

AGENDA FOR THE TOWN OF BEAVERLODGE COMMITTEE OF THE WHOLE MEETING
 TO BE HELD MONDAY JUNE 24, 2024 @ 6:00 PM
 COUNCIL CHAMBERS, 400 10 ST BEAVERLODGE, AB
 Microsoft Teams Meeting ID: 217 660 723 966 Passcode: DJReTa

1.0	<u>CALL TO ORDER</u> <i>Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23</i>	
2.0	<u>LAND ACKNOWLEDGEMENT</u>	PP 2
3.0	<u>ADOPTION OF AGENDA</u>	
4.0	<u>DELEGATION</u> 4.1 Deloitte LLP – Simon Webb – 2024 Business Survey Report	PP 3-21
5.0	<u>OLD BUSINESS:</u> 5.1 Community Bus Policy AD2405 – <i>tabled from Committee of the Whole June 10, 2024</i>	PP 22-27
6.0	<u>NEW BUSINESS:</u> 6.1 Regional Transportation – Response by June 30, 2024 6.2 Updated Strategic Plan Priorities – <i>from Special Council Meeting Feb 20, 2024</i> 6.3 Minister Ric McIver Meeting at AB Munis Fall Convention 6.4 Fess & Charges Policy C-3-2 6.5 Urban Hen Program Information – Administrative Report 6.6 Mountview Health Complex Committee Update – Mayor Rycroft 6.7 Community Enhancement Committee Update – Councillor Moulds 6.8 Economic Development Committee Update – Councillor Corbett	PP 28-29 PP 30 PP 31 PP 32-40 PP 41-56
7.0	<u>TOPICS FOR NEXT AGENDA:</u>	
8.0	<u>ADJOURNMENT:</u>	



Box 30, Beaverlodge, AB T0H 0C0

Phone: 780.354.2201

Fax: 780.354.2207

As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land.

We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.



Box 30, 400 - 10th Street
Beaverlodge, AB T0H 0C0

DELEGATIONS TO COUNCIL

Name of Delegates(s): Simon Webb

Representing: Deloitte LLP

Phone Number: 1-613-299-3776


Email: swebb@deloitte.ca

Topic: Deloitte will present the findings of the 2024 Triage BR&E Business Survey that was collected in the Town of Beaverlodge in May 2024.

Staff Familiar with topic: Tina Letendre

Attached Information: Town of Beaverlodge 2024 Triage BR&E Survey - Final Report

Notes: Limit presentation to 15 minutes

Delegate Signature: 

Date: June 18 2024

All notifications and documentations must be sent to nyoung@beaverlodge.ca
If you have materials/documentation to be included in the Agenda, they must be received by 1:00pm the Tuesday before the meeting you are scheduled to appear before Council.

Any documentation submitted (including this Delegate Application) is considered "Public Information" and will appear in a Council Agenda.

