

**THE INSPECTIONS GROUP INC.**  
(the "Agency")

**BUILDING, ELECTRICAL, PLUMBING & GAS INSPECTION SERVICES AGREEMENT**

**WHEREAS** Town is an accredited municipality, as that term is defined in the *Safety Codes Act*,

**AND WHEREAS** The Inspections Group Inc. is an accredited agency, as that term is defined in the *Safety Codes Act*;

**AND WHEREAS** the Act permits an accredited agency to enter into an agreement with an accredited municipality to provide those services that the Agency is authorized to provide under the Act;

**AND WHEREAS** the Town and the Agency have reached agreement with respect to the terms and conditions under which the Agency will provide inspection services to the Town.

**NOW, THEREFORE**, in consideration of the promises, mutual terms, covenants and conditions herein, the Parties hereto agree as follows:

**1. DEFINITIONS**

- (a) "Act" means the *Safety Codes Act*, S.A. 1991 c. S-0.5, as amended from time to time;
- (b) "Agency Q.M.P." means the Quality Management Plans of the Agency, in the Building, Electrical, Gas and Plumbing disciplines as may be revised from time to time by the Agency attached as Schedule "D" hereto;
- (c) "Town Q.M.P." means the uniform Quality Management Plan in the Building, Electrical, Plumbing & Gas disciplines of the Town, as may be revised from time to time by the Town attached;
- (d) "Inspection information" means all files, documents, materials, "hard copy" and "electronic" data and any information which comes into the possession or control of the Agency arising out of this Agreement;

- (e) "Non-Confidential Information" means information which can be demonstrated by the Agency;
  - (i) at the time of disclosure of such information to the Agency was, or which at any time thereafter, became generally available to the public;
  - (ii) to have been received by the Agency from a third party which is not obliged, directly or indirectly, to maintain such information in confidence; or
  - (iii) to have been known to the Agency prior to the date of receipt of any information from the Town pursuant to this Agreement;
- (f) "Regulations" means Regulations promulgated pursuant to the Act, as amended from time to time;
- (g) "Services" means all those activities reasonably necessary and incidental to the provision of inspection services pursuant to the Act, including, but not limited to, the activities specifically set forth in section 5 hereto; and
- (h) "Permit Fee" means the applicable base permit fee set forth in Schedule "B" which is charged in the Town to a party submitting a permit application.

## **2. PREAMBLE AND SCHEDULE**

The parties hereto confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that the same and various Schedules hereto are expressly incorporated into and form part of this Agreement.

The Schedules to this Agreement are as follows:  
 Schedule "A"           Activities and Policies  
 Schedule "B"           Permit Fees & Charges

If any of the provisions contained in any of the Schedules conflicts with any of the provisions of this Agreement, the provisions contained in this Agreement shall prevail and the provisions contained in the Schedules shall be interpreted accordingly. For further clarity, if any provision contained in the Agency Q.M.P. conflicts with any of the provisions of the Town Q.M.P., the provisions contained in the Town Q.M.P. shall prevail.

## **3. TERM OF AGREEMENT**

This Agreement shall be effective May 1<sup>st</sup>, 2018 based on a three (3) Year Term (the "Term") and this Agreement shall expire on April 30<sup>th</sup>, 2021 with an option for a one (1) year extensions if mutually agreed up to a maximum number of six (6) successive optional One (1) Year Term renewals, or unless otherwise prescribed by Municipal Regulation or Bylaw. Subject to earlier termination as set forth herein.



#### **4. PAYMENT OF PERMIT FEES**

The Agency shall issue permits and collect the Permit Fees set forth in the "Town Fee Schedule" from the permit applicants. The Agency shall collect and remit Safety Codes Council fees thereon.

At the end of each month, the Agency will remit to the Town 45% (plus GST) of all of the collected permit fees minus the Safety Code levy for Electrical, Plumbing and Gas permits issued during the previous month.

At the end of each month, the Agency will remit to the Town 45% (plus GST) of collected permit fees minus Safety Codes levy, for Building permits with installations from \$0.00 to \$4,999,999.00 issued during the previous month.

At the end of each month the Agency will remit to the Town 55% (plus GST) of the collected permit fees minus Safety Codes levy, for Building permits with for installations \$5,000,000.00 and above issued during the previous month.

Additional inspections, selected by the contractor/applicant, upon the issuance of the permit, in addition to those required under the Uniform Quality Management Plan, will be charged at a rate of \$150 per inspection plus levy. The Town will receive their percentage split of these supplementary charges.

Re-inspection fees will be charged at \$150 plus levy. The Town will receive their percentage split of these supplementary charges.

Re-opening a previously closed permit fee will be charged at \$75 plus levy. The Town will receive their percentage split of these additional charges.

Rush inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)  
(The Town will receive their percentage split of these supplementary charges.)

Site consultations at the request of the contractor/applicant will be charged at a rate of \$120 per hour (minimum 2 hours) plus GST. The request for this service will be directed to the Agency and fees will be collected by the Agency.

Upon cancellation of a permit a minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the permit fee (Building and Private Sewage only) will be paid to the Agency if a plan review has been completed, up to a maximum of \$250.

Additional pre-authorized inspection services not covered under permit(s), and site investigations requested by the Town, and specifically provided to the Town, will be invoiced at the rate of \$110 per inspection (plus GST). The Agency will receive 100% of these supplementary charges.

## **5. PERFORMANCE OF SERVICES**

The Agency shall:

- (a) perform the Services as requested or assigned by the Town in accordance with this Agreement and, in particular, in strict compliance with the Town Q.M.P.;
- (b) perform the Services in an efficient and timely manner so as not to impose undue time delays on the proposed activity which is the subject of the Services;
- (c) produce and utilize records required including, but not limited to applications, permits, plans, review reports, inspection reports, variance and order forms and all other information required by the Town Q.M.P.;
- (d) ensure the Town will receive an itemized statement, monthly, setting out all Services performed by the Agency together with all other details relating to the provision of those Services, satisfactory to the Town;
- (e) at all times during the term maintain "Agency Accreditation" in good standing pursuant to the Safety Codes Act;
- (f) at all times carry out its obligations pursuant to this Agreement in compliance with all statutes, regulations and bylaws passed by any authority having jurisdiction which, without limiting the generality of the foregoing, shall include the Act, as amended from time to time;
- (g) upon receipt of written request from the Town, obtain and deliver to the Town a clearance certificate obtained from the Workers' Compensation Board with respect to the activities of the Agency pursuant to this Agreement;
- (h) permit the Town to conduct periodic audits of the activities of the Agency carried out pursuant to this Agreement and review any and all documentation deemed necessary by the Town to conduct such audit and make all of its records available to the Town for the purpose of conducting the audit;
- (i) only permit the performance of its obligations hereunder by an officer or employee of the Agency who has been approved by the Town in writing, in advance, such approval which may be withheld, terminated or revoked by the Town at any time and in its discretion; subject to earlier termination as set forth herein.
- (j) provide to the Town, proof of participation in a "Health and Safety" initiative or a true copy of a Certificate of Recognition of the Agency's participation and good standing in a Health and Safety program acceptable to the Town;
- (k) carry out all activities reasonably necessary and incidental to the defense of any dispute or appeal relating to issuance of permits by the Town related to the discharge of the obligations of the Agency at its sole expense;
- (l) at all times during the term use such computer hardware and software as required by the Town to permit the Agency to receive and send electronic data and communications from and to the Town in a format which is compatible with such computer hardware and software used by the Town;

- (m) through this transition, the Agency will assess the outstanding permits issued in the Town by the Municipal Safety Codes Inspection Agency and will insure that inspections are conducted on those permits.
- (n) observe and perform all of the activities and policies set forth in Schedule "A" hereto.

## 6. PAYMENT OF GST

All amounts payable by the Town to the Agency for "Fees for Inspection Services" hereunder shall be subject to any applicable Goods and Service Tax ("GST") payable thereon.

The GST registration number for The Inspections Group Inc. is 888085313.

## 7. TAXES AND DEDUCTIONS

The Agency shall be responsible for the payment of all *Income Tax, Canada Pension, Employment Insurance* and all other required payments, contributions or deductions including, but not limited to, any assessments levied pursuant to the *Workers' Compensation Act* which arise or may hereafter arise with respect to the services performed by the Agency under this Agreement.

## 8. INSURANCE

All insurance policies will state that the coverage provided will not be changed in any material way, cancelled or terminated until thirty (30) days after written notice of such change, cancellation, or termination has been provided to the Town.

### a) **Comprehensive or Commercial General Liability Insurance:**

Comprehensive or commercial liability insurance within limits of not less than \$5,000,000 (five million dollars) inclusive per occurrence with an aggregate of \$ 10,000,000 (ten million dollars) for accident, against personal injury, bodily injury, and property damage (including loss of use) will be maintained. Total liability can be made up of Primary and Excess limits.

### b) **Automobile Liability Insurance:**

Automobile Liability insurance in an amount of not less than \$2,000,000 (two million dollars) on all vehicles owned, operated by employees or licensed in the name of the Agency. Total liability can be made up of Primary and Excess limits.

**c) "All Risk" Valuable Papers and Records Insurance:**

"All Risk" Valuable Papers and Records insurance with a Primary Limit of \$250,000 on all such items pertaining to the services under this agreement for the reconstruction of these items.

**d) Professional Liability/Errors and Omissions Insurance:**

Professional Liability/Errors and Omissions insurance with limits of not less than \$2,000,000 (two million dollars) inclusive per loss with \$2,000,000 (two million dollars) per policy period.

**e) Occupational Health & Safety:**

The Agency is a member of the Alberta Construction Safety Association and will provide the Town, following commencement of the contract, a copy of the "Health and Safety" initiatives for the Company, issued pursuant to Occupational Health and Safety Regulations and requirements.

**f) Worker's Compensation Coverage:**

The Agency will provide to the Town, prior to commencement of services under an agreement, written certification of current and appropriate worker's compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The WCB account will remain in good standing throughout the terms of the agreement.

**9. FEES, LICENCES AND AGENCY'S COST**

Except as otherwise provided for in the Agreement, the Agency shall be solely responsible for all costs relating to the provision of the Services, including but not limited to:

- (a) all fees, licenses, permits, filings, and all other costs incidental to the performance of the Agency's obligations under this Agreement;
- (b) all mileage and automobile expenses;
- (c) all accommodation, meals and related living expenses;
- (d) any and all office and related equipment requirements, clerical support and telephone charges; and
- (e) any Agency computer software and hardware requirements relating to the performance of this Agreement.

**10. PERFORMANCE**

Officers or employees of the Agency who have been approved in advance by the Town, such approval that may be withheld, terminated or revoked, shall only carry out the obligations of the Agency directly related to the performance of the obligations of the Agency pursuant to this Agreement.

**11. RELATIONSHIP BETWEEN THE PARTIES**

Nothing contained herein shall be construed to create the relationship of employer and employee between the Town and the Agency nor shall the Agency be constituted as the partner, servant, joint venture or legal representative of the Town for any purpose whatsoever.

**12. NO AUTHORITY**

Neither the Town nor the Agency has the authority to assume or create any obligation whatsoever, express or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.

**13. OWNERSHIP AND CONTROL**

All files, documents and materials relating to the activities conducted by the Agency pursuant to this Agreement are deemed the property of the Town, shall remain in the sole ownership and control of the Town and the creation, maintenance, retention or transfer of the same, as the case may be, shall be carried out in strict compliance with the Town Q.M.P..

The Agency will not disclose or make known to any person the Inspection information or, any matter or thing which comes to knowledge as confidential, excepting Non-Confidential Information, unless the Agency is expressly authorized by the Town in writing to disclose or make known the knowledge. Notwithstanding the expiry or termination of this Agreement, the Agency expressly acknowledges and confirms that any information and records compiled or created pursuant to this Agreement which are in the custody of the Agency are subject to the *Municipal Government Act* and/or the *Freedom of Information and Protection of Privacy Act*, as they may be amended from time to time. If any request is received for any of these records from a third party, the Agency shall forward the information and records, at the Agency's expense, to the Town within five (5) calendar days of written notification from the Town to that effect.

**14. INDEMNITY**

The Agency shall indemnify the Town and all of the Town's Council, servants, agents, employees, and persons for whom the Town is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses and expenses, including all legal fees (on a solicitor and his own client full indemnity basis) and all other costs and disbursements reasonably incurred in the prosecution or defense of any action, or appeal there from, which may be made or brought against the Town or which the Town may suffer or incur as a result of, in respect of, or arising out of, occasioned by or in any way related to:

- (a) the Agency's performance or purported performance or non-performance of this Agreement; or
- (b) the failure of the Agency to remit all applicable tax withholdings, *Canada Pension* contributions, *Employment Insurance* contributions and all other payments, contributions, GST or deductions for which the Agency is liable

The Town shall indemnify the Agency and all of the Agency's servants, agents, employees, and persons for whom the Agency is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses and expenses, including all legal fees (on a solicitor and his own client full indemnity basis) and disbursements, due to, arising from or to the extent contributed to by any breach by the Town of any provision of this Agreement, or any error, omission, negligent or unlawful act of the Town, or the Town's Council, servants, agents, employees, contractors or persons for whom the Town is in law responsible.

Neither the Town or the Agency shall admit liability to a third party without obtaining the prior written consent of the other party, and agrees to obtain the prior written consent of the other party prior to any Towns being made with any third party.

#### **15. DEFAULT AND TERMINATION**

Each and every of the following events shall constitute an event of default (an "Event of Default"):

- (a) if the Agency fails to comply with any reasonable order or request provided by the Town pursuant to this Agreement;
- (b) if the Agency fails to comply with the Act and all other statutes, regulations and bylaws passed by any authority having jurisdiction in force from time to time;
- (c) if the Agency experiences a change in control including but not limited to any assignment of the ownership of all or a portion of its share capital, in any manner without the prior consent of the Town to such alterations, which consent may be withheld; and
- (d) if the Agency neglects or fails to observe, perform or comply with any of its obligations pursuant to this Agreement, howsoever arising.

The Town shall provide written notice to the Agency of an Event of Default and the Agency shall have a period of sixty (60) days from the date of receipt of the notice to cure the default to the satisfaction of the Town, in its absolute discretion. If the Event of Default continues for such sixty (60) days, the Town may terminate this Agreement by delivery of notice in writing to that effect to the Agency, such termination to be effective thirty (30) days after delivery of such notice to the Agency. The termination of this Agreement by the Town pursuant to this section shall be without prejudice to and shall not limit in any way the Town's recourse to any remedies available to it by law, equity or otherwise.

## **16. TERMINATION**

Notwithstanding any provision contained herein to the contrary, the Town may terminate this Agreement effective upon delivery of written notice to the Agency, if any of the following events occur:

- (a) if the Agency makes an assignment of its assets for the benefit of its creditors, makes a proposal to its creditors under any bankruptcy or insolvency legislation or any jurisdiction;
- (b) if a petition in bankruptcy is filed and presented against the Agency, or if a receiver, receiver and manager, custodian or similar agent is appointed or takes possession of any property or business of the Agency;
- (c) if the accreditation of the Agency pursuant to the Act is suspended or cancelled;
- (d) if the Agency ceases or threatens to cease to carry on its business, or performance of inspections is not keeping with the expectations of the Town's Q.M.P. or customer service expectations are not up to a reasonable standard;
- (e) either party may terminate this agreement with ninety (90) days written notice

and such termination shall not limit, in any way, the Town's recourse to any remedies available to it by law, equity or otherwise.

## **17. OBLIGATIONS UPON TERMINATION**

The Agency agrees that within fifteen (15) days of the effective date of the expiry or earlier termination of this Agreement, the Agency shall return all Inspection Information forthwith to the Town. Upon written request of the Town, the Agency shall provide an affidavit, in form and content satisfactory to the Town in its absolute discretion, to the effect that all Inspection Information has been returned to the Town and there is no Inspection Information in the possession or control of the Agency, excepting Non-Confidential Information.

**18. AGENCY ENTITLEMENT UPON TERMINATION**

Upon expiry or termination of this Agreement, the Agency's right to consideration hereunder shall be limited to payment for the Services performed and authorized expenses to and including the effective date of expiry or termination and the Agency specifically acknowledges and agrees that the consideration set forth in this paragraph constitutes reasonable, fair and equitable consideration hereunder.

**19. TRANSITION PLAN**

Upon the expiry or termination date of this Agreement, Town shall forward a transition plan to the Agency that details how the Agency is to resolve those matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan.

**20. SURVIVAL**

The provisions of this Agreement which, by their context, are meant to survive the termination or expiry of this Agreement or the Term, including but not limited to Sections 6, 7, 12, 13, 16 and 17, shall survive the termination or expiry, as the case may be, and shall not be merged therein or herewith.

**21. NOTICE**

Whether or not so stipulated therein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
  - (i) upon transmission with answer back confirmation if received within the normal working hours of the business day; or
  - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
  - (iii) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of



postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption shall be deemed to have been received unless actually received.

- (c) except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

(i) **The Town:**  
**Town of Onoway**  
PO Box 540  
Onoway, Alberta, T0E 1V0  
Phone: (780) 967 5338  
Fax: (780) 967 3226  
Attention: **Wendy Wildman**  
Chief Administrative Officer

(ii) **The Agency:**  
**The Inspections Group Inc.**  
12010 – 111<sup>th</sup> Avenue,  
Edmonton, Alberta T5G 0E6  
Phone: (780) 454-5048  
Fax: (780) 454-5222  
Attention: **Tim Roskey**  
Chief Executive Officer

or to such other address as each party may from time to time direct in writing.

## 22. CAPTIONS

The captions herein contained are for convenience only, and shall not limit the terms and conditions of this Agreement.

## 23. ASSIGNMENT

This Agreement or any rights arising out of this Agreement shall not be assigned by the Agency without the prior written consent of the Town, which consent may be withheld.

**24. NON-WAIVER**

The failure of either party to this Agreement to require the performance of any term or condition of this Agreement or the waiver by either party of any breach under this Agreement shall not prevent a subsequent enforcement of such term or condition, nor be deemed a waiver of any subsequent breach.

**25. ENTIRE AGREEMENT**

This Agreement represents the entire Agreement between the parties hereto with respect to the subject matter hereof, and supersedes all previous representations, understandings or agreements, oral or written between the parties hereto with respect to the subject hereof.

**26. AMENDMENTS MUST BE IN WRITING**

This Agreement can be modified, amended or assigned only by a written instrument duly executed by the parties hereto.

**27. SEVERENCE**

All of the provisions of this Agreement shall be treated as separate and distinct and if any provision hereof is declared invalid, the other provisions shall remain in full force and effect.

**IN WITNESS WHEREOF** the parties have hereunto affixed their corporate seals duly attested to by the hands of their properly authorized officers in their behalf on the day and year first above written.

**THE INSPECTIONS GROUP INC.**

Per:   
Tim Roskey, Chief Executive Officer

**TOWN OF ONOWAY**

Per:   
Wendy Wildman, Chief Administrative Officer

Per:   
Jody Tracy, Mayor  
Print Name and Title

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**Schedule "A"**  
**Activities and Policies**

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## **SCHEDULE "A"**

### **ACTIVITIES AND POLICIES**

#### **1. SERVICES**

- 1.1 The Agency will accept permit applications and collect fees including the Safety Code Council levy.
- 1.2 The Agency will issue all Safety Code permits under the Building, Electrical, Gas, Plumbing and Private Sewage disciplines. The Town will notify The Inspections Group of all permits received by way of emailed copy or other means as appropriate.
- 1.3 The Agency shall also be responsible for the collection and payment of all Safety Codes Council operation fees for permits pursuant to section 21.2 (2) of the Safety Codes Act.
- 1.4 The Agency will review designs, plans, drawings and specifications submitted in support of a permit application for compliance with the Act and Regulations and in accordance with the Town Q.M.P.
- 1.5 Stages and frequency of inspections shall be carried out pursuant to the Town Q.M.P. Inspections will be conducted through site review of any construction, materials, process or activity performed under permit for compliance with the Act, Regulations and Town Q.M.P. The Town shall approve any changes in inspection frequency.
- 1.6 The Agency shall provide technical advice and interpretation relative to the Act and Regulations related to the provision of any of the Services.
- 1.7 Requests for inspections received by the Town will be forwarded to the Agency.
- 1.8 The Agency shall provide the required inspections in accordance with the contract agreement unless otherwise indicated by the Town Q.M.P.
- 1.9 The Agency shall also supply a toll free number that can be used by contractors, Town staff and residents of the Town to contact safety codes officers.
- 1.10 The Agency shall provide copies of completed inspection reports and all related documentation to the Town including a statement of fees payable, on a monthly basis.
- 1.11 The Agency shall have a Safety Codes Officer available to answer telephone inquiries on a timely basis to technical questions from citizens at no additional cost to the applicant or the Town.

- 1.12 The **Agency** shall conduct investigations should an incident occur for compliance with the **Safety Codes Act and Regulations**.
- 1.13 Plan reviews will be done by the **Agency**
- 1.14 The **Agency** shall follow all requirements of the **Town Q.M.P.**
- 1.15 Enforcement will be handled by the **Agency** as part of the contract. Extended enforcement will be paid out pursuant to the **fee schedule**.
- 1.16 The **Agency** shall be responsible to evaluate conditions to establish the need to issue Orders in conformance with Section 45 of the Act.
- 1.17 **Town** must approve any Order written by the **Agency** for contravention of the Act or regulations in writing prior to the order being served.
- 1.18 If any person to whom an Order has been issued appeals the Order to the **Safety Codes Council** pursuant to the Act, the **Agency** shall attend all appeal proceedings and defend the Order to the **Safety Codes Council**.

## 2. **FEES**

- 2.1 The **Agency** shall issue permits and collect the **Permit Fees** set forth in the "**Town Fee Schedule**" from the permit applicants. The **Agency** shall collect and remit **Safety Codes Council** fees thereon.
- 2.2 At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of all of the collected permit fees minus the **Safety Code** levy for **Electrical, Plumbing and Gas** permits issued during the previous month.
- 2.3 At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of collected permit fees minus **Safety Codes** levy, for **Building** permits with installations from \$0.00 to \$4,999,999.00 issued during the previous month.
- 2.4 At the end of each month the **Agency** will remit to the **Town** 55% (plus GST) of the collected permit fees minus **Safety Codes** levy, for **Building** permits with for installations \$5,000,000.00 and above issued during the previous month.
- 2.5 Additional inspections, selected by the contractor/applicant, upon the issuance of the permit, in addition to those required under the **Uniform Quality Management Plan**, will be charged at a rate of \$150 per inspection plus levy. The **Town** will receive their percentage split of these supplementary charges.
- 2.6 Re- inspection fees will be charged at \$150 plus levy. The **Town** will receive their percentage split of these supplementary charges.
- 2.7 Re-opening a previously closed permit fee will be charged at \$75 plus levy. The **Town** will receive their percentage split of these additional charges.