.....
FOR OFFICE USE ONLY

Date and Time of Council Meeting to attend: _____

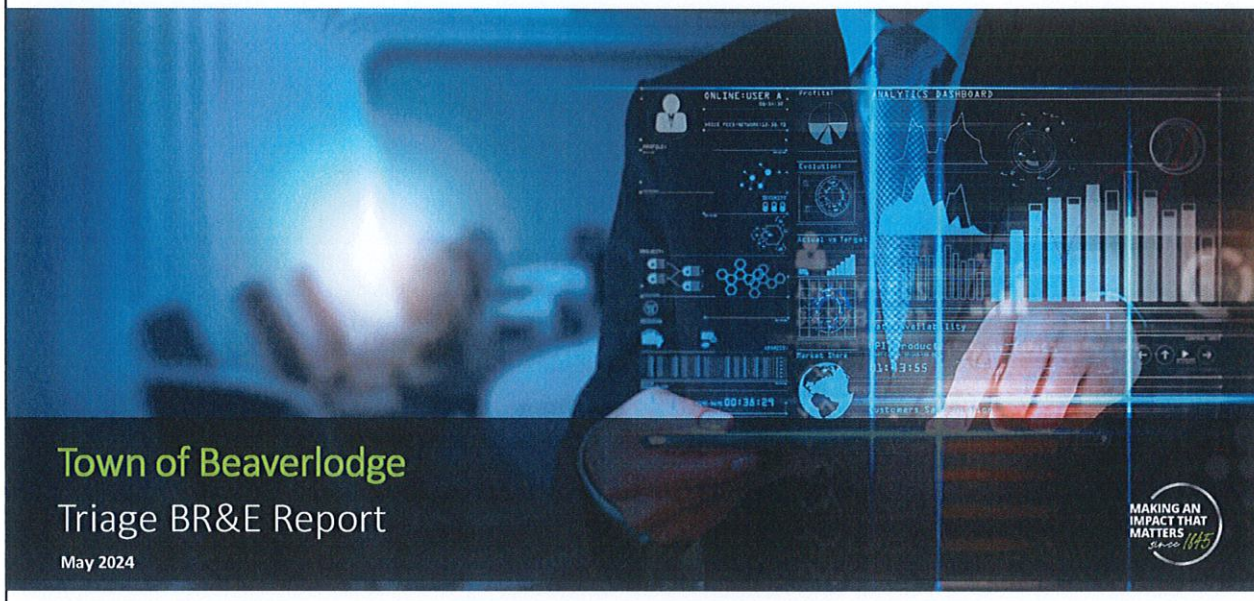
Approved to Present by: _____ Date: _____

Town of Beaverlodge's Legislative Meetings are being live streamed effective June 12, 2023 via Council resolution #145-2023-05-23

 **Email**
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 **Phone**
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 **Website**
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Town of Beaverlodge

Triage BR&E Report

May 2024

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Disclaimer

This report was provided to inform and assist the Town of Beaverlodge with the 2024 Triage BR+E Survey.

Deloitte does not assume any responsibility or liability for losses incurred by any party because of the circulation, publication, reproduction, or use of this report contrary to its intended purpose. This report has been made only for the purpose stated and shall not be used for any other purpose. Neither this report (including references to it) nor any portions thereof (including without limitation the identity of Deloitte or any individuals signing or associated with this report, or the professional associations or organizations with which they are affiliated) shall be disseminated to third parties by any means or included in any document without the prior written consent and approval of Deloitte.

Our report and work product cannot be included, or referred to, in any public or investment document without the prior consent of Deloitte LLP. The analyses are provided as of May 30, 2024 and we disclaim any undertaking or obligation to advise any person of any change in any fact or matter affecting this analysis, which may come or be brought to our attention after the date hereof. Without limiting the foregoing, if there is any material change in any fact or matter affecting the analyses after the date hereof, we reserve the right to change, modify or withdraw the analysis.

Observations are made based on economic, industrial, competitive and general business conditions prevailing as at the date hereof. In the analyses, we may have made assumptions with respect to the industry performance, general business and economic conditions and other matters, many of which are beyond our control, including government and industry regulation. No opinion, counsel, or interpretation is intended in matters that require legal or other appropriate professional advice. It is assumed that such opinion, counsel, or interpretations have been, or will be, obtained from the appropriate professional sources. To the extent that there are legal issues relating to compliance with applicable laws, regulations and policies, we assume no responsibility, therefore. We believe that our analyses must be considered as a whole and that selecting portions of the analyses, or the factors considered by it, without considering all factors and analyses together, could create a misleading view of the issues related to the report. Amendment of any of the assumptions identified throughout this report could have a material impact on our analysis contained herein. Should any of the major assumptions not be accurate or should any of the information provided to us not be factual or correct, our analyses, as expressed in this report, could be significantly different.

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Overview



Background

- The Town of Beaverlodge completed a business satisfaction survey to understand how to best support local businesses. Business retention and expansion (BR+E) activities are highly important to ensure business community needs are monitored and addressed; however, engagement can be time consuming and complex.
- A Triage BR&E Survey was commissioned to engage the broader business community, while also allowing for the identification of potential expansion or retention opportunities for follow-up on a business-by-business basis.

Overview



Methodology

- A random sample telephone and email survey was conducted with 40 businesses. The total response rate for the phone surveys was 36.3% which is very high in the market research industry. The average phone interview length was 14 minutes.
- This scientific approach ensures that the results have a high level of accuracy (with a margin of error of +/- 15.5% at a 95% confidence level) and statistically represents the business community in the region.

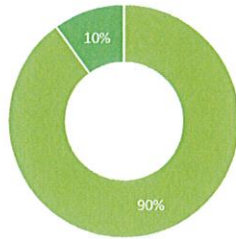


Business Community Firmographics

Firmographics



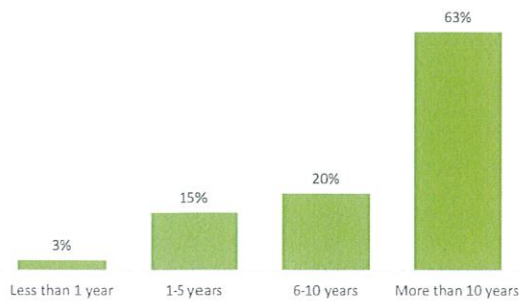
Business Ownership (n=40)



■ Locally Owned and Operated ■ Externally Owned and Operated



Years Operating in the Community (n=40)

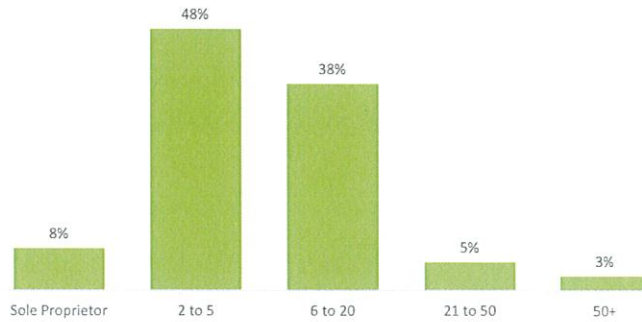


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Firmographics



Number of Full-Time Employees (n=40)

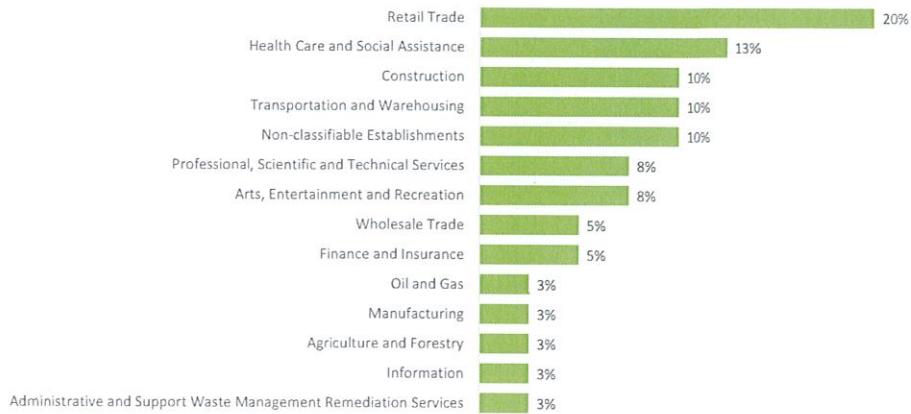


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Firmographics



Industry (n=40)

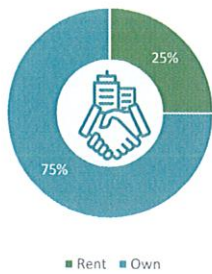


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Firmographics



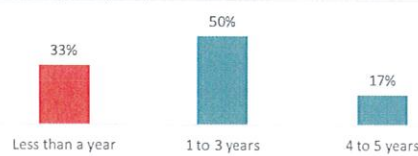
Own or Rent Business Property? (n=36)



Term of Lease (n= 9)



Lease expires (n=6)