- 2.7 Rush inspections for ALL disciplines will be charged as follows:**
- 3 business days notice - \$250 (plus Levy)
  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)  
(The Town will receive their percentage split of these supplementary charges.)
- 2.8 Site consultations at the request of the contractor/applicant will be charged at a rate of \$120 per hour (minimum 2 hours) plus GST. The request for this service will be directed to the Agency and fees will be collected by the Agency.**
- 2.9 Upon cancellation of a permit a minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the permit fee (Building and Private Sewage only) will be paid to the Agency if a plan review has been completed, up to a maximum of \$250. Cancellation requests must be made in writing from the applicant and forwarded to the Agency.**
- 2.10 Additional pre-authorized inspection services not covered under permit(s), and site investigations requested by the Town, and specifically provided to the Town, will be invoiced at the rate of \$110 per inspection (plus GST). The Agency will receive 100% of these supplementary charges.**

**Schedule "B"**  
**Permit Fees and Charges**

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**Town of Onoway**  
Box 540  
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**The Inspections Group Inc.**  
12010 - 111 Avenue NW  
EDMONTON AB T5G 0E6  
Phone: (780) 454 5048 Toll Free: (866) 554 5048  
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www.inspectionsgroup.com

## BUILDING PERMIT FEE SCHEDULE

### RESIDENTIAL/OWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.37 per sq. ft. + SCC levy
	\$150.00 (minimum fee) + SCC levy
<b>Accessory Buildings</b>	
Garages (attached or detached)	(under 624 sq. ft.) \$150.00 + SCC levy
Shops, garages, storage buildings	(over 624 sq. ft.) \$0.37 per sq. ft. + SCC levy
Decks or garden storage sheds	\$0.37 per sq. ft. + SCC levy
	(min \$125.00 + SCC levy)
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy
	(min \$150.00)
Fireplaces (if not included in new construction) (flat rate)	\$100.00 + SCC levy
Demolitions Residential (flat rate)	\$100.00 + SCC levy
Geothermal Heating	\$260.00 + SCC levy

### COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$ 5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$400.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

### MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$350.00 + SCC levy
Basement Development	\$0.37 sq. ft. + SCC levy (min \$150.00)
Mobile Homes Set-up	\$225.00 + SCC levy
Basement Development (if on foundation)	\$0.37 sq. ft. + SCC levy (min \$150.00)

**NOTE:** Add applicable "Safety Codes Council" levy to each permit, \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

Rush Inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective: May 1, 2018)

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**GAS PERMIT FEE SCHEDULE**

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$95.00	10,000	\$95.00	210,000	\$130.00
2	\$100.00	20,000	\$95.00	230,000	\$130.00
3	\$110.00	30,000	\$95.00	250,000	\$140.00
4	\$125.00	40,000	\$95.00	250,000	\$140.00
5	\$135.00	50,000	\$100.00	300,000	\$150.00
6	\$145.00	60,000	\$100.00	350,000	\$160.00
7	\$160.00	70,000	\$100.00	400,000	\$170.00
8	\$175.00	80,000	\$100.00	450,000	\$180.00
9	\$190.00	90,000	\$100.00	500,000	\$185.00
10	\$210.00	100,000	\$100.00	550,000	\$190.00
11	\$215.00	110,000	\$105.00	600,000	\$195.00
12	\$220.00	120,000	\$105.00	650,000	\$200.00
13	\$230.00	130,000	\$105.00	700,000	\$205.00
14	\$240.00	140,000	\$105.00	750,000	\$210.00
15	\$250.00	150,000	\$115.00	800,000	\$215.00
16	\$255.00	160,000	\$115.00	850,000	\$220.00
17	\$260.00	170,000	\$115.00	900,000	\$225.00
18	\$265.00	180,000	\$115.00	950,000	\$230.00
19	\$270.00	190,000	\$115.00	1,000,000	\$255.00
20	\$275.00	200,000	\$120.00	1,000,001 to 2,000,000	\$275.00
				Over 2,000,000	Add \$6.00 per 100,000 BTU

**Propane and Small Installations**

Propane Tank Sets (New or Replacements)

\$90.00 per appliance

Temporary Heat

\$90.00 per appliance

Gas/Propane Cylinder Refill Centers

\$285.00 per appliance

Replacement Commercial or Industrial Appliances (per unit)

1 - 400,000 BTU Input

\$145.00 per Unit

400,001 - 3,000,000 BTU Input

\$225.00 per Unit

Over 3,000,000 BTU Input

\$325.00 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

**Rush Inspections** for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective: May 1, 2018)

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**PLUMBING PERMIT FEE SCHEDULE  
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$195.00
2	\$100.00	22	\$200.00
3	\$105.00	23	\$205.00
4	\$110.00	24	\$210.00
5	\$115.00	25	\$215.00
6	\$120.00	26	\$220.00
7	\$125.00	27	\$225.00
8	\$130.00	28	\$230.00
9	\$135.00	29	\$235.00
10	\$140.00	30	\$240.00
11	\$145.00	31	\$245.00
12	\$150.00	32	\$250.00
13	\$155.00	33	\$255.00
14	\$160.00	34	\$260.00
15	\$165.00	35	\$265.00
16	\$170.00	36	\$270.00
17	\$175.00	37	\$275.00
18	\$180.00	38	\$280.00
19	\$185.00	39	\$285.00
20	\$190.00	40	\$290.00
Add \$4.00 per fixture over 40			

**PRIVATE SEWAGE PERMITS**

Private Sewage System - \$375.00  
 Holding Tanks - \$150.00

NOTE: Add applicable "Safety Codes Council" levy to each permit, \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

Rush Inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
- 2 business days notice - \$275 (plus Levy)
- 1 business days notice - \$350 (plus Levy)

(payment must be made prior to inspection taking place)

(Effective May 1, 2018)

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**PLUMBING PERMIT FEE SCHEDULE  
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$275.00	69	\$455.00
2	\$100.00	36	\$280.00	70	\$460.00
3	\$105.00	37	\$285.00	71	\$465.00
4	\$110.00	38	\$290.00	72	\$470.00
5	\$115.00	39	\$295.00	73	\$475.00
6	\$120.00	40	\$300.00	74	\$480.00
7	\$125.00	41	\$305.00	75	\$485.00
8	\$130.00	42	\$310.00	76	\$490.00
9	\$135.00	43	\$315.00	77	\$495.00
10	\$140.00	44	\$320.00	78	\$500.00
11	\$145.00	45	\$325.00	79	\$505.00
12	\$150.00	46	\$330.00	80	\$510.00
13	\$155.00	47	\$335.00	81	\$515.00
14	\$160.00	48	\$340.00	82	\$520.00
15	\$165.00	49	\$345.00	83	\$525.00
16	\$170.00	50	\$350.00	84	\$530.00
17	\$175.00	51	\$355.00	85	\$535.00
18	\$180.00	52	\$360.00	86	\$540.00
19	\$185.00	53	\$365.00	87	\$545.00
20	\$190.00	54	\$370.00	88	\$550.00
21	\$195.00	55	\$375.00	89	\$555.00
22	\$200.00	56	\$380.00	90	\$555.00
23	\$205.00	57	\$385.00	91	\$555.00
24	\$215.00	58	\$390.00	92	\$555.00
25	\$225.00	59	\$395.00	93	\$555.00
26	\$230.00	60	\$400.00	94	\$560.00
27	\$235.00	61	\$405.00	95	\$565.00
28	\$240.00	62	\$410.00	96	\$570.00
29	\$245.00	63	\$420.00	97	\$575.00
30	\$250.00	64	\$425.00	98	\$580.00
31	\$255.00	65	\$430.00	99	\$585.00
32	\$260.00	66	\$440.00	100	\$590.00
33	\$265.00	67	\$445.00		
34	\$270.00	68	\$450.00		

Add \$3.00 each fixture over 100

**NOTE:** Add applicable 'Safety Codes Council' levy to each permit; \$4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s), the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

Birth Inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
- 2 business days notice - \$275 (plus Levy)
- 1 business days notice - \$350 (plus Levy)

(payment must be made prior to inspection taking place)

(Effective May 1, 2018)

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**Town of Onway**  
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 Onway AB T0E 1V0  
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 www.onway.ca

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**ELECTRICAL PERMIT FEE SCHEDULE**  
 (For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$95.00	23,000.01 - 24,000	\$420.00	100,000.01 - 110,000	\$700.00
1,000.01 - 1,500	\$110.00	24,000.01 - 25,000	\$430.00	110,000.01 - 120,000	\$745.00
1,500.01 - 2,000	\$120.00	25,000.01 - 26,000	\$440.00	120,000.01 - 130,000	\$790.00
2,000.01 - 2,500	\$130.00	26,000.01 - 27,000	\$450.00	130,000.01 - 140,000	\$830.00
2,500.01 - 3,000	\$140.00	27,000.01 - 28,000	\$460.00	140,000.01 - 150,000	\$875.00
3,000.01 - 3,500	\$150.00	28,000.01 - 29,000	\$470.00	150,000.01 - 160,000	\$920.00
3,500.01 - 4,000	\$160.00	29,000.01 - 30,000	\$480.00	160,000.01 - 170,000	\$960.00
4,000.01 - 4,500	\$170.00	30,000.01 - 31,000	\$490.00	170,000.01 - 180,000	\$1,000.00
4,500.01 - 5,000	\$180.00	31,000.01 - 32,000	\$500.00	180,000.01 - 190,000	\$1,040.00
5,000.01 - 5,500	\$190.00	32,000.01 - 33,000	\$510.00	190,000.01 - 200,000	\$1,080.00
5,500.01 - 6,000	\$200.00	33,000.01 - 34,000	\$515.00	200,000.01 - 210,000	\$1,120.00
6,000.01 - 6,500	\$210.00	34,000.01 - 35,000	\$520.00	210,000.01 - 220,000	\$1,160.00
6,500.01 - 7,000	\$220.00	35,000.01 - 36,000	\$525.00	220,000.01 - 230,000	\$1,200.00
7,000.01 - 7,500	\$230.00	36,000.01 - 37,000	\$530.00	230,000.01 - 240,000	\$1,240.00
7,500.01 - 8,000	\$240.00	37,000.01 - 38,000	\$535.00	240,000.01 - 250,000	\$1,290.00
8,000.01 - 8,500	\$250.00	38,000.01 - 39,000	\$540.00	250,000.01 - 300,000	\$1,380.00
8,500.01 - 9,000	\$260.00	39,000.01 - 40,000	\$545.00	300,000.01 - 350,000	\$1,480.00
9,000.01 - 9,500	\$270.00	40,000.01 - 41,000	\$550.00	350,000.01 - 400,000	\$1,565.00
9,500.01 - 10,000	\$280.00	41,000.01 - 42,000	\$555.00	400,000.01 - 450,000	\$1,665.00
10,000.01 - 11,000	\$290.00	42,000.01 - 43,000	\$560.00	450,000.01 - 500,000	\$1,765.00
11,000.01 - 12,000	\$300.00	43,000.01 - 44,000	\$565.00	500,000.01 - 550,000	\$1,865.00
12,000.01 - 13,000	\$310.00	44,000.01 - 45,000	\$570.00	550,000.01 - 600,000	\$1,965.00
13,000.01 - 14,000	\$320.00	45,000.01 - 46,000	\$575.00	600,000.01 - 650,000	\$2,065.00
14,000.01 - 15,000	\$330.00	46,000.01 - 47,000	\$580.00	650,000.01 - 700,000	\$2,165.00
15,000.01 - 16,000	\$340.00	47,000.01 - 48,000	\$585.00	700,000.01 - 750,000	\$2,265.00
16,000.01 - 17,000	\$350.00	48,000.01 - 49,000	\$590.00	750,000.01 - 800,000	\$2,365.00
17,000.01 - 18,000	\$360.00	49,000.01 - 50,000	\$600.00	800,000.01 - 850,000	\$2,465.00
18,000.01 - 19,000	\$370.00	50,000.01 - 60,000	\$610.00	850,000.01 - 900,000	\$2,565.00
19,000.01 - 20,000	\$380.00	60,000.01 - 70,000	\$620.00	900,000.01 - 950,000	\$2,665.00
20,000.01 - 21,000	\$390.00	70,000.01 - 80,000	\$625.00	950,000.01 - 1,000,000	\$2,765.00
21,000.01 - 22,000	\$400.00	80,000.01 - 90,000	\$630.00		
22,000.01 - 23,000	\$410.00	90,000.01 - 100,000	\$645.00		

NOTE: Add applicable "Safety Codes Council" levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater.

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s), the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

**Rush Inspections** for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective May 1, 2018)

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**Town of Onway**  
 Box 540  
 Onway, AB T0E 1V0  
 Phone (780) 967 5338  
 Fax (780) 967 3226  
 www.onway.ca

**The Inspections Group Inc.**  
 12010 - 111 Avenue NW  
 EDMONTON, AB T5G 0E6  
 Phone: (780) 454 5048 Toll Free (866) 554 5048  
 Fax: (780) 454 5222 Toll Free (866) 454 5222  
 www.inspectionsgroup.com

**ELECTRICAL PERMIT FEE SCHEDULE  
 (For "NEW" Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$160.00
1201 to 1500 square feet	\$185.00
1501 to 2000 square feet	\$210.00
2001 to 2500 square feet	\$235.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$120.00
Basement development wiring - new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$95.00
Detached Residential Garage	\$ 20 a sq. ft. (minimum fee \$95.00)
Temporary Service	\$150.00

**NOTE:** Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective May 1, 2008)





**Town of Onoway**  
 Box 540  
 Onoway, AB T0E 1V0  
 Phone (780) 967 5338  
 Fax (780) 967 3226  
 www.onoway.ca

**The Inspections Group Inc.**  
 12010 - 111 Avenue NW  
 EDMONTON AB T5G 0E6  
 Phone: (780) 454 5048 Toll Free (866) 554 5048  
 Fax: (780) 454 5222 Toll Free (866) 454 5222  
 www.inspectionsgroup.com

### ANNUAL ELECTRICAL PERMIT FEE SCHEDULE

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000
\$1,000,000.01 and over	Contact The Inspections Group Inc for cost

**NOTE:** Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

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  - 2 business days notice - \$275 (plus Levy)
  - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective May 1, 2018)

(112)



Proven Through Performance

# Dredging and Dewatering Cell 1,2,3 and 4.

Kayden Industries

Suite 250, 355 4<sup>th</sup> Ave SE  
Calgary, Alberta  
T2J 0J1



RE: Dredging and Dewatering Cells 1,2,3 and 4 Onoway Lagoons

March 12, 2021

Dear Mr. Jason Madge

Thank you for considering Kayden Industries in your current and future pond dredging desludging programs.

Kayden's methodology is more efficient than competitors through technology and process. Kayden's large capacity centrifuges produce a high volume of dry quality solids compared to filter presses, geotubes, and other solids dewatering techniques.

Kayden has been designing, manufacturing, and operating large capacity decanter centrifuges since 1995, and is a privately-owned Alberta company. Over the past 25 years, Kayden's success has been built on manufacturing one of the largest, most reliable, and most efficient horizontal decanting centrifuges available in the dewatering industry.

In a recent project we were able to save the client 40% on landfill fees, trucks used and sawdust consumption vs the previous contractor. This resulted in a savings of over \$500,000 over 40 days operating. These results were created by decreasing the overall moisture content of the dewatered solids.

For this specific project, we will be utilizing our closed-loop hydraulic dredging package. This package is closed loop to mitigate the risk of toxic gasses like H<sub>2</sub>S and other gasses that could be present. This package also mitigates the inherent risks associated with the handling of waste and potential biosolid waste. Kayden is the only full-service dredging contractor that utilizes a closed-loop system and H<sub>2</sub>S gas scrubbers in its process.

Here is a link to videos of our projects: <http://www.youtube.com/c/KaydenIndustries>

We are committed to ensuring a safe and successful project that we know will exceed expectations and prove our performance.

**Fred Netter** – Business Development Manager Environmental Services- Canada

**Kayden Industries LP**

T 403.571.6688 | C 780.720.5758 | F 403.264.5901

Suite 250, 355- 4<sup>th</sup> Ave SW, T2P 0J1

[www.kaydenindustries.com](http://www.kaydenindustries.com)

## 1. Removal Method

Kayden uses a superior methodology to other separation techniques such as geotubes and filter presses. By Desludging with the most efficient dredge design and dewatering instantly with large capacity centrifuges, the end result is a dry solid immediately and a clear fluid that is then discharged back into the lagoon, ensuring berm integrity and continual operation of the lagoon during the desludging process

The steps involved in Kayden's methodology are as follows:

- **Step 1-** The sludge is removed from the lagoon using an environmentally friendly and liner safe electric dredge. This dredge moved in a grid pattern to ensure that the sludge is removed as efficiently as possible. Similar to a combine harvesting a field
- **Step 2-** The sludge is sent to Kayden's dewatering tanks and centrifuges where polymers are added, and separation of the largest and smallest particles occurs.
- **Step 3-** Dry solids from the centrifuge are then discharged into a bin, and the clean water is released back to the lagoon to ensure berm integrity
- **Step 4-** The dry solids are removed from the bin and immediately stockpiled or sent for haul off

## 2. Benefits of Using centrifuges

The solids are discharged dry into a bin and a loader can stockpile and load the truck for haul off immediately.

- Reduces the risk of geotubes being tampered with
- Eliminates the risk of geotubes failing to actually dewater
- Reduces the area required for geotubes
- No scent from centrifuge solids, unlike geotubes

Key Personnel

Project Manager- Josh Mikkelsen  
Kayden Industries 1997-Current

Recent Projects

- Spruce Grove- Desludging of water retention pond
- City of Calgary- Dredging and material transfer
- Mountainview County- Desludging and Dewatering
- Solids Industrial/Nova Chemical- Desludging and Dewatering
- Christensen Farms- Desludging and Dewatering
- Circle T Dairy- Desludging and Dewatering
- Conoco Phillips Surmont 1- Dredging and desludging

Project Supervisor- Jared Malek  
Kayden Industries 2008-Current

Recent Projects

- City of Calgary- Dredging and material transfer
- Mountainview County- Desludging and Dewatering
- Solids Industrial/Nova Chemical- Desludging and Dewatering
- Christensen Farms- Desludging and Dewatering

Project Supervisor- Jeremy Mackenzie  
Kayden Industries 2013-Current

Recent Projects

- Spruce Grove- Desludging of water retention pond
- City of Calgary- Dredging and material transfer
- Mountainview County- Desludging and Dewatering
- Solids Industrial/Nova Chemical- Desludging and Dewatering
- Christensen Farms- Desludging and Dewatering
- Circle T Dairy- Desludging and Dewatering
- Moses Lake- Dredging and Dewatering
- Conoco Phillips Surmont 1- Dredging and Dewatering

Project Supervisor- Aaron Gulka  
Kayden Industries 2013-Current

Recent Projects

- Mountainview County- Desludging and Dewatering
- Solids Industrial/Nova Chemical- Desludging and Dewatering
- SAIIA Construction- Dredging and processing coal ash
- Conroe Country Club- Dredging and processing
- Moses Lake- Dredging and Dewatering
- Conoco Phillips Surmont 1- Dredging and Dewatering

**Pricing:**

24 hour operation			
Product & Services	Quantity	Rate	Total Rate
Mammoth 2276 Centrifuge	2		
4" Electric Dredge	1	\$ 350.00	\$ 350.00
Traverse Tractors	2	\$ 500.00	\$ 1,000.00
Grinder Tank	1	\$ 25.00	\$ 25.00
Solids Bin	1	\$ 150.00	\$ 150.00
Dewatering Technicians	4	\$ 25.00	\$ 100.00
Service Truck	2	\$ 700.00	\$ 1,400.00
Subsistence and Accom.	2	\$ 50.00	\$ 100.00
400 KW Generator	1	\$ 250.00	\$ 250.00
Fuel Cell	1	\$ 570.00	\$ 570.00
Polymer Tank	1	\$ 25.00	\$ 25.00
Polymer	8	\$ 100.00	\$ 800.00
H2S Diffuser	1	\$ 125.94	\$ 125.94
H2S fans	2		\$ 1,007.52
H2S Safety Gear	1		\$ -
Loader	1		\$ -
Matting	6	\$ 420.00	\$ 2,520.00
Decontamination Trailer	1		\$ 420.00
Diesel Water pump	1		\$ -
Water tank	1	\$ 102.00	\$ 102.00
Fuel	1	\$ 50.00	\$ 50.00
Light towers	2	\$ 750.00	\$ 1,500.00
		\$ 72.00	\$ 144.00
			<b>\$ 7,993.62</b>

Processing Volumes	
Average m3 per 24 hours in place material without debris	350

Cell number	Amount of in place material m3	Estimated days required
1	1093	4
2	1112	4
3	660	2
4	740	2
<b>Total</b>	<b>3605</b>	<b>12</b>

Total processing Cost	
\$	95,922.24

Mobilization and commissioning 2 days			
Dewatering Technicians	4		
Service Truck	2	\$ 750.00	\$ 1,500.00
Subsistence and Accom.	4	\$ 50.00	\$ 200.00
Trucking and crane for set up	1	\$ 250.00	\$ 250.00
<b>Total</b>			<b>\$ 2,000.00</b>
			<b>\$ 28,200.00</b>

Demobilization and decommissioning 2 days			
Dewatering Technicians	4		
Service Truck	2	\$ 750.00	\$ 1,500.00
Subsistence and Accom.	4	\$ 50.00	\$ 200.00
Trucking and crane for set up	1	\$ 250.00	\$ 250.00
<b>Total</b>			<b>\$ 2,000.00</b>
			<b>\$ 28,200.00</b>

Total project Estimated cost	
	<b>\$152,322.24</b>

Price is all in lump sum for 12 days of 24 hours a day processing and 4 days of mobilization/demobilization included. If any large debris is encountered it will be the owners responsibility to remove from pond. Kayden will ensure the solids pass a paint filter test and will be stockpiled on site.

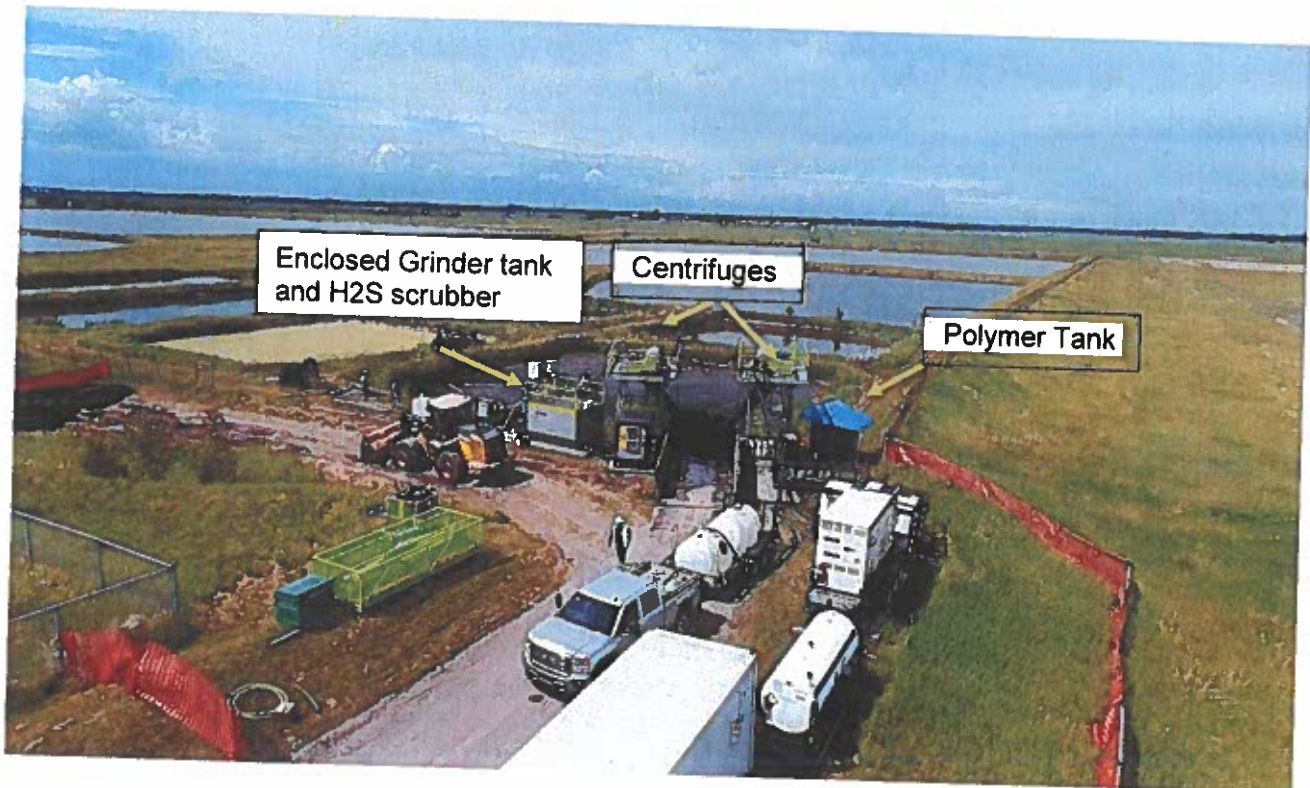
Based on 24/7 operation. Solids will be stockpiled on site as requested. If there is any large debris encountered, we will be unable to dredge that area until it is removed by owner. No charge for H2S mitigation equipment. \*Taxes not included.



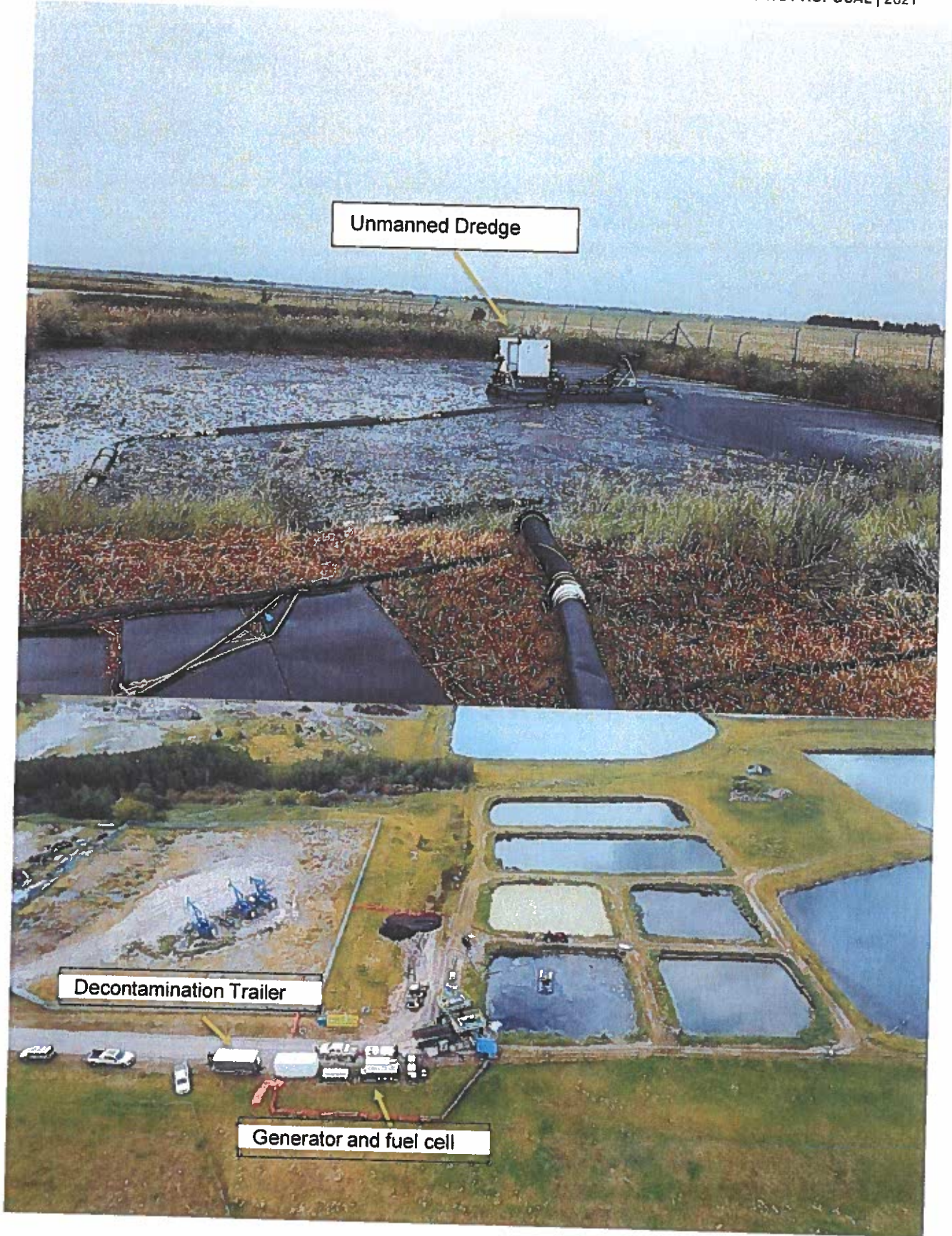
## References

Collective Waste	Alberta Canada	Lime Ponds	Jim Macpherson 403.589.8054
Town of Fox Creek	Alberta Canada	Human Biosolids	John Greathead JGreathead@town.jasper.ab.ca]
Saila Construction	Georgia	Coal Ash	Austin Smith (205) 943-2239
Moses Lake Washington	Washington	Lake Dredging	Chris Overland 509-765-8716
Saila Construction	Florida	Coal Ash	Danny Burrows (205) 943-2239
Solid Industrial Solutions/Nova Chemical	Alberta Canada	Lime Ponds	Wes Keirle 780.514.8114
Regional Municipality of Wood Buffalo	Alberta Canada	Human Biosolids	Kelly Bunclark-780-381-9904
City of Cold Lake	Alberta Canada	Human Biosolids	Shailesh Modak 780 594 4496
Mountainview Regional Water Services	Alberta Canada	Alum Pond	Wes Olstad 403 348 6553
Town of Bruderheim	Alberta Canada	Human Biosolids	Dennis Tomaschat 780-796-3731
Summer Village of Westcove	Alberta Canada	Human Biosolids	Wendy Wildman 780-967-0271
Town of Carstairs	Alberta Canada	Human Biosolids	Corriena Fox 403.337.34456
Solid Industrial Solutions/Nova Chemical	Alberta Canada	Lime Ponds	Wes Keirle 780.514.8114
City of Spruce Grove	Alberta Canada	Stormwater Sludge Ponds	Bill Ruether 780-962-7594
Christensen Farms	Illinois	Agriculture Biosolids	Mike Allematt-507.766.7695

## Site Set up

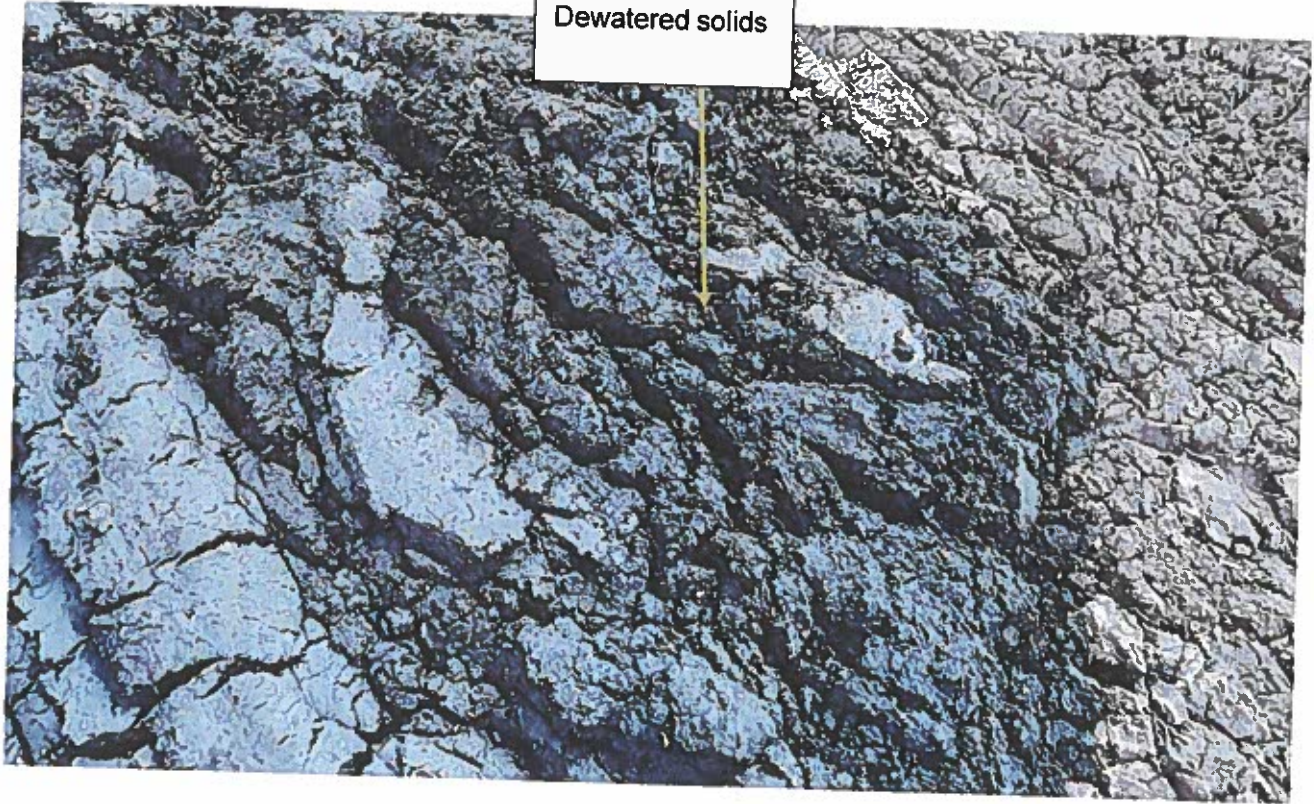






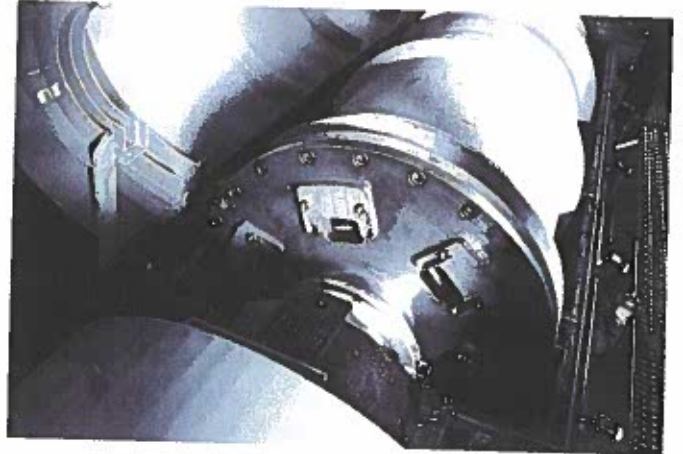


Immediate  
Dewatered solids



The Mammoth-2276 larger bowl is complemented by a KHT-125 96:1 gearbox. This gearbox creates an output of 175,000 in/lb—far superior to the industry average which typically only creates 30,000 to 53,000 in/lb. Ultimately, the KHT-125 gearbox facilitates an increase in the volume of solids that the Mammoth-2276 can remove.

This is critical when working with weighted fluids where the required volume of solids to be removed is substantial, requiring additional torque from the centrifuge.

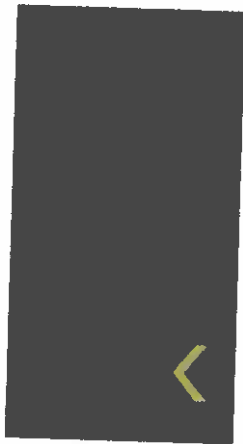


## TECHNICAL SPECIFICATIONS

<b>Bowl Dimensions</b>	Imperial - 22" x 76" Metric - 560mm x 1939mm
<b>Skid Dimensions</b>	Imperial - 150" x 84" x 60" Metric - 3.8m x 2.1m x 1.5m
<b>Main Drive</b>	125HP
<b>Backdrive RPM</b>	50HP
<b>Capacity</b>	Water (Hydraulic) - 660 GPM 2500L/min 150m <sup>3</sup> /hr Unweighted Slurry (1100kg/m <sup>3</sup> 9PPG) = 528 GPM or 2000 L/min or 120m <sup>3</sup> /hr (Pump Rate will decrease as weight/viscosity increases.)
<b>Nominal G-Force</b>	1312g at 2100 rpm
<b>Nominal Cut-Point</b>	2-10 Micron
<b>Differential</b>	1-50 rpm Standard 1-100 rpm available
<b>Feed Tube I.D.</b>	2.5"
<b>Feed Pump</b>	4" Self Priming Centrifugal Pump, Various Models Available
<b>Conveyor</b>	Single Lead, Variable Pitch with Tungsten Carbide Hard-Faced Protection
<b>Gearbox</b>	96:1 (175,000 in/lb) 20 kNm
<b>Beach</b>	7 Degree: 32.5" Length
<b>Maximum Speed</b>	2500 rpm
<b>Electrical Requirements</b>	480v 3 Phase: 2-100 amp 3W4P Plug





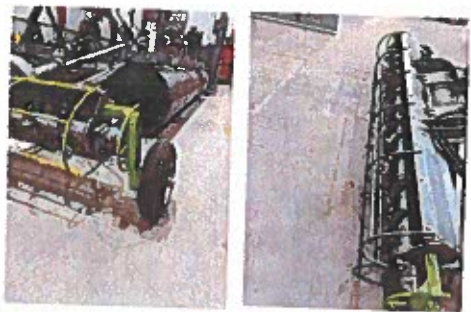


Kayden provides Crisafulli electric floating lagoon pumps for use in municipal and industrial dredging applications. These pumps are built from materials that withstand high abrasive and corrosive conditions. With efficiency in mind these pumps ensure that solids are removed in a combine motion, instead of a stabbing motion, which proves to be ineffective in the removal of solids. These pumps are remote controlled, making them unmanned for increased safety and savings.



### FEATURES AND BENEFITS

- **Liner protection system which includes:**
  - Cutter-head guard
  - Liner wheels and bracket
  - Pre-set depths to avoid contact with liner.
  - Digital display for smooth operation of unmanned dredge.
- **Traverse system allows operator to change the dredge's pond position in under twenty minutes**
- **High speed reverse, reducing downtime between passes**



### TECHNICAL SPECIFICATIONS DREDGE PUMP

	<b>SEVERE DUTY 4-INCH</b>
Length (overall)	21 ft (6.4 m)
Height (overall)	87 ft (26.5 m)
Weight (approx )	3,500 lb (1,587 kg)
Draft	1 ft (30 cm)
Pump Motor HP	50 HP (38 kW)
Cubic Meters*	30 / hr
Cutterhead width	8.5 ft (2.6 m)
Dredging depth	12 ft (3.7 m)
Sludge pump	4" J-series
Pump/Dredge discharge	4" x 6" (10 cm x 15 cm)
Electrical power	3 Ph, 50 & 60 Hz

\*Depends on the material and distance pumped



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KAYDEN INDUSTRIES.COM

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TOWN OF ONOWAY

WASTEWATER LAGOON DE-SLUDGING

SUBMITTED: March 19, 2021

SUBMITTED BY:

 **TABER**  
SOLIDS CONTROL (1998) LTD.

(125)

The Town of Onoway

March 19, 2021

**Attention: Jason Madge**

**RE: LAGOON DREDGING & DE-SLUDGING**

TSC has over 15 years' experience in lagoon dredging and 35 years' experience in the solid liquid separation industry. We are committed to utilizing state of the art technology in the de-sludging processes restoring the environment while ensuring community and public safety are a top priority.

We are committed to producing a workable solid that can be stored or moved, whether the product is composted, land spread, or used as a day cover, adding economic value to our environment. TSC is also committed to safety and believes in ensuring the safety and wellbeing of all employees, customer property, equipment, and the environment. This commitment is recognized by the Partnership in Health and Safety which is evaluated annually.

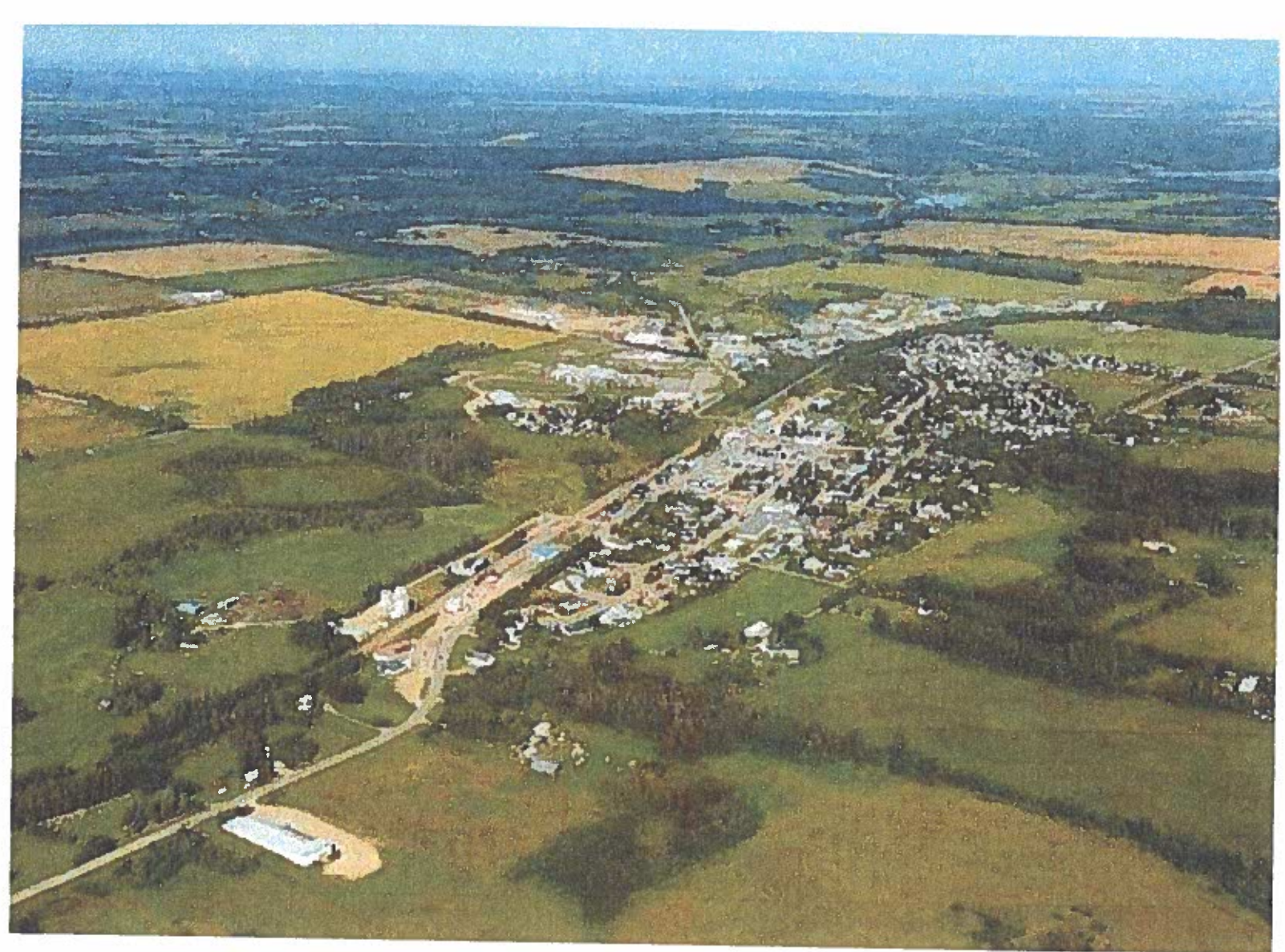
Jason, we thank you for the opportunity to provide a proposal, and we look forward to the opportunity to work with the town of Onoway once again.

Thank you,



Cody Taber  
Sales & Field Operations Manager  
780.466.7799  
cody@tabersolidscontrol.com





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## 1. SITE VISIT

Based on our previous project on site we are satisfied there is sufficient access options for equipment to be brought in on semi-trucks and space to set up equipment to complete the project. An accessible site will play a key factor in the efficient delivery of this project. Taber representatives would conduct a site visit prior to set-up to confirm and plan an equipment laydown option.

## 2. PROJECT UNDERSTANDING

To complete this project, the scope of work will include:

- Dredging to remove accumulated solids (sludge) from the lagoons.
- Sludge shall be dredged and pumped to TSC's holding tank on shore then processed via centrifuge into a solid that is manageable with a front-end loader. This approach will eliminate the need for geotextile tubes.

Based on the information provided TSC proposes the following key items for successful completion this project by Fall 2021:

- Taber Solids Control will be provided with a reasonably level area to set up equipment.
- There will be a laydown area within reasonable proximity to the equipment setup area that TSC will be able to stockpile the solids.
- Truck access into site will be maintained for equipment mob in and mob out.
- TSC will run 12 hours a day, 7 days a week, with a 2-man crew.
- TSC equipment will be utilized for this project.
- Solids to be hauled by front end loader to stockpile area during dredging & centrifuging process.
- TSC will ensure Alberta guidelines and expectations are followed throughout the project.

## 3. DELIVERABLES

TSC understanding of the project's objective is to remove as much of the sludge build up as reasonably possible in a timely manner that is beneficial to the town of Onoway. Our approach results in high efficiency of the solids dewatering process. This project will be delivered acknowledging the high impact on the community and public safety, health, and wellbeing. TSC will ensure all work is performed in conformance with OH&S regulations, industry safety measure, and all codes and regulations. TSC will abide by all traffic regulations, requirements, and orders.

## 4. METHODOLOGY

In order to complete the lagoon dredging project, TSC will utilize our Mud Cat 40E dredge and centrifuge equipment on site. Our centrifuge process will remove organic and non-organic solids only, leaving the water content in the pond. The sludge will be dredged with our new state of the art Mud Cat 40E and pumped on shore over a king cobra shale shaker, this will separate the larger debris from the sludge and drastically reduce the risk of plugging. The sludge will then be collected in a shearing tank where it is continuously mixed before it is pumped and processed with centrifuges to produce a stackable solid that is manageable with a front-end loader, eliminating the need for geotextile tubes and providing added value to the town. This approach will maintain the pond's berm integrity from sloughing or cracking and allows TSC to operate in all weather conditions.

Our unique process sets us apart from other companies and our commitment to our clients and employees allows for the successful completion of de-sludging projects.

Our Field Operations Manager, Cody Taber, will be responsible for the day-to-day activities required on this project and will be the primary contact for the town. Cody will provide daily updates to the Project Manager as needed and will work with the PM on site to ensure a smooth project delivery. Cody and his team have the expertise and knowledge to complete this project to meet Provincial, town, and Health and Safety requirements.

## 5. VALUE ADDED

The following value-added services considered in this proposal submission include:

### **Prescreening System**

Based on our previous experience, one major challenge with dredging involves the debris typically found in the water body, such as plastics, hair, sticks, rocks, garbage, etc. We are able to mitigate this risk through creating a prescreening system allowing for the debris to be easily extracted. This extra step helps eliminate down time (time not able to process sludge) and increases overall efficiency, therefore providing greater value to the customer. TSC also uses special pumps to drastically reduce the risk of plugging and clogging to ensure a smooth dredging process.

### **Mud Cat 40E Dredge Utilization**

For over 30 years, Mud Cat has been the global leader for remote-controlled electric auger dredges. Mud Cat E-Series (electric) dredges have been the preferred system by consulting engineers around the globe for removing accumulated solids from storage basins and lagoons.



## 6. Project Qualifications

- Town of Gull Lake, wastewater lagoon dredging 2020
- Town of Three Hills, water treatment backwash pond dredging 2020
- Town of Nobleford, wastewater lagoon dredging 2020
- Silver Pointe/ Grande Prairie, wastewater Lagoon Dredging 2020
- Milk River, Gallery dredging 2020
- Norbord High Level, de-sludge WESP pond dredging 2020
- Town of Stettler, water treatment plant backwash pond dredging 2020
- Town of Nanton, water treatment plant backwash pond dredging 2020
- Sil Industrial Minerals, wash plant pond dredging 2019
- Town of Pincher Creek, wastewater de-sludge 3 cells 2019
- City of Wetaskiwin, wastewater de-sludge 2 cells 2019
- Norbord High Level, de-sludge WESP pond 2019
- Sil Industrial Minerals, wash plant pond dredging 2018
- Town of Beaverlodge, de-sludge one cell 2018
- City of Weyburn Lagoon de-sludge 2 cells 2018 (outside of the city)
- City of Weyburn Lagoon de-sludge 1 cell 2018 (within the city)
- County of Grande Prairie, Bezanson & La Glace de-sludge 2017
- Kitimat 1 cell de-sludge 2017
- Bittern Lake de-sludge 1 cell 2017
- Evergreen Park wastewater 2 cell dredging 2017
- Drayton Valley – wastewater de-sludge 2 cells dredging 2016
- Milk River, Gallery dredging 2016
- Town of Pincher Creek wastewater de-sludge 2 cells 2016
- Town of Pincher Creek - water reservoir de-sludge 2 cells 2016
- Nova Chemicals, Joffrey Plant de-Sludge Phosphate Cell & Lime cell 2015-2016
- Town of Wembly de-sludge 4 cells 2015
- Town of Calmar 1 cell de-sludge 2015
- Town of Onoway- de-sludge 4 cells 2014
- Mountain View Regional Water de-sludge backwash ponds 2009-2015
- Creston Town & Brewery Digester 2014
- City of Wetaskiwin sediment holding cell -alum sludge de-sludge 2013
- Village of Leslieville de-sludge 1 cell 2013
- Village of Condor de-sludge 1 cell 2013
- Town of Eckville de-sludge 2 cells 2012
- Town of Sangudo 4 cells de-sludge 2009



## 7. References

**Client:** Tagish Engineering  
**Project:** Stettler Water Treatment plant sludge removal  
**Contact Name:** Steven Breeze  
**Phone:** 1-403-597-3175  
**Email:** [s.breeze@tagish-engineering.com](mailto:s.breeze@tagish-engineering.com)

**Client:** Norbord Inc.  
**Project:** WESP Sludge Removal  
**Contact Name:** Mark Bonnell  
**Phone:** 1-780-502-1755  
**Email:** [mark.bonell@norbord.com](mailto:mark.bonell@norbord.com)

**Client:** Sil Industrial Minerals  
**Project:** Bruderheim, wash-plant pond dredging  
**Contact Name:** Chris Desilets  
**Phone:** 1-780-818-8500  
**Email:** [chris.desilets@sil.ab.ca](mailto:chris.desilets@sil.ab.ca)

**Client:** County of Grande Prairie  
**Project:** Bezanson & La Glace Wastewater lagoons  
**Contact Name:** Kamryn Smith  
**Phone:** 1-780-830-9587  
**Email:** [kamrynnsmith@gmail.com](mailto:kamrynnsmith@gmail.com)

## 8. Proposed Equipment Required

Please find below a list of equipment required to remove sludge from the lagoons,

- (2) Taber Centrifuge's c/w Pumps and Stand
- (2) Gorman Rupp Water Pumps c/w Foot Valve and Remote Control
- (1) Booster Pump for Dredge
- (1) Polymer Injection Tank c/w VFD Remote Control
- (1) Effluent Overflow Catch Tank
- (2) 8' X 20/30' Matts
- (1) Mudcat 40E Dredge c/w hoses and floats
- (1) 11' X 40' Shale Tank
- (1) Aluminum Boat c/w all Water Safety Equipment
- (1) 8' X 20' Shear Tank c/w Shear Pump, and Prefabs
- (1) Dredge operators Shelter
- (1) Taber Operators 2-way communication radios
- (1) King Cobra Shale Shaker c/w all required screens necessary
- (1) Porta Potty & Wash Station
- (1) Daily Polymer Cost
- (1) Daily Diesel Fuel cost
- (1) 300 KW Lite Plant
- (1) 3000 Litre Fuel Cell c/w Pump
- (1) Front End Loader c/w Bucket, Forks and Stinger Boom
- (2) Field Service Technicians, 12 hours a day (7 days a week) includes Lodging, Subsistence and Company Vehicles

## 9. PROPOSAL FORM



Lagoon 1: Approx. 5 days @ \$7,125.00 Per Day:	\$35,625.00
Lagoon 2: Approx. 5 days @ \$7,125.00 Per Day:	\$35,625.00
Lagoon 3: Approx 5 days @ \$7,125.00 Per Day:	\$35,625.00
Lagoon 4: Approx 5 days @ \$7,125.00 Per Day:	\$35,625.00
Mobilization/Demobilization:	\$15,970.00
<b>Total (not including G.S.T)</b>	<b>\$158,470.00</b>

- Rig up and tear out included in first and last days rate.
- If the project is completed sooner, you are only charged for days operating.
- Solids to be stockpiled on site at a nearby location.
- The dredge is complete with a liner protection system keeping the cutterhead off bottom, therefore, it is expected that there will be a minimal amount of residual solids left on bottom.

To insure uninterrupted and competitive services, Taber Solids Control (1998) Ltd. utilizes an in-depth maintenance program for all our equipment. Our highly skilled and trained personnel operate at a level of proficiency that allows us to be competitive in an ever-changing market.

From stripping drill mud to dewatering municipal sludge ponds, Taber has the equipment and personnel to complete the job quickly and efficiently.

## 10. OTHER PERTINENT INFORMATION

### Certificate of Recognition (COR)

Taber Solids Control has a valid COR, and will provide the Client with a copy upon contract award.

### Insurance Requirements

TSC meets all insurance requirements as outlined in this RFP, and will provide copies of insurance upon contract award.

### WCB

TSC is in good standing with WCB and will provide clearance letter upon award of contract.

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** March 16, 2021 6:09 PM  
**To:** debbie@onoway.ca  
**Subject:** FW: Interim Alberta Police Advisory Board survey on operational board governance

For our next meeting

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

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**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@auma.ca>  
**Sent:** March 16, 2021 4:22 PM  
**To:** Wendy Wildman <cao@onoway.ca>  
**Subject:** Interim Alberta Police Advisory Board survey on operational board governance

Dear Members:

The Interim Alberta Police Advisory Board is asking Alberta municipalities to complete a [survey](#) to help inform the Board's development of a governance structure for the permanent operational board, which will replace the advisory board later in 2021. The survey will take approximately 30 minutes to complete and is open until **April 8, 2021**.

The interim board believes it is crucial that the operational board be designed to allow for involvement from a variety of perspectives from across the province, and that that board have adequate input into shaping provincial policing priorities and other policing-related areas. AUMA agrees that the operational board has the potential to enhance municipal input into policing, and encourages members to complete the survey.

**Complete  
Survey**

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at [Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com).

Sincerely,

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# **Municipal Survey on Governance Model of Operational Alberta Police Advisory Board**

## **Background**

With the implementation of the new police funding model, the Government of Alberta has established the Alberta Police Advisory Board to give municipalities a stronger voice in RCMP policing oversight and resource deployment.

The Alberta Police Advisory Board is being implemented in two phases. In its first year, an interim board will establish the operational board's structure and scope. As per the terms of reference developed by Justice and Solicitor General, the interim board is made up of four representatives from the RMA Board, four representatives from the AUMA Board, and one representative from the Alberta Association of Police Governance Executive. When the interim board has completed its mandate, it will seek nominations for individuals interested in serving on the operational board.

The interim board has been tasked with:

- Developing the scope and terms of reference for the operational board;
- Developing a recruitment and selection process for operational board members;

- Developing governance documents for the operational board, including at minimum, a competency matrix for board member appointments and review, a code of conduct, and a mandate and roles document;
- Providing input, advice, and recommendations to the Government of Alberta and RCMP on the buildup of the provincial police service related to funds raised by the new police costing model; and
- Providing input into discussions respecting the provincial policing priorities for the 2021 - 2022 fiscal year to facilitate engagement during transition to the operational board.

**The purpose of this survey is to help inform the interim board's development of a governance model for the operational board.** Please provide only one response per municipality. Completing the survey as a council is suggested where possible. Individual survey responses will not be shared and only aggregated results will be reported.

Although the interim board has made no decisions on any aspects of governance, they have developed examples for some governance areas. The examples are intended to give municipalities a baseline vision for what the operational board could look like, and serve as an alternative to asking general questions. It is important to remember that no final decisions have been made on any area being addressed in the survey.

If you have any questions regarding this survey, please email the Alberta Police Advisory Board at [Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com).

The deadline for completing the survey is **Thursday**.

1. What is the name of your municipality?

2. Your municipality is a:

- City
- Town
- Village
- Other (please specify)
- Summer Village
- Specialized Municipality
- County/Municipal District

3. The population of your municipality is approximately:


- Under 2,000
- 2,000 - 5,000
- 5,001 - 10,000
- Over 10,000



4. Please provide a contact name, in case there is a need to follow up with your municipality to clarify input.

5. Please provide a phone number or email address for the contact above.

NEXT

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 **SurveyMonkey**  
See how easy it is to [create a survey](#).

[Privacy & Cookie Policy](#)

# Municipal Survey on Governance Model of Operational Alberta Police Advisory Board

## Board Scope and Deliverables

In determining the scope and deliverables of the operational board, the interim board is considering several options, including an annual priorities report, regular input into new RCMP and GOA initiatives, and updates on policing policy changes. There is also a possibility for the operational board to update municipalities on changes to policing through regular communications and engagement.

OK

6. Aside from informing general policing priorities in the province, select the three most important areas of policing for the operational board to provide input into:

Police costing and funding

Service levels

Recruitment

0 of 17 answered

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- Detachment/municipality engagement
- Prolific offender management
- Detachment oversight and governance
- Other (please specify)

7. Please rank the following statement:

The operational board is well-positioned to serve as a communications conduit between municipalities, the RCMP, and GOA on policing issues.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

PREV

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# Municipal Survey on Governance Model of Operational Alberta Police Advisory Board

## Board Representation

As costs, input into service levels, and other areas vary among municipalities based on their type and size, the interim board has been tasked with determining what municipalities should be represented by the operational board.

OK

8. The operational board should represent the perspectives of:

- All municipalities that currently receive policing from the RCMP
- Rural and small urban municipalities impacted by the new police funding model
- Other (please specify)

0 of 17 answered

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PREV

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0 of 17 answered

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# **Municipal Survey on Governance Model of Operational Alberta Police Advisory Board**

## **Board Size, Composition, and Term**

The interim board has developed the following example of size and composition of the operational board (note that this example is only developed for the purpose of the survey – no decisions have been made on the size, composition, or term of the board).

Eleven voting members, including:

- Three association positions
  - Rural Municipalities of Alberta – one representative
  - Alberta Urban Municipalities Association – one representative
  - Alberta Association of Police Governance – one representative
- Eight at-large positions
  - Two representatives from communities in the RCMP “K” Division Western Alberta District
  - Two representatives from communities in the RCMP “K” Division Eastern Alberta District
  - Two representatives from communities in the RCMP “K” Division Central Alberta District
  - Two representatives from communities in the RCMP “K” Division Southern Alberta District

The at-large positions could be filled by any Albertan and are not restricted to municipal representatives, although municipal representatives could apply for at-large positions.

OK

9. Please rank the following statement:

The balance of association (3) and at-large (8) representatives in the example is right for the Alberta Police Advisory Board.

- Agree
- Disagree - there should be a larger portion of association representatives
- Disagree - there should be a larger portion of at-large representatives

10. Please rank the following statement:

Eleven members is the right size for the operational Alberta Police Advisory Board.

- Agree

0 of 17 answered

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Disagree - 11 members is not enough

PREV

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0 of 17 answered

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# Municipal Survey on Governance Model of Operational Alberta Police Advisory Board

## Board Size, Composition, and Term

11. If you answered “Disagree” to question 10, what is the right size for the operational Alberta Police Advisory Board?

- Fewer than 5 members       12-14 members
- 5-7 members                       15 or more members
- 8-10 members

PREV

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# **Municipal Survey on Governance Model of Operational Alberta Police Advisory Board**

## **Board Size, Composition, and Term**

12. Please rank the following statement:

An equal number of at-large board members should be recruited from each RCMP District.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

13. Do you have any other comments on the test approach, or general comments related to the board size, composition, and chairperson selection process?

14. How should the Chairperson of the operational Alberta Police Advisory Board be determined?

- Selected internally by board members
- Selected through a separate application process
- Appointed by the Minister of Justice and Solicitor General
- Selected from among the association representatives on the board

PREV

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# **Municipal Survey on Governance Model of Operational Alberta Police Advisory Board**

## **Board Member Characteristics and Competencies**

The interim board has placed significant importance on ensuring that operational board members represent diverse backgrounds, knowledge and experience. Below are several example attributes that could be used. The right mix of attributes will ensure that board members are able to contribute to the operational board without restricting membership to those with skills and qualifications that may not be easily accessible.

The example attributes are as follows:

- Familiarity with policing and public safety
- Governance and board participation
- Community organization/participation
- Critical thinking/problem solving
- Public engagement

OK

The example attributes will result in the right combination of competencies and experiences on the operational board.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

16. Please rank the following statement:

There are representatives within our community that would be a good fit for participation on the board based on the example attributes.

- Strongly agree
- Disagree
- Agree
- Strongly disagree
- Neither agree nor disagree

17. List any other competencies or attributes that should be required for board members.

PREV

DONE

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0 of 17 answered

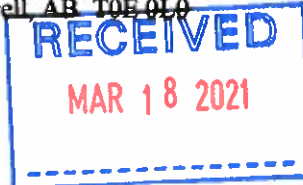
152



# *Darwell & District Agricultural Society*

SUMMER FAIR  
Since 1944

Box 99, Darwell, AB T0E 0L0



Dear Sponsor

The Darwell & District Agricultural Society would like to thank you for all the continuing support and sponsorship through the years. We hope that you are doing well and getting through this whole new world and way of living. We are proactively planning for our events and are sending out our sponsorship packages in hopes that this pandemic will ease up and we can move forward with our community events for everyone to enjoy. We hope that we can work with you again and appreciate so much what you do to support the community. I will be in touch with you via telephone or in person in the near future to discuss our events.

Thank You very much.

Tyler Gach  
President  
Darwell & District Agricultural Society



# *Darwell & District Agricultural Society*

SUMMER FAIR  
Since 1944

Box 99, Darwell, AB T0E 0L0



## 2021 Sponsorship & Advertising Opportunities

**BarnBurner Music Fest**----- Friday, August 13, 2021  
**Ag Drag**----- Saturday, August 14, 2021 & Sunday, August 15, 2021

### **TITANIUM – \$1000+**

Name included in Ag Drag Radio Ads

Name included on poster ads and announced at events

Name on signage at events

6 admission tickets to the BarnBurner Music Fest Friday

6 admission tickets and 6 dinner tickets to Ag Drag (Reserved seating available Saturday and Dinner only served Saturday)

Complimentary soft drinks/bottled water at Ag Drag Saturday

Name on Website

### **PLATINUM – \$500**

Name included in Ag Drag Radio Ads

Name on signage at Ag Drag

Name included on Ag Drag poster ads and announced at event

4 admission tickets to the BarnBurner Music Fest Friday

OR

6 admission tickets and 6 dinner tickets to Ag Drag (Reserved seating available Saturday and Dinner only served Saturday)

Complimentary soft drinks/bottled water at Ag Drag on Saturday

Name on Website

### **GOLD – \$200**

Name announced at the Ag Drag

2 admission tickets for the BarnBurner Music Fest Friday

OR

2 admission tickets and 2 dinner tickets to Ag Drag (Reserved seating available Saturday and Dinner only served Saturday)

Complimentary soft drinks/bottled water at Ag Drag on Saturday

Name on Website

### **SILVER – \$100**

Name announced at the Ag Drag

2 general admission tickets to the Ag Drag

Name on Website

### **BRONZE – \$50**

Name announced at the Ag Drag

Name on Website

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Darwell Ag Drag and BarnBurner 2021  
darwellag.com

Please use this form for your sponsorship/advertisement for the 2021  
Darwell Ag Drag and BarnBurner Music Fest.

Cheques can be made payable to...Darwell and District Agricultural Society

Package requested (**Please circle BarnBurner or Ag Drag** tickets for the platinum or gold  
level sponsorship):

Titanium	(\$1000)-----	_____	
Platinum	(\$500)-----	_____	(BarnBurner or Ag Drag tickets)
Gold	(\$200)-----	_____	(BarnBurner or Ag Drag tickets)
Silver	(\$100)-----	_____	
Bronze	(\$50)-----	_____	
TOTAL		_____	

Name you want Advertised

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person

\_\_\_\_\_

Contact number

\_\_\_\_\_

Contact email

\_\_\_\_\_

Company Website

\_\_\_\_\_

Please mail your advertisement/sponsorship form and cheque to:

DDAS c/o Tyler Gach  
Box 99  
Darwell, AB  
T0E 0L0

If you have any questions please call Tyler Gach at 780-982-3645 or email  
Darwellag@yahoo.com

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# LAC STE. ANNE COUNTY ANNOUNCES GREEN INFRASTRUCTURE FUNDING MILESTONES

## Canada and Alberta invest in County infrastructure projects to strengthen the economy and build resilient communities.

**Sangudo, Alberta, Wednesday, March 17, 2021** – Lac Ste. Anne County is pleased to announce its receipt of joint federal and provincial grant funding totalling \$11,800,000 for construction of a wastewater transmission line between lagoon facilities in the County's southeast quadrant. When complete, this line will connect the Hamlet of Darwell lagoon facility to the Tri-Village Regional Sewer Commission lagoon facility in Alberta Beach.

This project — referred to as the Darwell Lagoon Commission Regional Wastewater Transmission Line - Phase B (Darwell to Tri-Village) — is one of two sub-phases of a more comprehensive regional wastewater transmission system. Under the guidance of the Darwell Lagoon Commission, the County has secured close to \$23 million in federal and provincial grant dollars for this system over two years, representing 90% of the cost of this critical wastewater infrastructure project.

*I commend the federal and provincial government for their investments in our region," shared Lac Ste. Anne County Reeve Joe Blakeman. "This funding will help further reduce our dependence on aging infrastructure. It will also create local jobs, strengthen our economy, and support healthier and more sustainable communities for generations to come."*

In March Of 2019, Alberta's Transportation Minister approved \$11,272,500 in **Water for Life Strategy** grant funding for Phase A of this project, which entails construction of a regional wastewater transmission line from the Summer Village of Sandy Beach to the Town of Onoway lagoon facility. This funding covers 90 per cent of the estimated eligible project costs up to \$11,272,500 for the Darwell Regional Wastewater Transmission line - Phase A (Sandy Beach/Sunrise Beach to Onoway).

In June of 2020, Alberta's Minister of Infrastructure approved grant funding for the Phase B wastewater project through the **Investing in Canada Infrastructure Program** (ICIP). The County received the maximum federal funding under ICIP, which is 40% of the total eligible costs up to \$4,720,000. The County received additional grant funding under the **Water for Life Strategy** that covers 50% of eligible project costs to a maximum of \$5,900,000. The chart below shows federal and provincial grant funding amounts to date for this project.

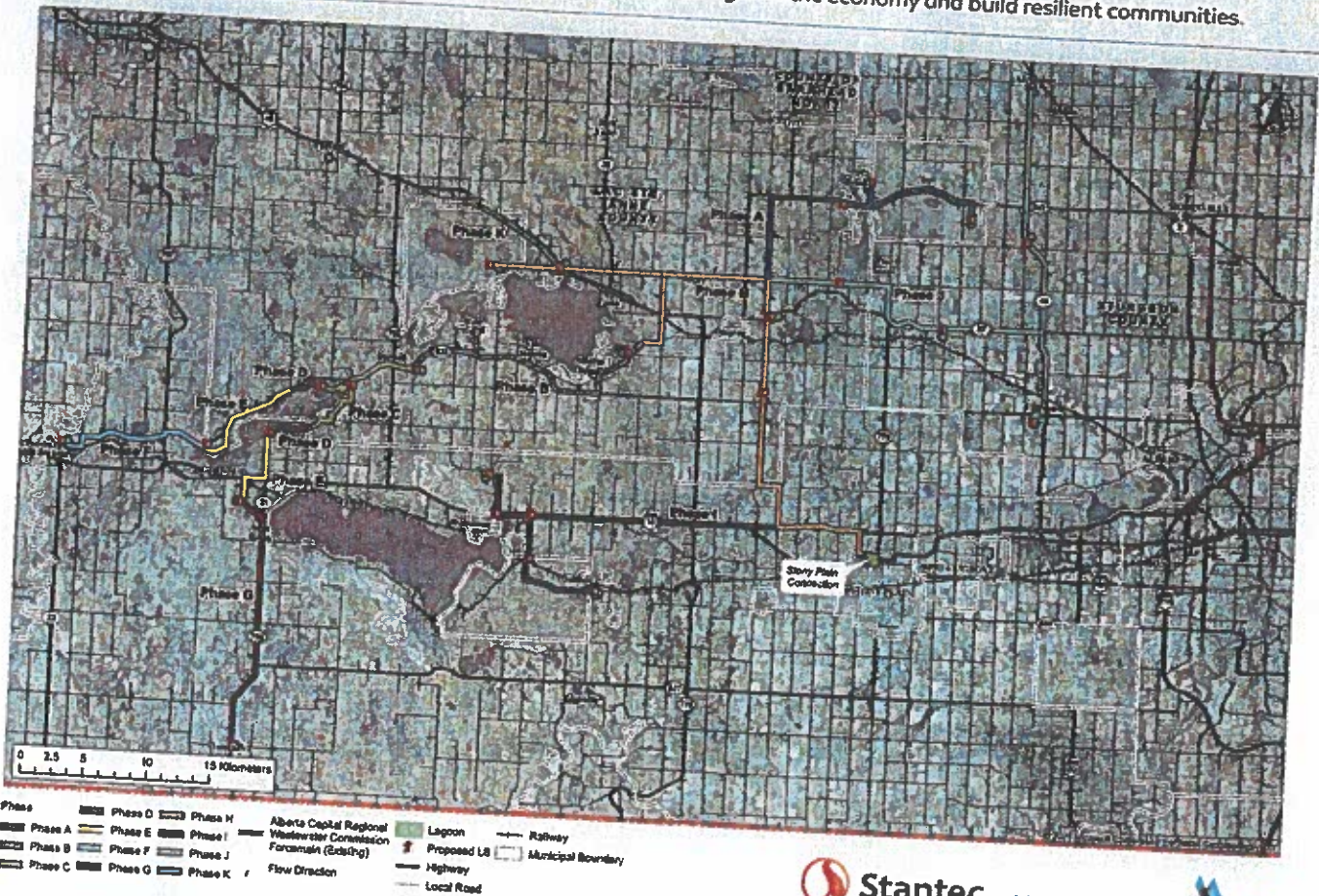
Darwell Regional Wastewater Transition Line	Federal Funding	Provincial Funding	Municipal/ Other Funding	Totals
Phase A (Sandy Beach/Sunrise Beach to Onoway)	\$ 0	\$ 11,272,500	\$ 1,252,500	\$ 12,525,000
Phase B (Darwell to Tri-Village)	\$ 4,720,000	\$ 5,900,000	\$ 1,180,000	\$ 11,800,000
				\$ 24,325,000

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**MEDIA RELEASE: COUNTY ANNOUNCES GREEN INFRASTRUCTURE FUNDING MILESTONES**  
 Canada and Alberta invest in infrastructure projects to strengthen the economy and build resilient communities.



**Wastewater Infrastructure Background**

For years, Lac Ste. Anne County and its municipal neighbours have sought ways to decrease nutrient loading caused by wastewater inefficiencies, and thus improve the water quality of the region's lakes. A study was conducted to determine the feasibility of a wastewater transmission system to service the northwestern portion of Parkland County; the south of Lac Ste. Anne County; the west of Sturgeon County; and various localities within or adjacent to this area. The outcome of this study was the Regional Wastewater Transmission Line Conceptual Design Report. This document outlined a long-term plan for a wastewater transmission system to service the area, but also recommended that critical priority be given to **Phase I** of this system; further divided into two sub-phases: a transmission line from the Summer Village of Sandy Beach to the Town of Onoway lagoon facility, and another line from the Hamlet of Darwell lagoon facility to the Tri-Village Regional Sewer Commission lagoon facility in Alberta Beach.

Both sub-phases of the master wastewater project are slated to begin construction in the Fall of 2021. Future phases hinge on growth; utilization of existing lagoon facilities; and the availability of funding from senior governments. If variables continue at the anticipated pace, the total build-out of the system as provided in the Darwell Lagoon Commission's conceptual design may be completed over the next 10 to 20 years.

Visit [infrastructure.gc.ca/plan/cip-pidc-eng](http://infrastructure.gc.ca/plan/cip-pidc-eng) and [alberta.ca/water-for-life-strategy.aspx](http://alberta.ca/water-for-life-strategy.aspx) for details on the grant programs.

**Media Contact: Joe Blakeman, Reeve, Lac Ste. Anne County**  
 TEL 780.918.1916 | [jblakeman@LSAC.ca](mailto:jblakeman@LSAC.ca)

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# TriVillage Regional Sewage Services Commission

March 23, 2021

Mr. Joe Blakeman  
Chairperson  
Darwell Lagoon Commission  
Box 219  
Sangudo, AB  
T0E 2A0



Attention: Reeve Blakeman

RE: Lac Ste. Anne County (LSAC) 17 March 2021 Press Release "County Announces Green Infrastructure Funding Milestone"

The Tri Village Regional Sewer Service Commission (TVRSSC) is made up of council representatives from Alberta Beach and the Summer Villages of Val Quentin and Sunset Point, and operates independently of the municipalities that comprise its membership. The TVRSSC was surprised and confused to see LSAC's above noted press release. Upon reading the release, the TVRSSC felt it prudent to outline some specific areas of confusion or disagreement, as well as concerns around communication.

## **Communication**

There has been a general lack of communication between LSAC/Darwell Lagoon Commission (DLC) and the TVRSSC. First, it is poor practice to publish a press release regarding another party without also notifying the other party that you have done so. Ideally, TVRSSC should have been provided a copy of the release in advance and been given an opportunity to provide comment.

Additionally, there has been a lack of communication around the potential connection to the TVRSSC lagoon. LSAC's press release implies that this is a done deal, it is not. On Aug 26, 2020 TVRSSC sent DLC a letter outlining our ongoing concerns and requesting further information and independent studies. No response has been received. Owing to the lack of response from DLC, combined with rumours that the DLC was no longer intending to connect to the TVRSSC system (in favour of discharging directly to the Sturgeon River), the TVRSSC was under the impression that the DLC was no longer pursuing a connection to the TVRSSC. Attached is our Aug 26, 2020 letter for information and follow-up.

---

Box 277, Alberta Beach, Alberta T0E 0A0  
Phone: 780-446-1426 email: [d.evans@xplornet.com](mailto:d.evans@xplornet.com)

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Finally, it is important to point out that this grant was applied for without any commitment either verbally or in writing from the TVRSSC. The TVRSSC did not sign onto or provide a letter of support for the grant, nor was one requested. Additionally, we have not seen a copy of the grant application or grant approval.

**Darwell Lagoon Commission Regional Transmission Line**

Although it is not explicitly stated, the noted press release implies that there is an agreement, at least in principle, to move forward with the Regional Transmission Line. Neither the TVRSSC nor our member municipalities has been engaged in conversations around the full regional transmission line project since the fall of 2018. At that time, the TVRSSC indicated, in writing, that we were not interested in being a party to the project owing to the prohibitive costs involved, as shown in the draft report of Oct. 19, 2018. Also at that time, the TVRSSC was asked to postpone making a decision regarding withdrawal as it was felt to be too early. The TVRSSC was told that the cost structure would be redeveloped. In the interest of regional cooperation, the TVRSSC agreed to postpone withdrawal.

The TVRSSC not seen a new cost structure nor any additional information for the full regional transmission line project. Additionally, there has been no governance structure, formal commitment from the regional municipalities involved, nor agreement in principle with the Alberta Capital Region Wastewater Commission (ACRWC), who would ultimately receive effluent from the region. To our knowledge, these important conversations have not taken place.

It is misleading to present the regional line to the public without more formalized commitments and agreements in place. It also places the TVRSSC in a disagreeable position. There is a strong possibility that the regional transmission line will not proceed past Phase B, the connection to the TVRSSC system. Additionally, it is possible that after allowing the connection, the costs of the full project will continue to be too high for the TVRSSC to participate. What happens then? The TVRSSC would like to see a long term plan finalized, including a governance structure, cost structure, and letters of intent from participating municipalities and the ACRWC. This will give the TVRSSC and its members confidence that the project is fiscally feasible and that the project will not be abandoned.

**Tying in to the TVRSSC lagoon**

As mentioned above, there are outstanding items that need to be addressed before we can further consider allowing the DLC to tie into the TVRSSC system, including, but not limited to;

Initial Capital payment to ensure that the lifespan of the TVRSSC system is not reduced by allowing the tie in. The cost of such payment to be determined by an independent analysis of the effect on the lifespan of our system.

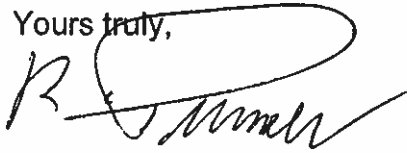
- As an example and to provide a fuller understanding on the impact of the DLC tie in to the TVRSSC system, documentation provided to the TVRSSC from the DLC indicates that the remaining lifespan of our anaerobic cell will be reduced from 17 to 3 years.
- An equitable rate structure to ensure that TVRSSC members do not bear any costs in relation to the DLC tie in now or in the future.
- The TVRSSC received a letter dated Jul. 15, 2020 which had an enclosed proposed rate structure, which is not acceptable to the TVRSSC. The TVRSSC responded on Jul 28, 2020 with a letter that requested "that the Darwell Lagoon Commission agree to cover all expenses related to a project review and development of a fair and equitable utility rate by a consultant and or engineering firm of our choosing. We request this, as we would not have to incur these expenses if we were not considering the tie in of the Darwell lagoon to ours." A response to this request has not been received.
- Additional outstanding concerns, as outlined in the attached letter of Aug 26, 2020.

It is important to note that in verbal conversations between TVRSSC Directors and Reeve Blakeman, our Directors were told that the TVRSSC has been provided the answers to its questions and that we are being unreasonable. The TVRSSC does not see it this way and will not be pressured to move forward without adequate information and appropriate agreements in place that protect TVRSSC interests. The TVRSSC position remains that it should bear no costs to advance this initiative, as there is no real benefit to the TVRSSC. Further, that appropriate independent studies must be completed to ensure the long term sustainability of the TVRSSC system, inclusive of, but not limited to, costing, infrastructure, water quality, and discharge schedules. Additionally, the TVRSSC must be an active partner and engaged in the development of these studies and plans.

If the DLC is of the opinion that the TVRSSC is being unreasonable or that we are asking for information that has been adequately provided, the TVRSSC requests that the DLC outlines its concerns in writing, and provides record of the information that has been sent to the TVRSSC.

The TVRSSC continues to be willing to work collaboratively, through an informed and engaged process. The protection of TVRSSC assets, investments, and ratepayers is of the utmost importance. The TVRSSC considers this due diligence, and trusts that you would do the same.

Yours truly,



Brian Purnell  
Chairperson  
TVRSSC

Enclosure

CC Alberta Beach  
Summer Village of Val Quentin  
Summer Village of Sunset Point  
Lac Ste. Anne County Council  
Summer Village of Silver Sands  
Summer Village of Southview  
Town of Onoway  
Summer Village of Sandy Beach  
Summer Village of Sunrise Beach

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Box 277, Alberta Beach, Alberta T0E 0A0  
Phone: 780-446-1426 email: [d.evans@xplornet.com](mailto:d.evans@xplornet.com)

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# TriVillage Regional Sewage Services Commission

August 26, 2020

Mr. Joe Blakeman  
Chairperson  
Darwell Lagoon Commission  
Box 219  
Sangudo, AB  
T0E 2A0

## RE: DARWELL REGIONAL TRANSMISSION LINE

Dear Mr. Blakeman,

In reference to your letter dated August 12, 2020, with regards to the Darwell Regional Wastewater Transmission Line. First of all, thank you for offering to allow our Operations Manager to attend the phase B technical committee meetings. We would request that the Darwell Lagoon cover the costs associated with him attending. The Tri Village Regional Sewer Services Commission (TVRSSC) appreciates your recognition of our current issues restricting us from accepting additional flows as well as your willingness to explore remedial options for discharging.

However, we still have outstanding questions and concerns that need to be addressed before the TVRSSC can make an informed decision.

In our August 20, 2019 and again in our Spring 2020 letter we asked:

- What the quantity of water would be for the original draw down and the trickle (flow rate) thereafter? While, the response provided projected annual flows based on the SRS unit, it did not state what the initial draw down would be and the frequency thereafter. Nor did it provide volumes for the low-pressure system from Darwell.
- The quality of water was answered with the results of the sample taken September 17, 2019. Are there results for other times of the year to show a true representation of quality?
- How the extra sewage will affect our infrastructure over the next 25yrs? Based on attachments 5&6 of your response letter it shows a 14-year reduction in the life span of our storage cells and our anaerobic cell will require an expansion in 3 years. The TVRSSC will require the Darwell Lagoon Commission to cover the costs in their entirety for any and all upgrades required to our lagoon system and discharge pumps. Additionally, due to the reduction in the life span we will require these costs upfront. It is a major concern of the TVRSSC to see these substantial reductions to the life cycle of our infrastructure.

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Additionally, we have the questions and comments:

-What is the ultimate plan? Is there a plan to tie in more low-pressure systems in between the Darwell lagoon and the Tri Village lagoon? If so, what are those projected volumes? Would these tie ins be directly into the transmission line? How would tying these in change the quality of sewage coming into Tri Village?

-Has an assessment of the receiving water been completed and if so, what were the findings? If not, why not or when will this be undertaken?

-Has AE&P approved this project? Should we not have an approval from regulators before commencing a project of this magnitude?

-Have other participants in the regional transmission line study group signed on to become active members, is the Capital Region willing to accept the effluent down the line?

-What measures will the Darwell Lagoon Commission take to prevent effluent coming in from outside the member area?

-When this becomes a full regional line back to the Capital Region what will the TVRSSC's share of the O&M costs be? We are being told that we can't use the numbers previously provided by Stantec, but we need to have a cost projection in order to do our due diligence and future planning of our communities.

-In the original plan Stantec had said that when the TVRSSC could no longer handle the additional flows it would trigger the next phase. That phase being a line from the TVRSSC lagoon to the Onoway lagoon, has Onoway committed to accepting these additional flows? Being that we currently cannot handle the additional flows, should we not be looking at making this a part of the phase from Darwell to TVRSSC? And can the Onoway lagoon handle the additional flows?

-Will the Darwell Lagoon Commission commit to covering the costs associated with having a consultant(s) and/or engineer(s) of our choice to review this project and the potential impact to our system, and determine what an appropriate utility may look like? As indicated in our previous correspondence we would not have to undertake this work if we were not considering the potential of an outside connection to our system.

We are committed to working with our regional partners to better provide for our residents, however the TVRSSC has to be diligent in their assessment and review of the potential impacts to their own system and operations to ensure there will be no negative impacts in the years to come. The Tri Village Regional Sewer Services Commission requests that all up to date information and alignments be provided for review.

Yours truly,

Roger Montpellier  
Chairperson

Box 277, Alberta Beach, Alberta T0E 0A0  
Phone: 780-446-1426 email: d.evans@xplornet.com

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**LAC STE. ANNE**  
**EAST END BUS**  
**SOCIETY**

**2021 Notice of Annual Meeting**

To be held on Wednesday, April 21<sup>st</sup>, 2021

A notice convening the Annual Meeting of Lac Ste. Anne East End Bus Society to be held at 10:30 am all visitors are invited to join through a virtual format.

Please RSVP to Lorna Porter at [eastendbus@gmail.com](mailto:eastendbus@gmail.com) by Wednesday, April 14<sup>th</sup>, 2021 if you would like to join the virtual meeting.

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**debbie@onoway.ca**

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**From:** Judy Tracy <jtracy@onoway.ca>  
**Sent:** March 25, 2021 10:06 AM  
**To:** Debbie Giroux; Wendy Wildman  
**Subject:** Mayor's report

March 18, Chamber of Commerce regular board meeting March 30, WILD commission meeting

Judy

Sent from my iPad

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Edmonton

## Community associations slam cuts to Alberta program that builds parks, public-use facilities

Government must invest, not erode support for non-profits, Edmonton and Calgary community federations say

Jordan Omstead, Andrew Jeffrey · CBC News · Posted: Mar 23, 2021 6:00 AM MT | Last Updated: 7 hours ago



Leela Sharon Aheer is Alberta's minister of culture, multiculturalism and status of women. A spokesperson for Aheer 2021 budget shifted funds on a one-time basis from the community facility enhancement program to the

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comments 

Community associations in Edmonton and Calgary say provincial cuts to a program that helps build parks and community halls is a sign of the government's eroding support for civil society and its devaluing of community infrastructure.

The Edmonton Federation of Community Leagues and Federation of Calgary Communities have written letters that the Opposition will table in the Alberta legislature Wednesday calling on the Alberta government to address a nearly 50 per cent cut to the community facility enhancement program (CFEP) this year compared to 2019.

"We call upon our government to recognize the importance of the work of the non-profit sector by investing in it, rather than eroding it," reads the letter addressed to Leela Aheer, who oversees the grant program as minister of culture, multiculturalism and status of women.

Community associations are regular beneficiaries of the program, which provides matching grants to help build and upgrade public-use facilities, from outdoor rinks to emergency homeless shelters.

Since 2003, the program has paid out roughly \$38 million per year.

- **City council disappointed with cuts to public sector, post-secondary in new Alberta budget**
- **Pandemic prompts Alberta government to pare back post-secondary funding model changes**

The Alberta government's first budget under Premier Jason Kenney saw program funding slashed from \$38 million down to \$25 million. The 2020 budget showed program funds would stay at \$25 million for the next three years.

But the latest budget, released last month, shows the program is expected to pay out even less this fiscal year — \$18.5 million, or a 50 per cent cut compared to 2019. Going forward, the program is forecast to pay out \$23.5 million on annual basis, levels last seen in the late 1990s and early 2000s.

The Edmonton and Calgary federations called it a "clear erosion of essential funding appearing to devalue community-based infrastructure," in a separate letter to Aheer earlier this month.

## **No communication from ministry, federation says**

Calgary's community halls are, on average, 55 years old, says Leslie Evans, executive director of the Federation of Calgary Communities. If volunteers can't support fundraising efforts with matching provincial dollars, many of those buildings will close.

"We will see the imploding of these, I call them, essential community infrastructure," Evans said.

At a time when gathering indoors is off-limits and personal finances are tight, the pandemic has reinforced the importance of public spaces, says Laura Cunningham-Shpeley, executive director of the Edmonton Federation of Community Leagues.

The Community League Plaza in Hawrelak Park, which opened last fall, is one of the latest public amenities built with a \$1 million matching grant from the program.

"I think public spaces are so important for Albertans at all times and especially these times when people have seen cuts to their own jobs, seen cuts to their own incomes," she said.



(1698)

Despite repeated attempts, the government has yet to provide the Edmonton Federation of Community Leagues with an explanation for the program cuts, says executive director Laura Cunningham-Shpeley. (Scott Neufeld/CBC)

Since the first round of cuts were introduced in 2019, Cunningham-Shpeley says she's tried unsuccessfully to arrange meetings with the minister about the program.

"Despite us really trying to understand what the plan is for these facilities, what the plan is for the funding, we have heard nothing," she said.

In response to questions from CBC News, the minister's press secretary Amanda LeBlanc said the 2021 budget shifted funds on a one-time basis to the government's COVID-19 stabilize program.

All non-profits are eligible for stabilize program funding, but the government has repeatedly said it will target live event groups — including sports, rodeo and performing arts organizations — to help them kick start operations post-pandemic.

"Prioritizing stabilize program funding over capital enhancements will assist non-profits and help them to re-open when it is safe to," Leblanc, the press secretary, said in a statement.

- [\*\*Income support funding dropping by \\$66M in 2021 Alberta budget\*\*](#)
- [\*\*VIDEO Community League Plaza opens in Edmonton's Hawrelak Park\*\*](#)

Cunningham-Shpeley says while that money could boost program spending this year, it appears to come at the expense of long-term infrastructure spending, both this year and for years to come.

"If your facilities are falling apart, where are you going to host your events," she said.

Any cuts to CFEP will be felt far beyond community leagues. Non-profits, post-secondary institutions, First Nations and Métis settlements are all eligible for infrastructure money under the program.

Boyle Street Community Services, an Edmonton homeless and poverty agency, received \$60,000 through the program for renovations in 2012/2013.

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"We know as an organization that if our infrastructure matches our programs, that's going to lead to better outcomes for the people that we serve," said Elliott Tanti, senior communications manager. "If you don't have matching funding it is literally twice as hard to get a project done."

## 'When there's no hall, you don't have a heart'

In northeast Edmonton, the Elmwood Park neighbourhood has struggled to keep up its community infrastructure. Its hall burned down in 1993 and its outdoor rink closed down years later in the absence of regular volunteers, says league president Morgan Wolf.

The rink's change rooms are now used as the league office. Outside, the park lights are in need of upgrades, Wolf said.

When the neighbourhood lost its community hall, she says it lost a vital public space to organize events, host classes or simply gather with neighbours.

"A community league hall, that's the heart of your community," she said. "When there's no hall, you don't have a heart, you don't have a home base."

Beside the park, a community sign advertises the league's latest fundraiser to build a new hall — selling spring seeds.



(170)



Elmwood Park community league says its been without a proper hall since the early 1990s. The league president is concerned that despite their best fundraising efforts, with cuts to the provincial grant program, the neighbourhood will not see a new one any time soon. (Scott Neufeld/CBC)

But Wolf fears, even if that effort proves successful, fewer provincial dollars will mean a longer wait to get a matching grant, or no grant at all.

"Just to see cuts upon cuts coming our way and our ability to maintain our infrastructure, build our infrastructure, repair our infrastructure, we're just watching it dissipate before our eyes," she said.

"We're watching community leagues be pushed to the very corners and I'm not sure how much farther they can be pushed until we lose them entirely."

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## RECOMMENDED FOR YOU

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# Recall Act

## Overview

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### What would this legislation do?

The Alberta government is introducing recall legislation to allow Albertans to initiate a process that could lead to the removing and replacing elected officials, including MLAs, municipal officials and school board officials. If passed, this legislation will strengthen democracy by allowing Albertans to hold elected officials accountable throughout their term, not just during elections.

### Process for recalling an elected official

#### MLAs

Eighteen months after an election and until six months before the next general election, an eligible Alberta voter can begin the process to have an MLA recalled. If they feel the MLA in their constituency is not upholding their responsibilities, an Albertan can apply to the Chief Electoral Officer for a petition to recall that elected official.

If the application is complete and meets the requirements of the act, the Chief Electoral Officer will issue the petition to be used to collect signatures. The Albertan would then have 60 days to gather signatures from 40 per cent of eligible voters in that constituency. The applicant can have volunteers called canvassers, who must also be residents of that constituency, to assist them in gathering the signatures.

Once the signatures are gathered, they would be submitted to the Chief Electoral Officer, who would ensure the signatures are valid, and the petition has reached the threshold of 40 per cent.

If the recall petition is successful, a recall vote would be held to determine if the elected official should be recalled. If the recall vote is successful, by a simple majority, the official ceases to hold office and a by-election would be held.

#### Municipal Officials

If an Albertan feels an elected official is not upholding their responsibilities, they can notify the Chief Administrative Officer in their municipality of their intent to start a recall petition. If they are eligible to vote in the election for the official and meet the other requirements in the legislation, the Chief Administrative Officer would publish a notice of the petition on the municipality's website, and the petitioner would then have 60 days from the date the petition is published on the website to gather signatures from eligible voters that represent 40 per cent of the population of the municipality or ward. If the petition is successful, at the next municipal council meeting, the Chief Administrative Officer would make a declaration of the successful recall petition, and the official would be removed.

#### School Board Officials

For school board officials, if an Albertan feels an elected official in their school division is not upholding their responsibilities, they can apply to the secretary of the school board. The petitioner would then have 120 days to gather signatures from eligible voters that represent 40 per cent of the eligible voters in that school district. If the recall petition is successful, the official is removed.

The applicant would be responsible for all costs associated with gathering the required number of signatures, however they can accept contributions toward their petition. There will be limits on how much Albertans and third-parties, like political action committees, can spend on promoting or arguing against the petition to recall an MLA, and guidelines on how the donated money must be spent. These limits will be included in the regulations.

### Additional information

The Select Special Democratic Accountability Committee held public meetings and accepted written submissions on potential recall legislation in fall 2020. The all-party committee tabled their [final report](#) on Nov. 16, 2020.

If passed, the act will come into force upon proclamation.

# Notifications

[COVID-19](#) remains a public health threat. [Mandatory measures are in effect provincewide.](#)

Close



[Home](#) → [Government](#) → [Bills and legislation](#) → [New and proposed legislation](#)

## Holding elected officials accountable

Bill 52 would give Albertans a way to remove elected officials they feel are not upholding their responsibilities.

### On this page:

- [Overview](#)
- [Key changes](#)
- [Next steps](#)
- [News](#)

**Status:** Bill 52 was introduced on March 15, 2021

**Ministry responsible:** Justice and Solicitor General

### Overview

[Bill 52: the \*Recall Act\*](#) would strengthen democracy by allowing Albertans to hold elected officials accountable throughout their term, not just during elections.

If passed, Bill 52 will create a process that could lead to the recall of elected officials, including Members of the Legislative Assembly (MLAs), municipal officials and school trustees.

If passed, Bill 52 will also set contribution, expense and third party advertising rules for a recall petition and recall vote. These rules would be aligned, where possible, with the *Election Act* and *Election Finance and Contributions Disclosure Act*.

### Key changes

If passed, Bill 52, the *Recall Act* will create processes for Albertans to petition to remove certain types of elected officials.

### Recalling an MLA

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An Albertan would apply to the Chief Electoral Officer for a petition to recall their **MLA** if they feel they are not upholding their responsibilities.

If approved, the applicant would have 60 days to gather signatures from 40% of eligible voters in that constituency.

If the petition is successful, a recall vote would occur. If the recall vote is successful, the official ceases to hold office and a by-election would be held.

## **Recalling a municipal official**

An Albertan would apply to their municipality's Chief Administrative Officer for a petition to recall the municipal official they feel is not upholding their responsibilities.

If approved, the applicant would have 60 days to gather signatures from 40% of eligible voters in the municipality or ward.

If the petition is successful, the Chief Administrative Officer would make a declaration at the next council meeting. The official would be removed at that time.

## **Recalling a school trustee**

An Albertan would apply to the secretary of the school board for a petition to recall the school board trustee they feel is not upholding their responsibilities.

If approved, the applicant would have 120 days to gather signatures from 40% of eligible voters in that school district.

If the petition is successful, the official is removed and the board would decide if a by-election is necessary.

- [Recall Act Fact Sheet](#) (PDF, 300 KB)
- [Select Special Democratic Accountability Committee Final Report: Citizen's Initiative and Recall](#) (PDF, 572 KB)

## **Next steps**

If passed, Bill 52, the *Recall Act* will come into force upon proclamation.

## **News**

- [Holding elected officials accountable in Alberta](#) (March 15, 2021)

# Notifications

[COVID-19](#) remains a public health threat. [Mandatory measures are in effect provincewide.](#)

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## [Government news](#)

Mar 15, 2021

# Holding elected officials accountable in Alberta

Proposed democratic reform legislation will strengthen democracy by allowing Albertans to hold elected officials accountable throughout their terms.

## On this page:

- [Quick facts](#)
- [Related information](#)
- [Multimedia](#)

Bill 52, the *Recall Act*, would allow Albertans to initiate a process that could lead to removing and replacing elected officials including members of the legislative assembly (MLAs), municipal officials and school trustees during their term.

“Elected officials have a responsibility to Albertans, and Albertans should be able to hold those officials accountable throughout their term, not just at the ballot box. Albertans have told government for years that they want a greater say in the democratic process, and this legislation will help give them that voice.”

*Jason Kenney, Premier*

“Albertans deserve elected officials who uphold their promises and responsibilities. Through this legislation, Albertans will be able to make sure their representatives can be held even more accountable to those who voted for them.”

*Kaycee Madu, Minister of Justice and Solicitor General*

“We made a campaign promise to bring in recall legislation. This legislation applies to all elected officials and will make them more accountable to Albertans.”

*Ric McIver, Minister of Municipal Affairs*

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Under the proposed *Recall Act*, recall of an elected official becomes an option 18 months after the respective provincial, municipal or school board election. An eligible Albertan could begin the process to have their MLA recalled by applying to the chief electoral officer. In the case of municipal officials, the Albertans would need to notify the chief administrative officer of the municipality. For school board officials, they would apply to the secretary of the relevant school board.

The Albertan would then have 60 days to gather signatures from 40 per cent of eligible voters in their constituency for MLAs. For elected municipal officials, the Albertan would need signatures from electors that represent 40 per cent of the population in the municipality or ward. For school board trustees, the Albertan would have 120 days to gather signatures from 40 per cent of eligible voters in that school district or ward.

If the recall petition is successful, the voters in that MLA's constituency would then vote to determine if they should be recalled. If the vote is successful, the MLA would be removed, and then a byelection would be held to choose a new representative.

If the recall petition for an elected municipal official is successful, the elected official is removed once the petition is presented at the next council meeting. If the recall petition for a school board trustee is successful, they would be removed from the board. The board would then decide if a byelection is necessary.

Introduction of the *Recall Act* fulfils a government platform commitment to "introduce a *Recall Act* based on the provisions contained in the B.C. *Recall and Initiative Act*, which allow voters to remove their MLA and force a byelection if 40 per cent of eligible voters in a constituency sign a recall petition no sooner than 18 months after an election." The *Recall Act* is also based on a private member's bill introduced by Devon-Drayton Valley MLA Mark Smith, and adopts recommendations made by the Select Special Democratic Accountability Committee following public consultations on recall and initiative held in 2020.

## Quick facts

- Elections Alberta would need to verify the signatures to determine if a recall petition for an MLA is successful.
- There will be limits on how much Albertans and third parties, like political action committees, can spend on promoting or arguing against a recall petition and recall vote. These limits will be set in regulation.
- For a petition to recall a municipal official or school board trustee, there is a \$500 application fee.

## Related information

- [Holding elected officials accountable](#)
- [Select Special Democratic Accountability Committee](#)
- [Final Report: Citizens' Initiatives and Recall \(PDF\)](#)
- [Bill 52: Recall Act](#)

## Multimedia

- [Watch the news conference](#)

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# Town of Onoway

## Report to Council

**Meeting:** April 1, 2021 - Regular Council Meeting

**Originated By:** Tony Sonnleitner, Development Officer, Town of Onoway

### Development Permits:

**21DP01-24 Plan 962 0336, Block 5 : 5340 Lac Ste. Anne Trail South  
(the "Lands")**

REPLACEMENT OF EXISTING CARDLOCK APRONS AND DISPENSER.

### Subdivisions:

**Bylaw 783-21 Plan 3176 HW, Block 3, Lots 2 & 3A**

PLAN CANCELLATION BYLAW.

**Letters of Compliance: NONE**

**Enforcements: NONE**

Tony Sonnleitner, Development Officer



Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

March 22, 2021

File: 21DP01-24

(UFA)  
700 – 4838 Richard Rd SW  
Calgary, Alberta  
T3E 6L1

**Re: Development Permit Application No. 21DP01-24  
Plan 962 0336, Block 5 : 5340 Lac Ste. Anne Trail South  
C3 – Commercial – Highway District : Town of Onoway**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit regarding the following:

**REPLACEMENT OF EXISTING CARDLOCK APRONS AND  
DISPENSER**

has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- The applicant shall provide a certified copy of plan of subdivision to determine all easements and restrictive covenants on the parcel.
- 3- The applicant shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, plumbing, gas, electricity and drainage, and all other permits required in connection with the proposed development, including the renovation of the building. Copies of all permits shall be submitted to the Town of Onoway for review.
- 4- The applicant shall obtain and comply with the requirements, from the Petroleum Tank Management Association of Alberta, permits relating to the development.
- 5- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 6- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 7- That all improvements shall be completed within twelve (12) months of the effective date of the permit.






Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

- 8- The improvements take place in accordance with the plans and sketches submitted as part of the permit application.
- 9- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 10- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete	<b>March 15, 2021</b>
Date of Decision	<b>March 15, 2021</b>
Effective Date of Permit	<b>April 13, 2021</b>
Signature of Development Officer	

Tony Sonnleitner, Development Officer for the Town of Onoway  
cc Wendy Wildman, CAO, Town of Onoway  
cc Inspections Group Inc.

**Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:**

**Town of Onoway  
Box 540  
Onoway, AB T0E 1V0**

**and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.**

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Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

**NOTE:**

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

**IMPORTANT NOTES**

1. *Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.*
2. *Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.*
3. *This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.*
4. *The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.*
5. *A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.*
6. ***In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Demolition, Building, Electrical, Gas, Plumbing, Private Sewage, and Water). The issuance of these permits is under the jurisdiction of Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring.***



Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

***Within the municipal limits of the Town of Onoway, the authorized agency is Inspections Group Inc., and may be contacted at***

***Edmonton:***  
*12010 - 111 Ave.*  
*Edmonton, Alberta T5G 0E6*

***Phone: (780) 454-5048***  
***Fax: (780) 454-5222***  
***Toll-Free: (866) 554-5048***  
***Toll-Free Fax: (866) 454-5222***  
***Email: [questions@inspectionsgroup.com](mailto:questions@inspectionsgroup.com)***

6. *Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.*
7. *All plans submitted for the construction, or alteration, of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.*

Contact:

Petroleum Tank Management Association of Alberta  
#980, 10303 Jasper Avenue  
Edmonton, AB T5J 3N6  
Phone: (780) 425-8265  
Toll Free: 1-866-222-8265  
Fax: (780) 425-4722  
E-mail: [ptmaa@ptmaa.ab.ca](mailto:ptmaa@ptmaa.ab.ca)



Development Services  
for  
**Town of Onoway**

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342  
Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

## Public Notice

DEVELOPMENT APPLICATION NUMBER: 21DP01-24  
**APPROVAL OF DEVELOPMENT PERMIT**

An application for a development permit for this property, Plan 962 0336, Block 5 : 5340 Lac Ste. Anne Trail South, with regard to the following:

### REPLACEMENT OF EXISTING CARDLOCK APRONS AND DISPENSER

Has been **CONDITIONALLY APPROVED** by the Development Officer.

Any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of his objection to such use indicating the following:

1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Development Officer **no later than April 5, 2021.**

Statements of concern with regard to this development permit should be addressed to:

Town of Onoway  
Box 540  
Onoway, Alberta T0E 1V0      Attention: Tony Sonnleitner, Development Officer

Should you have any questions please contact this office at (780) 718-5479

Date Application Deemed Complete	March 15, 2021
Date of Decision	_____
Effective Date of Permit	March 15, 2021
Signature of Development Officer	April 13, 2021

**Note:** An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office (780) 718-5479 and should include a statement of the grounds for the appeal.

**Note:** This permit does not come into effect until twenty-nine (29) days after the date of issuance.

**Note:** Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.

**Note:** This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

**THIS IS NOT A BUILDING PERMIT**

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Nice talking to you this morning. Please find attached Development Permit Application and preliminary drawings for the planned upgrade of the UFA Onoway Cardlock location.

As you know, site received upgrade of the tank farm last year (new tanks and above ground piping). This year, UFA plans to upgrade the cardlock: remove existing concrete aprons and islands, install new sumps, dispensers, light poles, etc. as well as tie in the new cardlock apron's catch basin into the existing deep services (oil water separator) – all upgrades are to reduce environmental risk on site.

Please give me a call if you have any questions or concerns.

Best Regards,

Joel Kosa

Project E.I.T.

UFA Co-operative Limited

M: (403) 660-4668

[Joel.Kosa@ufa.com](mailto:Joel.Kosa@ufa.com)

[UFA.com](http://UFA.com)

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<janet.jabush@outlook.com>; 'janet.jabush@outlook.com' <janet.jabush@outlook.com>; 'janet.jabush@outlook.com' <janet.jabush@outlook.com>; 'janet.jabush@outlook.com' <janet.jabush@outlook.com>; Sandy Morton <Sandy.Morton@mayerthorpe.ca>; Pat Hagman <Pat.Hagman@mayerthorpe.ca>; Pat Burns <Pat.Burns@mayerthorpe.ca>; Bernie Jogola <Bernie.Jogola@mayerthorpe.ca>; Anna Greenwood <Anna.Greenwood@mayerthorpe.ca>; Clay Davidson <clay.davidson@mayerthorpe.ca>  
**Subject:** Towns West Update - March 2021

Hello Towns West!!

I trust all is well in your lovely communities.

I saw some geese today! I'm sure you're almost as happy as I am that spring is around the corner. As a motorcycle enthusiast, I may be a smidge more excited than most of you. 😊

Since my last "How you doin'?" 😊, there are a couple of things I thought might be of interest.

### PROVINCIAL BUDGET

The highly anticipated Budget 2021 was released on February 25 and, as anticipated, both MSI and LGFF were noticeably impacted. For 2021, we see an increase to MSI funding, but significant cuts are coming over the next 2 years. The earliest we'll see LGFF implemented is after the next provincial election, so that promised stable & predictable funding is a long way off. On a positive note, they didn't proceed with the planned increase to education property tax. 😊

AUMA hosted a Budget 2021 webinar on February 26. Just in case you missed it, you can [watch it on our YouTube channel](#).

### POLICING

I hope lots of you tuned into the President's Summit on Policing held on February 17. Here's the link to the session recording for those who missed it: [President's Summit session recording](#).

One of the attachments to this email is the Quarterly Report from the Interim Police Advisory Board which includes the most recent info on the rollout of resources from the Police Funding Model.

Please share your thoughts on all things Policing. I'd like to hear your feedback about the work of the Interim Board, the Provincial Police Force and the Police Act Review.

### MUNICIPAL SUSTAINABILITY PROGRAM REPORTING

We've heard from a few small communities that their MSP reports were sent back. After AUMA reached out to the GoA, they assured us that these instances were simply follow up to obtain some clarification or additional information and that the province expected red tape reduction reporting would be in line with the municipality's size and capacity.

Hopefully, the back and forth will be kept to a minimum and not create too much extra work for our smaller municipalities. Please do reach out if you're having difficulties with your reporting. Your feedback helps to inform our advocacy work with the province.

### MUNICIPAL ELECTIONS (aka – FUN, FUN, FUN)

By now, you all know that there will be referenda on the ballot this fall. Our advocacy to keep local elections local met with little, if any, success. That said, the province did allocate \$10M to support municipalities in the administration of the referenda on our ballots. It's unlikely we'll find out the nature or number of questions until at least September.

In a joint advocacy effort, AUMA and RMA are working with Municipal Affairs on some regulatory changes that would enable greater use of special ballots. No update on this yet, but it is being considered by MA.

Lots of our towns are already planning for the activities surrounding the municipal elections, including council orientations. [Munis 101: the Essentials of Municipal Governance](#) will, as usual, be delivered after the 2021 municipal elections, fulfilling the MGA requirement to provide councils with an orientation within 90 days of being sworn in.

Look for a refreshed Munis 101 to ensure it reflects the most recent changes to the MGA and that it's engaging for participants in both virtual and in-person sessions. Following the October 18<sup>th</sup> elections, a combination of both virtual and in-person sessions will be offered with daytime and evening options available. Public health measures permitting, in-person sessions will be offered in conjunction with AUMA and RMA conventions in November, as well as a number of regional sessions. We should have a schedule out by the end of June.



### COMMERCIAL SAFE REST AREAS (CSRA) Project

First, big SHOUT OUT to Whitecourt Mayor, Maryann Chichak! Thanks for stepping up to organize a collective chat about this Alberta Transportation initiative. At the time of this update, no date for the group chat has been set, but I'm sure Mayor Chichak will keep us all in the loop.

These CRSAs would divert visitors from our communities, negatively impacting local economies and potentially, even curtailing certain types of investment.

I'm looking forward to our dialog on this important, province-wide issue.

### UPCOMING EVENTS

Here are a few things for which you might like to make room in your calendar:

- **Rural Connectivity Forum** (Mar 23-24) – it's not an AUMA event but, considering the topic, I thought some might be interested. Here's the link for more info and to register <https://www.cybera.ca/event/alberta-rural-connectivity-forum/>.
- **Upcoming EOEP Courses** – register on-line at [eoep.ca](http://eoep.ca)
  - Council's Role in Strategic Planning (Apr 8, 15, 22 & 29 from 2:30 to 4pm each day)
- **Municipal Leader's Caucus** – (April 14 – 16) – please note the times on each of the days. One of the attachments is a tentative schedule. Hope you can join us!

One last piece of outstanding news that just arrived this morning...

AUMA is very excited to announce the new **Municipal Elected Leaders Certificate (MELC)**. In partnership with the University of Alberta's Augustana Extended Education (AEE), the Alberta Elected Officials Education Program (EOEP) is pleased to present this educational opportunity. AUMA & RMA members who complete all [seven EOEP courses](#) (Munis 101, plus six municipal content-specific courses) will be provided with certificates of completion. Lots of us will have some of the required courses and some may already meet all the requirements for the certificate. EOEP will contact our members to let them know how many courses they need to get their certificates. Obtaining this certificate allows elected officials to demonstrate our commitment to constant improvement in the execution of our duties.

Well, I think that might be enough for now. If there's something specific you'd like more info on or a question you'd like answered, please let me know. As always, I'm available by email or I'd love to chat with y'all.

Here's hoping we can get together at convention after the elections this fall. Until then, be well, be safe and be happy!!

*Janet Jabush*

Mayor, Town of Mayerthorpe  
Director, Towns West – AUMA  
Box 420  
Mayerthorpe, Alberta, T0E 1N0  
P. 780.786.2416  
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February 15, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This quarterly update outlines the work that the Interim Board has undertaken since we last reported October 20<sup>th</sup>.

*Interim Board's Mandate*

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the Interim Board is comprised of representatives from the RMA Board, the AUMA Board and the Alberta Association of Police Governance Executive, with specific representation identified by each association. The Interim Board's mandate concludes at the end of November 2021. Based upon the Minister of JSG accepting the recommendations for the governance structure of the permanent Board, the recruitment and selection process for the permanent Board will commence in the Fall 2021.

*Interim Board's Focus*

Since the last report, the Interim Board has held six meetings. All of our meetings have been held virtually due to COVID-19. JSG staff and the RCMP continue to be active participants in these meetings.

The Interim Board has been making progress on both aspects of its mandate. During this quarter, our primary focus has been on reviewing the results of the policing priorities survey sent to you in October. Your input has been integral in developing the priorities for the RCMP moving forward in 2021/2022. Attached to this update is the letter and report sent to the Minister on January 29, 2021, outlining the Interim Board's recommendations for the 2021-22 policing priorities.

*Interim Board's Engagement with Municipalities*

The APIAB has now shifted its focus to the governance of the permanent Board, with the next steps being to finalize the following related to the Board structure and scope:

- Size





- Representation
  - Public versus elected officials
  - Members at large
  - Voting and non-voting status of various members
- Member criteria/qualifications/competencies to ensure necessary skill sets, experience and diversity
- Recruitment strategy
- Selection process
- Appointment terms
- Knowledge transfer and membership shifts
- Board responsibilities and duties (including process for alternates, termination of member, etc.)
- Terms of Reference
- Code of Conduct
- Code of Ethics

In the coming weeks a survey will be circulated for input from municipalities on some of these issues in order to ensure that the permanent Board represents municipal needs and preferences.

#### *RCMP Update on Resourcing*

As of February 8, 2021 the RCMP advised that 66 of 76 new regular member positions had been filled. The remaining 10 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 28 positions have been filled to date, and the remaining 29 positions are pending within the staffing process. See the attachment titled "PPSA Police Funding Model Positions February 2021" for further details.

The Interim Board has reviewed many different resourcing options with RCMP "K" Division over this last quarter. There are many different options, other than front-line policing, as to how new resources can be allocated. Attached is a brief outline of some of those options to help provide clarity on what these other programs provide to overall community safety. The Interim Board will continue to work with JSG and the RCMP to ensure our provincial policing resources continue to grow in ways that improve community safety throughout Alberta. We have recommended that the RCMP continue to balance front-line policing, support programs and civilian resourcing to meet the priority recommendations of the Interim Board.

We have also provided recommendations on the report templates that Detachment Commanders should provide to municipalities. We expect that councils and administration will begin seeing reports in this format on a quarterly basis moving forward.

In conclusion, I and my fellow Interim Board members are pleased with the engagement of the RCMP and JSG in our discussion and our progress to date. We continue to see the potential of this Board to increase the municipal voice in policing across the province. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,



Tanya Thorn  
Board Chair, Alberta Police Interim Police Advisory Board  
403-860-7342  
[Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com)



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January 29, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSG/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at [tthorn@okotoks.ca](mailto:tthorn@okotoks.ca).

We look forward to engaging with you soon!

Sincerely,



Tanya Thorn  
Chair  
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta  
Barry Morishita, President, Alberta Urban Municipalities Association  
Terry Coleman, Chair, Alberta Association of Police Governance  
Deputy Commissioner Curtis Zablocki, "K" Division RCMP  
Marlin Degrand, Justice & Solicitor General

Encl: (2)



# ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

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## Executive Summary

The Alberta Police Advisory Board was created by the Minister of Alberta Justice and Solicitor General in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA) a strong voice in setting policing priorities. One of the Board’s mandated deliverables was to provide input into discussions on provincial policing priorities for the 2021/22 fiscal year. This report fulfills that mandate and is also intended to be used to inform the Government of Alberta/RCMP multi-year financial plan.

The Board has developed eight municipal policing priorities and related recommendations. These priorities and recommendations are of equal importance to municipalities.

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.</li> <li>• Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.</li> </ul>
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.</li> <li>• Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.</li> </ul>
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.</li> <li>• Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.</li> </ul>
Work with municipal and community leaders to identify	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to</li> </ul>

<p>local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.</p>	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> <li>• Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.</li> </ul>
<p>Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.</p>	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.</li> <li>• Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.</li> <li>• Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.</li> </ul>
<p>Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.</p>	<ul style="list-style-type: none"> <li>• That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.</li> <li>• Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.</li> </ul>
<p>Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.</p>	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: <ul style="list-style-type: none"> <li>○ How to form relationships with municipal leaders</li> <li>○ How to effectively report to and update municipalities about policing in the community</li> <li>○ How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities</li> <li>○ How to maintain collaboration following changes in detachment and/or municipal leadership</li> </ul> </li> </ul>
<p>Work with community and municipal leaders to address racism and other forms of discrimination in policing.</p>	<ul style="list-style-type: none"> <li>• Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.</li> <li>• Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.</li> </ul>



	<ul style="list-style-type: none"><li>• Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.</li></ul>
--	---

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and "K" Division leadership to decide whether to accept the Board's recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

The Board would be pleased to meet with RCMP and Alberta Justice and Solicitor General leadership to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

## Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)<sup>1</sup> a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing<sup>2</sup> and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the Board's structure and scope. On the completion of the interim Board's mandate, the work of the operational Board will begin for a four-year term. As per the Terms of Reference developed by Alberta Justice and Solicitor General (Appendix 1), the Interim Board is made up of four representatives from the Rural Municipalities of Alberta (RMA) Board, four representatives from the Alberta Urban Municipalities Association (AUMA) Board, and one representative from the Alberta Association of Police Governance Executive. A list of the current interim Board members is provided in Appendix 2.

The Interim Board has been mandated to:

1. Develop the scope and terms of reference for the operational Board.
2. Develop a recruitment and selection process for operational Board members.
3. Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document.
4. Provide input, advice, and recommendations to the provincial government and RCMP "K" Division on the buildup of the provincial police service.
5. Provide input into discussions on provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

This report contains the Interim Board's recommendations and advice on provincial policing priorities for the 2021/22 fiscal year (Mandate Item 5). The report is also intended to be used to inform the Government of Alberta/RCMP Multi-Year Financial Plan.

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<sup>1</sup> Under the *Police Act*, the Government of Alberta is responsible for providing police services to urban municipalities with populations of 5,000 or less and all municipal districts and counties. The provincial government meets this obligation by contracting the RCMP to deliver police services to these municipalities through the Provincial Police Service Agreement (PPSA). This agreement is negotiated and signed by the provincial and federal governments.

<sup>2</sup> Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

## Stakeholder Engagement

Since its establishment, the Alberta Police Interim Advisory Board has been engaging with key stakeholders to gather information and develop recommendations on policing priorities.

The Board distributed a survey to municipalities in fall 2020 to learn more about municipal perspectives on policing (see survey questions in Appendix 3). This survey received 209 responses from 160 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

Additionally, the Board met multiple times with RCMP “K” Division and Alberta Justice and Solicitor General to learn about current policies and processes related to planning, budgeting, and resource allocation for the provincial police service. This included reviewing the policing priorities and performance measures identified by the RCMP and Alberta Justice and Solicitor General in their 2018-2021 Joint Business Plan.

## Engagement Themes: What We Heard

The Alberta Police Interim Advisory Board received a wide range of feedback from municipalities on how to enhance policing in Alberta. While quantitative analysis of survey results has been invaluable in helping the Board determine policing priorities for municipalities, several broader themes also emerged through qualitative analysis. Some of these themes highlight broad, societal issues that the RCMP cannot resolve alone, but should consider in both their strategic planning and day-to-day operations. Other themes focus on specific policing areas that the RCMP can address directly. The Board was pleased to note that these themes are generally aligned with the some of the priorities outlined in the existing Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan, indicating a degree of agreement between municipalities, the provincial government, and the RCMP on future goals and directions for policing in Alberta.

### Systemic Resource Constraints

Municipalities have consistently highlighted resource constraints in the provincial health, policing, and justice systems as a key barrier to effective policing. Municipalities do not expect to have a hospital, police detachment, and courthouse in every community in Alberta; however, all Albertans must have equitable access to health, police, and justice services and these services must be appropriately resourced in order to be effective. While the RCMP is now in a position to increase its resources as a result of additional funding raised through the new police costing model, their effectiveness will continue to be limited as long as there are vacancies and gaps in the health and justice systems. It is important to note that both the justice and healthcare systems fall under provincial jurisdiction, and municipal governments have a limited role in provincial policy, planning, and decision-making for these systems. Additionally, given fiscal constraints and limited mechanisms for raising revenue, municipalities are not able to fill in gaps in provincial funding.

## Crime Reduction and Prevention

As crime and the costs of policing continue to be a key issue in both rural and urban communities, municipalities have identified the need to focus on crime prevention and reduction by resolving the root causes of crime. There is considerable research showing that early intervention and prevention with youth, families, and schools reduces violent crime in a cost-effective way: crime can be prevented by responding as soon as possible when people have risk factors such as addiction, loss of employment, or mental illness. While most early intervention and prevention programs fall under provincial jurisdiction, there is a role for the RCMP to play in cross-agency collaboration with various stakeholders and levels of government to identify the root causes of crime at a community level, pool resources, and coordinate responses. Municipalities do play a role in delivering preventative social supports through the Family and Community Support Services (FCSS) program; in fact, more than half of the municipalities participating in this program pay more than the required municipal cost share for the program. However, municipalities are limited by legislation that prevents FCSS programs from duplicating any provincial services.

## Outcome Accountability

Municipalities expect the RCMP to operate according to prescribed accountability and governance frameworks. Many municipalities identified the need for a more transparent, collaborative approach to assessing RCMP performance that is based on the identification of policing and public safety goals through a closer working relationship between the RCMP and their primary stakeholders, particularly municipalities, which are well-positioned to identify community safety issues. Once such goals are identified, appropriate indicators should be created for assessing whether progress is being made towards achieving these goals, and regular reporting processes should be established. Municipalities are cognizant of the additional resources required to support organizational effectiveness and outcome accountability, and they acknowledge the tension inherent in balancing corporate support and centralized positions with “boots on the ground”. However, a collaborative and transparent approach to RCMP performance assessment that engages stakeholders more directly in goal identification and outcome measurement can lead to more successful, responsive, and accountable policing.

## Social Justice

Recent events such as the National Inquiry into Missing and Murdered Indigenous Women and Children, the Black Lives Matter movement, and the Merlo-Davidson settlement underscore the need to address systemic discrimination in civil society, and the role of police in both perpetuating this discrimination and combatting it. All civil institutions, including municipal governments and police services, must work in partnership with marginalized populations to address discrimination both internally and in their interactions with the citizens they serve. To ensure public confidence in policing, municipalities support improved civilian oversight and transparency, particularly for complaints and disciplinary reviews, as well as recruitment and training initiatives that focus on diversity and inclusion.

## Municipal Policing Priorities

Based on stakeholder feedback, the Alberta Police Interim Advisory Board has developed eight municipal policing priorities and related recommendations to inform discussions on provincial policing priorities for the 2021/22 fiscal year. These priorities and recommendations are of equal importance to municipalities and are grouped by the themes identified in the previous section.

### Systemic Resource Constraints

Priority 1: Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.

Albertans need to feel safe and protected in their communities. AUMA, RMA, and the Alberta Association of Police Governance have consistently heard from their members that RCMP vacancy rates and long response times contribute to the perception that some communities are not safe. This feedback has been validated by the responses to the Board's fall 2020 municipal survey, which identified the following three service issues as the most important for municipalities:

- Filling vacancies and providing full coverage service
- 911 response times
- Community visibility

Only cities were likely to indicate an "other" issue as most important; otherwise, all sizes, districts, and types of municipalities agreed on the above issues as their most important.

These service issues reflect an overall lack of resources; accordingly, the Board supports allocating additional police resources to improve policing services; address rising crime rates; and enable community crime prevention and diversion initiatives. The Board was therefore pleased to see the RCMP's announcement that the new police costing model will result in additional resources for the RCMP for 2020/21, specifically 76 new police officers and 57 new civilian support positions. Additionally, the RCMP has shared information with the Board on potential resourcing initiatives that include:

- 24-hour coverage in all PPSA locations
- The creation of a relief team to be deployed to detachments that are experiencing short term human resource shortages
- District general duty resources that would provide district commanders with the flexibility to deploy resources to areas of need

#### RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.
- Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.

Priority 2: Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.

The RCMP currently determines how to allocate policing resources by analyzing each detachment's workload. This analysis takes several factors into account, including travel time, call volume, type of crimes occurring in the area, amount of time required for investigations, size of detachment, and time available for proactive policing. When asked to rank which factors were most important to their municipality, survey respondents identified travel time as by far the most significant factor (43%), followed by the types of crime in the area (29%), then time available for proactive policing (12%). Call volume, detachment size, and investigative time required were seen as less important. Rural and small urban municipalities (municipal districts, villages, and summer villages; populations under 5,000) tended to prioritize travel time over type of crime when compared to larger urban municipalities (cities and towns; populations over 5,000), although both were considered important. This likely reflects the fact that rural and small urban municipalities tend to be further away from detachments than larger municipalities.

Additionally, 70% of respondents either agreed or strongly agreed that resource allocation should be balanced between frontline officers and centralized, specialized, or civilian positions.

#### **RECOMMENDATIONS:**

- Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.
- Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.

### **Crime Reduction and Prevention**

Priority 3: Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.

Repeat offenders are a major issue in rural and small urban municipalities across Alberta. Anecdotally, many municipal leaders have indicated that most of the criminal activity occurring within their communities is due to a small group of individuals that frequently re-offend. Survey results highlight the importance that municipal leaders place on addressing repeat offenders, particularly in rural municipalities and specialized municipalities. This may indicate a specific link between repeat offenders and property crimes common in rural areas with a limited police presence.

Although a complete strategy to effectively focus on and reduce the rate of prolific and repeat offenders includes reforms to social supports and the justice system that are beyond the scope of the Alberta Police Advisory Board, there are ways in which policing approaches at the detachment, regional and province-wide level could better address repeat offenders.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a key initiative under the "crime reduction" priority to establish "specialized crime reduction units focused on targeting

9  
500

repeat offenders.” It is the Board’s understanding that the first crime reduction unit (CRU) was formed in Alberta in 2017 as a pilot project, and four CRUs are currently in place in the province. The Board supports the CRU model as a key tool to address prolific offenders and appreciates that the RCMP has identified expanding the use of CRUs as a potential 2021 resourcing initiative.

According to the Civilian Review and Complaints Commission’s (CRCC) March 2020 *Review of the RCMP’s Crime Reduction-Type Units*, Alberta’s CRUs collaborate “with the provincial agencies responsible for health, housing, addictions and human services both at the working and senior levels, including the provincial deputy minister level.” While this collaboration between CRUs and provincial agencies is a positive, the report lacks any reference to CRUs attempting to work with municipalities, municipally operated social service organizations (such as Family and Community Support Services), community peace officers, or local non-profit agencies that may provide support to those at high risk of becoming repeat offenders. As many rural and small urban communities have little or no direct provincial agency presence, it is imperative that CRUs increase their collaboration with non-provincial entities that may play a role in both preventing individuals from becoming repeat offenders and helping to identify possible repeat offenders within these communities.

#### RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.
- Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.

Priority 4: Work with municipal and community leaders to identify local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.

Survey results showed that while some categories of criminal activity are priorities in municipalities of all types, sizes, and regions of Alberta, there are noticeable differences in how important other types of crime were viewed by different survey respondents. For example, although “major property crime” was clearly identified as the most important crime category for Alberta’s municipalities overall, it was ranked as relatively low among town and city respondents (larger urban municipalities) and as very high among rural municipalities, summer villages, and villages. Conversely, towns and villages ranked drug-related offences as a much higher priority than respondents representing rural and small urban municipalities. Similarly, family violence was ranked as a higher priority by larger municipalities, while property crime was less of a priority.

What these results suggest is that while both drug offences and property crimes impact communities of all types and sizes, the direct impacts of each likely differ. This data could be interpreted to suggest that individuals committing drug crimes in towns and villages (where they likely live) may be travelling to rural and small urban municipalities to commit property crimes linked to drug sales or use. This is a significant assumption, but it speaks to the larger issue: crime is a major concern in communities across the province, but its specific impacts differ based on municipal size and type.



While the survey results indicate broad differences in priority crime areas among municipalities of different types and sizes, it is likely that priority issues vary by individual municipality. For this reason, ongoing, quality collaboration between detachments and municipal/community leaders is essential to ensure that those policing the community understand the concerns and priorities of community residents and businesses. In larger municipalities where both police and municipal governments may have the time and capacity to regularly interact, this may be straightforward. However, in smaller municipalities, limited police and municipal capacity may mean that collaboration is more difficult. The impacts of municipal size on collaboration are supported in the survey results. The table below contrasts the overall survey responses to the responses of municipalities with a population below 2,000 on several questions related to police/municipal collaboration.

Question	Alberta overall	Municipalities with population below 2,000	Municipalities with population above 2,000
Does your municipality have a police oversight body?	27.5% said yes	19.4% said yes	36.0% said yes
How often does your municipality/police oversight body meet with your detachment commanders?	58.6% meet two times or more	39.6% meet two times or more	77.1% meet two or more times
Do you consider your current meeting frequency with RCMP detachment commanders sufficient?	65% said yes	56% said yes	73.0 said yes
Does your RCMP detachment provide you with a copy of their annual performance plan (APP)?	66% said yes	59% said yes	74.2% said yes
Is your municipality or police oversight body involved in developing the detachment's APP?	55% said yes	35% said yes	60.2% said yes
Does your municipality or police oversight body receive regular reporting from your detachment?	82% said yes	70% said yes	95.3% said yes

What the results above suggest is that collaboration between small municipalities and their detachments is consistently lower than collaboration between detachments and municipalities in general. This inconsistency likely flows upwards into the policing-related priorities of small and rural municipalities being under-considered in RCMP regional and province-wide priority-setting.

While Alberta's *Police Act* places the onus on municipalities to form police committees as a formal means to collaborate with their local detachment, it is not the only way. The results above clearly show that detachments often meet with municipal councils regardless of whether the municipality has a standalone police committee. However, the results also show that the level of engagement requires improvement, especially in small municipalities, nearly half of which consider their current meeting frequency with their detachments to be insufficient.



RCMP and Alberta Justice and Solicitor General should emphasize the development of detachment standards for engagement with the municipalities they serve. Alberta Police Interim Advisory Board members have regularly heard from municipal leaders that municipal-detachment engagement is often “personality-driven,” as it is almost entirely dependent on the willingness of a particular detachment commander to take the time to work with municipal leaders. In many cases, municipalities have formed strong relationships with a detachment, only to see them evaporate when the detachment’s leadership shifts.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan makes some indirect references to improving community engagement, including the need to develop strategies for “local partnerships” within detachment Annual Performance Plans, and “improve the way in which the RCMP connect with, involve, and inform communities to ensure the public is receiving a prompt response to criminal complaints and a positive service experience.” However, neither of these initiatives specifically addresses the need to better inform and engage municipalities, which is especially important in small communities in which the municipality is often most knowledgeable of local concerns and trends.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to improve collaboration and engagement with small municipalities.
- Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.

Priority 5: Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a strategy to create specialized units, along with the Police Reporting and Occurrence System (PROS) data centre, to increase the amount of time available to frontline police officers for proactive policing and community engagement.

The Alberta Police Interim Advisory Board is highly supportive of this existing strategy and recommends that the RCMP continue to dedicate resources to forming and expanding the use of specialized units to address and respond to crime, which will allow local officers to increase their presence in the communities they serve more strategically.

However, both the concepts of proactive policing and community visibility, as well as their importance, are not homogeneous across Alberta, but rather differ across municipal size and type. For example, in urban municipalities, community visibility may look like police consistently appearing at and participating in community events to build relationships with residents. In isolated rural areas of the province, visibility may be as simple as having a police officer physically visit a resident who was the victim of a property crime, rather than only follow up over the phone. In other words, the threshold for what constitutes an effective level of community visibility differs significantly across the province, meaning that a single definition or measure of community visibility is unlikely to exist.

Similarly, the importance of proactive policing varies across the province. In urban communities that are typically located near a detachment and have short response times, proactive policing is more of a

priority, likely because it is seen as the “next step” in enhancing community safety beyond the core policing aspects of actually responding to calls for service. Conversely, rural municipalities rank response time as having much higher importance than community visibility, likely because current response times in rural areas are much longer than urban communities.

The survey reflects some of the differences in how urban and rural municipalities view proactive policing. The question below shows the relative importance that representatives of different municipal types assigned to travel time and time available for proactive policing in terms of how much importance each should have determining RCMP resourcing allocations (note that a higher number indicates a higher level of importance).

Municipal Type	Travel time importance	Proactive policing importance
City	1.71	4.29
Town	3.89	3.45
Village	4.80	3.75
Summer village	5.12	4.35
Rural municipality	4.97	2.89

What these results suggest is that larger urban municipalities that are likely to host a detachment are less concerned about travel time (which is likely already adequate), while villages, summer villages and rural municipalities, which are less likely to be near detachments, view travel time as a major concern. Interestingly, while all four urban municipal types shown above view proactive policing as relatively important, it is much less so in rural municipalities. This should not be viewed as an assumption that rural municipalities are not interested in having enhanced proactive policing in their area, but rather that response times (or reactive policing) is such a major concern in rural areas that rural expectations for anything beyond basic response is currently quite low.

These results also suggest that the RCMP must more effectively report on their rural proactive policing efforts, in the form of Crime Reduction Units, Call Back Units, and other initiatives, and their link to seeking to improve both police availability and community visibility in rural communities. It is likely that many rural residents (and municipalities) may be unaware of the proactive and strategic initiatives being undertaken by the RCMP with the end goal of increasing police presence and response in rural areas.

**RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.
- Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.
- Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.

## Outcome Accountability

Priority 6: Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.

The Alberta Police Advisory Board fills an important gap in the current RCMP-Alberta Justice and Solicitor General planning and priority setting process by ensuring that small and rural communities have some level of representation in the process. The current interim Board is supported by RMA and AUMA, along with additional assistance from Alberta Justice and Solicitor General and RCMP staff. Moving forward, RMA and AUMA expect to have a lesser role in the Board, as board members will no longer exclusively be RMA and AUMA representatives, but rather broader municipal and community representatives from rural and small urban municipalities.

To ensure that the Board functions effectively in the long-term, a portion of the funds currently collected through the new police costing model should be used to support the expenses and administrative requirements of the board. This includes board member costs and per diems and board administrative and capacity requirements, such as minute-taking, report writing, survey construction and analysis, and other specialized skills that the board will require but that cannot continue to be provided on RMA and AUMA on a no-cost basis. Proactively confirming that the operational Board will be adequately supported is crucial to supporting member recruitment, long-term planning, and ensuring the board can focus on policing, rather than on how to remain operational with limited provincial support.

### RECOMMENDATIONS:

- That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.
- Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.

Priority 7: Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.

The RCMP has been a consistent and helpful partner for the Alberta Police Interim Advisory Board since its establishment in early 2020. The interim Board will be in place until the end of November 2021. Moving forward, the operational Board will likely consist of a variety of municipal and community representatives from rural and small urban municipalities across Alberta. In addition to providing input and recommendations to the RCMP and provincial government on behalf of municipalities, it is expected that the Board will play an important role in enhancing local engagement and partnership between the RCMP and municipalities across the province.

As explained under Priority 4, the effectiveness of local detachment-municipal engagement and collaboration varies by municipal size and type. A core focus of the work undertaken by the RCMP and Board should be to improve the consistency of local communication and collaboration, particularly in small municipalities, through the creation and implementation of best practices and policies that can be

used by both detachments and municipalities to encourage engagement in cases where a lack of time and resources may prevent the use of more “official” approaches such as police committees.

Such approaches should be flexible to meet the differing needs and capacities of municipalities, and should be grounded in the idea that an ongoing relationship should exist between each detachment and all of the municipalities it serves, but that this relationship should not necessarily look the same across the province.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas:
  - How to form relationships with municipal leaders
  - How to effectively report to and update municipalities about policing in the community
  - How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities
  - How to maintain collaboration following changes in detachment and/or municipal leadership

### **Social Justice**

**Priority 8: Work with community and municipal leaders to address racism and other forms of discrimination in policing**

Alberta’s communities are diverse, and many Albertans have had negative experiences with police that have shaped their perceptions of policing and the role of police in their communities. Incidents across Canada and the United States over the past year have brought into sharp focus the concerning relationship between police and racialized groups that has existed for decades. It is critical that the RCMP engage with racialized and Indigenous communities, and other marginalized groups across the province to understand their perspectives on systemic discrimination in policing, and to ensure that all Albertans are effectively served by police.

While the Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a priority related to better serving Indigenous communities, a similar priority is required for other marginalized groups. Additionally, although the business plan includes a strategy to develop cultural awareness, diversity and inclusion training for all employees, action must go beyond simply requiring employees to take a single diversity training course. This focus should extend to the detachment level and require each detachment to take concrete, measurable steps to learn about and engage with racialized and vulnerable groups within the communities they serve. The Alberta Police Advisory Board can play a role in supporting this relationship-building by working with municipalities to identify those in small and rural communities that are members of or represent racialized or vulnerable populations.

#### **RECOMMENDATIONS:**

- Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.
- Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

- Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.

## Next Steps and Implementation

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

Many of the recommendations above build on actions already reflected in planning documents, and mainly focus on the need to accelerate implementation or collaborate with the Alberta Police Advisory Board to a greater extent around certain existing initiatives.

The Board would appreciate an opportunity to meet with the leadership of the RCMP and Alberta Justice and Solicitor General to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

# Appendix 1

## ALBERTA POLICE INTERIM ADVISORY BOARD

### TERMS OF REFERENCE

#### BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

#### MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

#### SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

#### **MEMBERSHIP**

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

#### **Interim Board Representation**

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

#### **Chair**

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

#### **Secretary**

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

### **RESPONSIBILITIES**

#### **Conduct**

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

#### **Duties**

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.



March 2020

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP "K" Division as necessary and required to discuss matters related to the Interim Board's mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board's work.

### Meetings

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

### Reporting

#### Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

#### Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board's recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board's recommendations and advice on the JSG/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.



**Quorum**

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

**Voting**

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

**EXPENSES**

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

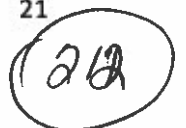
**CONFIDENTIALITY**

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.



## Appendix 2 – Alberta Police Interim Advisory Board Membership

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Tyler Gandam	Board Member	Mayor, City of Wetaskiwin
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin
Jason Schneider	Board Member	Reeve, Vulcan County

## Appendix 3 – Alberta Police Interim Advisory Board Survey

1. Name of Municipality
2. Our municipality is a:
  - City
  - Town
  - Village
  - Summer Village
  - Specialized Municipality
  - County/Municipal District
  - Other (please specify)
3. We represent a population:
  - Under 2,000
  - 2,000 - 5,000
  - 5,001 - 10,000
  - Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

### *Engagement with RCMP*

6. Does your municipality have a police oversight body?
  - Yes
  - No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
  - Four times a year or more
  - 2-3 times a year
  - Once a year
  - Less than once a year
  - We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
  - Yes
  - No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

5/4

Yes  
No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?

Yes  
No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes  
No

If yes, what type of information *do you* receive?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.

13. How could your detachment(s) improve engagement with your municipality/community members?

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes  
No

If yes, what is your preferred mechanism for doing so?

#### *Policing Priorities*

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.

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- 911 response times
- Community visibility
- Filling vacancies and providing full coverage service
- Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)
- Communication with community members and other stakeholders
- Other (fill in)

*Rollout of New Police Resources*

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

*Police Costing Model*

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

- Yes
- No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

Yes

No

If no, what additional information do you require on the new police costing model?

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## PPSA Police Funding Model – 2020/21 Positions

*Updated: February 8, 2021*

As per the 2020/21 PPSA Call-Up of new positions, including 76 regular member and 57 public service employee positions, the Alberta RCMP has allotted the following new regular member resources:

- 46 positions in rural Alberta Detachments
  - 45 Filled
  - 1 Pending
- 10 positions in the Call Back Unit (Filled)
- 2 positions to KMOSS (Filled)
- 3 positions to Child Advocacy Centers (Filled)
- 3 positions to Emergency Response Teams (Filled)
- 4 positions to Offender Management (Pending)
- 3 positions to General Investigative Services (SAD) (2 Filled, 1 Pending)
- 2 positions to Police Dog Services (Pending)
- 3 positions to the Diversity Unit (Pending)

This accounts for all of the 76 regular member positions. A total of 66 positions have been filled to date, 10 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (16 Filled, 15 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (Filled)
- 2 Operational Call Center Administrative Support positions (Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 28 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.





## Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of February 8, 2021					
District/Unit	Detachment	Position Description	Staffing Status	Start Date	
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10	
		General Duty	Filled	2020-12-10	
	CANMORE	General Duty	Filled	2020-08-11	
		COCHRANE	General Duty	Filled	2020-10-16
			General Duty	Filled	2020-09-30
	DIDSBURY	General Duty	Filled	2020-10-27	
		General Duty	Filled	2020-09-15	
	HIGH RIVER	General Duty	Filled	2020-11-03	
	OKOTOKS	General Duty	Filled	2020-07-06	
	STRATHMORE	General Duty	Filled	2020-09-14	
SAD GIS	General Investigative Services	Filled	2020-11-13		
	General Investigative Services	Pending			
	General Investigative Services	Filled	2020-12-10		
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22	
	CAMROSE	General Duty	Filled	2020-04-01	
	INNISFAIL	General Duty	Filled	2020-10-12	
	LEDUC	General Duty	Filled	2020-04-01	
	MORINVILLE	General Duty	Filled	2020-09-03	
	PARKLAND	General Duty	Filled	2020-07-27	
	RIMBEY	General Duty	Filled	2020-11-30	
	ROCKY MOUNTAIN HOUSE	General Duty	Filled	2020-07-22	
		General Duty	Filled	2020-07-22	
	STETTLER	General Duty	Filled	2021-01-25	
	STRATHCONA	General Duty	Filled	2020-07-27	
	SYLVAN LAKE	General Duty	Filled	2020-11-28	
	THORSBY	General Duty	Filled	2020-09-14	
		General Duty	Filled	2020-11-16	
WETASKIWIN	General Duty	Filled	2020-07-18		
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21	
		General Duty	Filled	2020-12-21	
	BONNYVILLE	General Duty	Filled	2020-07-28	
	COLD LAKE	General Duty	Filled	2020-07-01	
	ELK POINT	General Duty	Filled	2020-07-21	
		General Duty	Filled	2020-09-14	
	KITSCOTY	General Duty	Filled	2020-08-10	
	LAC LA BICHE	General Duty	Filled	2020-10-12	
	ST PAUL	General Duty	Filled	2020-10-29	
	VEGREVILLE	General Duty	Filled	2020-07-22	
WESTLOCK	General Duty	Filled	2020-11-13		

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Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Filled	2020-11-23
		General Duty	Filled	2020-09-25
		General Duty	Filled	2020-09-12
	HIGH LEVEL	General Duty	Filled	2020-10-08
	MAYERTHORPE	General Duty	Filled	2020-07-02
VALLEYVIEW	General Duty	Filled	2020-07-02	
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-02
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
Offender Management	Pending			
Offender Management	Pending			
Offender Management	Pending			
Offender Management	Pending			
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
		Operations North	Child Advocacy Center - Zebra Centre	Filled

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## Annex B – Civilian Position Detail

Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Pending	
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Filled	2021-01-11
	PICTURE BUTTE	Detachment support	Filled	2020-12-01
Central Alberta District	TURNER VALLEY	Detachment support	Pending	
	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Filled	2021-01-04
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Filled	2020-11-30
Eastern Alberta District	THORSBY	Detachment support	Filled	2021-01-12
	CORONATION	Detachment support	Filled	2020-12-21
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Filled	2021-01-05
Western Alberta District	WOOD BUFFALO	Detachment support	Pending	
		Detachment support	Filled	2020-11-12
	BEAVERLODGE	Detachment support	Filled	2020-12-21
	FOX CREEK	Detachment support	Filled	2020-10-28
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Filled	2020-09-21
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Filled	2020-12-21
	PEACE RIVER	Detachment support	Filled	2021-01-06
RED EARTH CREEK	Detachment support	Pending		
VALLEYVIEW	Detachment support	Filled	2021-01-11	

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Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
			Filled	2020-10-14
		OCC - Telecommunications Operators	Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Filled	2021-02-12
			Filled	2021-01-04
			Filled	2020-10-01
		Scenes of Crime Officers	Pending	
			Pending	
	Pending			
	Pending			
	Community and Indigenous Policing	Court Case Management Community Engagement and Outreach Specialists	Filled	2019-05-01
			Pending	
Pending				
Pending				
Pending				
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Pending	
			Pending	
			Pending	
			Pending	
		Crime Reduction - Administrative Support	Pending	
			Filled	2020-04-01
Forensic Identification Services Clerk - St. Paul Intellex	Filled			
	Pending			

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## **Alberta RCMP Resources supporting Community Safety**

In addition to the police officers in communities, the Alberta RCMP is made up of a number of programs that contribute to the safety of Albertan communities. Below is a description of a many of these programs:

### **Operational Communication Centers**

The Operational Communications Center is the first point of contact for the public requesting police assistance in both emergency and non-urgent matters. Operators receive calls and evaluate what services are required. Dispatchers then convey the information to officers as quickly as possible, ensuring priority is placed on public and officer safety.

### **Traffic Services**

Traffic Services focuses on enhancing safety on Alberta's roadways through targeting behaviours that negatively impact safety and lead to serious injuries and fatalities. Traffic Services also detects and interdicts criminal networks that use highways for criminal enterprise and distribution of contraband.

### **Crime Reduction Units**

Crime Reduction Units (CRUs) are specialized units with the primary mandate to support detachments by targeting priority offenders, known crime hotspots and the underlying causes of crime. CRU teams help address an identified enforcement problem, especially in the areas of property crime, auto theft and ongoing criminal activity.

### **Integrated Offender Management**

Integrated Offender Management (IOM) is a program in which constables work with the Government of Alberta Justice and Solicitor General's Office Integrated Community Safety Unit (ICSU), to bring community stakeholders/partners together to manage offenders in a collaborative way with an effort to reduce recidivism.

### **Crime Analysts**

Crime analysts use database research techniques to analytically identify, predict, and help prevent crime. They provide strategic, statistical and investigative support to police forces by developing ways of reducing criminal activities within specific areas. This enables police officers to target their efforts in addressing criminal behavior.



### **Police Dog Services**

Police Dog Services provides support to many detachments and specialized units across rural Alberta, enhancing public and police officer safety in communities. Police Dog Services often deploy with Crime Reduction Teams assisting with high-risk situations and tracking down offenders who are attempting to evade police. Police Dog Services also assist detachments in locating missing people.

### **Forensic Identification Services**

Forensic Identification Services supports front line policing in Alberta by providing a variety of specialized and expert investigative services. Forensic Identification members secure, record and document crime scenes, as well as collect and package exhibits for analysis.

### **Emergency Response Team**

Emergency Response Team (ERT) is the RCMP's tactical unit. Referred to as SWAT by many police agencies in Canada, ERT members are the tactical operators who deploy to situations that are beyond the means of the front line regular members such as hostage takings and high-risk firearms complaints and executing high-risk search warrants.

### **Special Tactical Operations**

The Special Tactical Operations Team functions as a public order team who responds to instances of civil disobedience. This team is also used to augment detachments with additional specialized support, such as conducting large scale, complex evidence searches and disaster response.

### **Explosive Disposal Unit**

Explosive Disposal Units are experts in the public awareness, disposal and investigation of all explosive devices. They will sometimes support other units such as ERT with things like explosives forced entries. The Explosive Disposal Units is also trained in the mitigation and investigation of Chemical, Biological, Radiological and Nuclear scenes.

### **Serious Crimes Branch**

Serious Crimes Branch is responsible to investigate homicides, serious persons crimes and child abuse. The Serious Crimes Branch is made up of several units with significant expertise:

#### Major Crimes:

Major Crimes Units are comprised of highly specialized investigators who conduct homicide investigations, along with investigations related conspiracy to commit murder, kidnapping, suspicious deaths and suspicious missing persons files. Major Crime Units also provide assistance and guidance to detachment members in serious incidents such as workplace fatalities and crime crash investigations.



#### Interview Assistance Team:

The Interview Assistance Team works with Major Crimes and other units to provide specialized interview and interrogation skills to support serious investigations.

#### Missing Persons Unit:

The Missing Persons Unit monitors, reviews and assists with Missing Persons investigations across the Province. This unit also houses the Center for Missing Persons and Unidentified Remains.

#### Child Advocacy Centers:

The Alberta RCMP has partnered with not for profit and community service groups throughout the province to support Child Advocacy Centers. Child Advocacy Centers are places where children and youth who have experienced abuse can go to tell their story and get support through the disclosure, investigation, judicial and healing journey.

#### High Risk Offender Program:

The High Risk Offender Program (HROP) works with high risk violent offenders throughout the Province. The single HROP member works closely with Correctional Service Canada, the Province and Crown to identify high-risk violent offenders being released from the Federal and Provincial Institutions at the expiry of their sentence. HROP works to place offenders on peace bonds and assist with managing them in the community.

#### Behavioural Sciences Group:

Behavioural Sciences Group was established due to increasing need to provide support services through the use of the most current behavioural science-based investigative tools. The Threat Evaluation and Management Team (TEM) prevents violence by evaluating the potential for targeted violent acts and implementing plans to reduce the risk of these acts from occurring. Another Behavioural Science tool is the Violent Crime Linkage Analysis System (VICLAS) which helps investigators identify serial criminals by focusing on the linkages that exist among crimes committed by the same offender. Other Behavioural Science tools include such things as Geographic Profiling, High Risk Offender Programs and the Sex Offender Registry.

#### **General Investigative Services**

General Investigative Services support detachments by providing enhanced investigative capacity on files that are complex and often multi-jurisdiction. General Investigative Services investigate both persons and property crime, including but not limited to robberies, break and enters, thefts and assaults.

### **'K' Division Member Operational Support Section (KMOSS)**

KMOSS is located with our Operational Communication Center and is staffed with Senior police officers who provide guidance and advice to officers, when their supervisor or detachment commander is off-shift. They support the employees in the OCC in assessing the need for immediate call out to incidents and provides a point of coordination for significant police incidents.

### **Call Back Unit**

The Call Back Unit was established to create a more efficient and effective method of managing non-urgent calls from citizens for police service. Non-urgent police calls are diverted to the Call Back Unit and the members of the unit contact the complainants, investigate the occurrence and document the results accurately on the PROS records management system. When follow-up or further investigation is required, the Call Back Unit engages the Detachment of jurisdiction or specialized Unit most appropriate to the nature of the crime.

In June 2020, the Alberta RCMP's On-Line crime reporting system became operational. This system allows Albertans the convenience of inputting their non-urgent complaints via a computer, tablet or cell phone, at any time of day or night, through a secure system for investigation by the Alberta RCMP. The Call Back Unit has investigated over 600 online crime reports from Albertans. The files are primarily property-crime related, including theft under, bicycle theft, vandalism and mischief.

### **Pros Data Center**

The Pros Data Center (PDC) is an administrative unit established to improve and modernize the method in which the Alberta RCMP documents calls for police services and the subsequent investigations and intelligence learned. Front line members can also obtain support from the PDC to help them complete their obligation of documenting police investigations.

### **Community Liaison Program**

The Community Liaison Program serves as a touch point with communities, by actively sharing information and hosting educational sessions with community groups regarding the Alberta RCMP and the services we provide to help them prevent crime. This group also actively shares information to support community lead initiatives such as information about grant/funding opportunities.

### **Restorative Justice Program**

Restorative Justice is a method that resolves disputes by addressing the harm caused by crime or conflict. It promotes meaningful resolutions by addressing the victim's needs and holds the offender responsible for their actions. Each detachment in Alberta has a dedicated Restorative Justice Liaison and they support all Justice and Solicitor General Restorative Justice Initiatives and they provide referrals to established programs.



### **Relationship Violence Program**

This Unit is responsible for updating policy, providing support and subject matter expertise and guidance to frontline members. The Unit develops and delivers training for Alberta RCMP members and proactively maintains effective and collaborative relationships with external partner agencies.

### **Sexual Assault Reviewer**

The creation of the Alberta RCMP Sexual Assault Review Coordinator provides oversight and guidance to all regular members conducting sexual assault investigations in the Province. This position also assists Criminal Operations with high-risk files, reviews and the development of policies, procedures and programs for the Alberta RCMP.

### **Financial Crimes**

The Provincial Financial Crimes Unit primarily carries investigations, which are too complex and time consuming for detachments to undertake; these investigations often require a certain level of expertise that is gained through experience and time. In addition to these complex investigations, members of the unit are also fully engaged in requests to provide guidance and support to detachment personnel in conducting smaller scale fraud investigations and the unit is also tasked with priority investigations of a political nature.

### **Air Services**

Air Services utilizes fixed wing aircraft, helicopter and Remote Piloted Aircraft System (also known as drones), to provide aerial transport and airborne tactical support to the Alberta RCMP as well as other government departments and law enforcement agencies. Services include operational support, transport of resources and cargo and aerial surveillance.

### **Investigative Support**

There are a number of units that deploy operational assets and resources to support investigations in Alberta utilizing specialized techniques. Units included within this section are: Special Engineering Services, Special I, Special O, and Protective Technical Services Section. The expertise and assets within these units assist in successfully track and charge offenders advancing crime reduction efforts.

### **Digital Forensic Services**

Digital Forensic Services provides digital forensic examination and analysis of electronic exhibits in support of investigations.

### **Major Case Management Operational Service Centre**

Major Case Management Operational Service Centre's primary duties are to assist in organizing evidence (notes, seized documents, reports, multimedia etc.) for disclosure to the courts. This can involve combining information, converting to PDF and transcribing audio and video statements.

**From:** Judy Tracy <jtracy@onoway.ca>  
**Sent:** March 18, 2021 5:13 PM  
**To:** Wendy Wildman; Jason Madge; Debbie Giroux  
**Cc:** Shelley Vaughan; Penny Frizzell  
**Subject:** Fwd: AUMA's Cyber Security Services  
**Attachments:** image.png; Untitled attachment 00021.html; image.png; Untitled attachment 00024.html; image.png; Untitled attachment 00027.html; image.png; Untitled attachment 00030.html; Cyber Security Services - Fact Sheet.pdf; Untitled attachment 00033.html

Sent from my iPad

Begin forwarded message:

**From:** "Exec. Assistant on behalf of Dan Rude" <EA\_DRude@auma.ca>  
**Date:** March 18, 2021 at 4:15:02 PM MDT  
**To:** Judith Tracy <jtracy@onoway.ca>  
**Subject:** AUMA's Cyber Security Services

Dear municipal colleagues,

At AUMA, we are always looking for ways to support building strong and resilient Alberta communities. Our dedicated team has recently developed a suite of [Cyber Security Services](#) to help strengthen your understanding of cyber security risks, provide protection, and support your recovery & response.

In developing these services, AUMA initiated a trade compliant, public procurement process on behalf of Alberta municipalities as a group purchase, which saves you the time and resources of having to go through an RFP or procurement process.

The [suite of Cyber Security Services](#) offered includes several options:

- **Security-as-a-Service** is a turn-key solution for cutting-edge cybersecurity services at a price that reflects your organization's size. This end-to-end security monitoring platform offers insight into the complete picture of your organization's cybersecurity and protects you from potential and actual threats.
- **Managed Detection and Response** is a sophisticated solution to monitor your information technology infrastructure both on-premises and in the cloud. This service proactively monitors devices to prevent malware infection, detects and defuses potential threats in real time, and automates responses and remediation.
- **Threat Risk Assessment** provides valuable insight into the current state of your cybersecurity. Through this service, your organization will build an understanding of where valuable data resides, potential gaps in protection, potential losses from successful attacks, and solutions to address gaps in security.

Supporting our members is the focus of our efforts and our knowledgeable team is happy to speak with you about our new options and additional cyber security supports, including Cyber & Privacy Liability and our Risk Management eLearning modules.

If you have any questions or want to know which options best fit your needs, please e-mail our dedicated team at [clientdevelopment@auma.ca](mailto:clientdevelopment@auma.ca).

Yours truly,

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)

Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)

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# Cyber Security Services

powered by  **Stratejm**

Our partner, Stratejm, is the developer of North America's premier Cloud-based Security-as-a-Service.

## Protecting your data has never been more critical.

At AUMA, we are always looking for ways to support building strong and resilient Alberta communities. We've developed a suite of Cyber Security Services to strengthen your understanding of your risks, provide protection, and support your recovery & response.



**Our suite of services allows you to choose the options that work for your organization.**

### Security-as-a-Service

Security-as-a-Service is a turn-key solution for cutting-edge cyber security services at a price that reflects your organization's size.

This end-to-end security monitoring platform offers insight into the complete picture of your organization's cyber security and protects you from potential and actual threats.



### Managed Detection & Response (MDR)

MDR is a sophisticated solution to monitor your IT infrastructure both on-premises and in the cloud.

This service proactively monitors devices to prevent malware infection, detects and defuses potential threats in real time, and automates responses and remediation.



### Threat Risk Assessment

A Threat Risk Assessment provides valuable insight into the current state of your cyber security.

Through this service, your organization will build an understanding of where valuable data resides, potential gaps in protection, potential losses from successful attacks, and solutions to address gaps in security.



**Ask us about our additional cyber security supports, including:**

- **Cyber & Privacy Liability,**
- **Cyber Security Awareness eLearning module, and**
- **coming soon Managed IT Services.**



Talk to us about your risks and your security options.

310-AUMA | [tech@auma.ca](mailto:tech@auma.ca) | [auma.ca/tech](http://auma.ca/tech)

(230)

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** March 16, 2021 8:28 AM  
**To:** debbie@onoway.ca  
**Cc:** 'Jason Madge'  
**Subject:** FW: NSC Minerals - Carbon Tax Effective April 1, 2021  
**Attachments:** 210305 Canadian Carbon Tax increase April 1 2021.pdf

Deb -- info for next meeting

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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---

**From:** penny@onoway.ca <penny@onoway.ca>  
**Sent:** March 15, 2021 4:30 PM  
**To:** cao@onoway.ca  
**Subject:** FW: NSC Minerals - Carbon Tax Effective April 1, 2021

Penny Frizzell

[penny@onoway.ca](mailto:penny@onoway.ca)  
Municipal Clerk & Records Management  
Town of Onoway  
Box 540  
Onoway AB  
T0E 1V0  
780-967-5338

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**From:** NSC Accounting <[accounting@nscminerals.com](mailto:accounting@nscminerals.com)>  
**Sent:** March 15, 2021 3:59 PM  
**Subject:** NSC Minerals - Carbon Tax Effective April 1, 2021

Please see attached memo regarding Carbon Tax.

Thank you,

NSC Minerals Ltd.

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March 5, 2021

Attention: All Customers

**Re: Carbon Tax Effective April 1<sup>st</sup>, 2021**

The carbon levy mandated by the Canadian Federal Government will increase on April 1<sup>st</sup> from \$30 a tonne to \$40 a tonne.

What is being taxed: A carbon price is a fee imposed on each tonne of emissions from fossil fuels, meant to help lower the amount of greenhouse-gas emissions. Under the federal tax, oil products such as gasoline, diesel, and natural gas are affected.

Like any other tax imposed by the Government, it is passed on to the end-user. Effective April 1<sup>st</sup>, 2021, NSC Minerals will be charging a carbon tax of two dollars (\$2.00) per metric tonne for Canadian shipments and one dollar and fifty cents (\$1.50) per U.S. ton for U.S. shipments. This charge will show as a separate line item on the invoice. The additional carbon tax charge is exclusive of the fuel surcharge for transportation costs.

Our transportation carriers will be passing on the additional carbon tax charged on diesel fuel through the fuel surcharge. The fuel surcharge calculation will have the increased carbon tax added to the rack rate effective April 1<sup>st</sup>, 2021.

More detailed information about the carbon tax is available [www.canada.ca](http://www.canada.ca) or from your provincial and federal representative. If the Government removes the carbon tax, NSC Minerals will do the same.

If you have any questions or concerns, please do not hesitate to contact your representative at NSC Minerals Ltd.

Sincerely,

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