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Business Performance

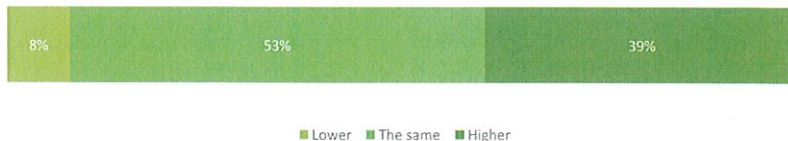
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Business Performance



Over the past 12 months have revenues at your business... (n=37)

■ Decreased ■ Remained the same ■ Increase



And what are your expectations for the next 12 months in total revenues compared to last 12 months? (n=38)

■ Lower ■ The same ■ Higher

Net Positive: 25%



Over the past 12 months would you say your attitude about doing business in the town is... (n=40)

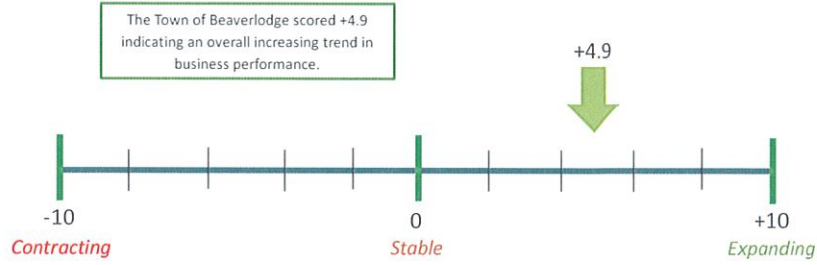
■ More negative ■ The same and has not changed ■ More positive

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Business Performance



The Business Performance Forecast is a metric created by combining the three business performance questions. It considers the changes in revenue and attitudes among businesses in the town for an overall directional picture of the business climate in the area.

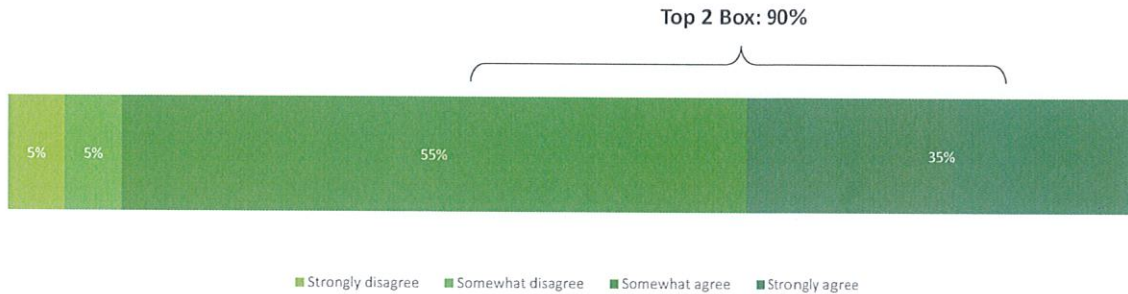


Net Promoter Score

Community Recommendation



Please rate the level to which you agree or disagree with the following statement: I would recommend the Town of Beaverlodge to another business looking to expand or relocate. (n=40)



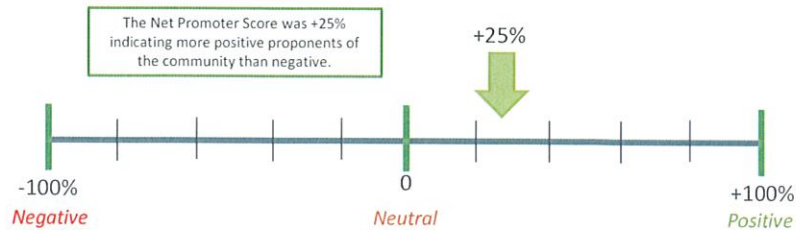
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Net Promoter Score



Net Promoter Score: Based on response to the following statement – “I would recommend the Town of Beaverlodge to another business looking to expand or relocate.”

Group	Definition	Response to question	Percentage
Promoters	Active proponents of the community	Strongly Agree	35%
Passives	Neutral businesses	Somewhat Agree	55%
Detractors	Businesses with a negative opinion that may harm branding efforts	Somewhat Disagree or Strongly Disagree	10%



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Key Performance Indicator (KPI)

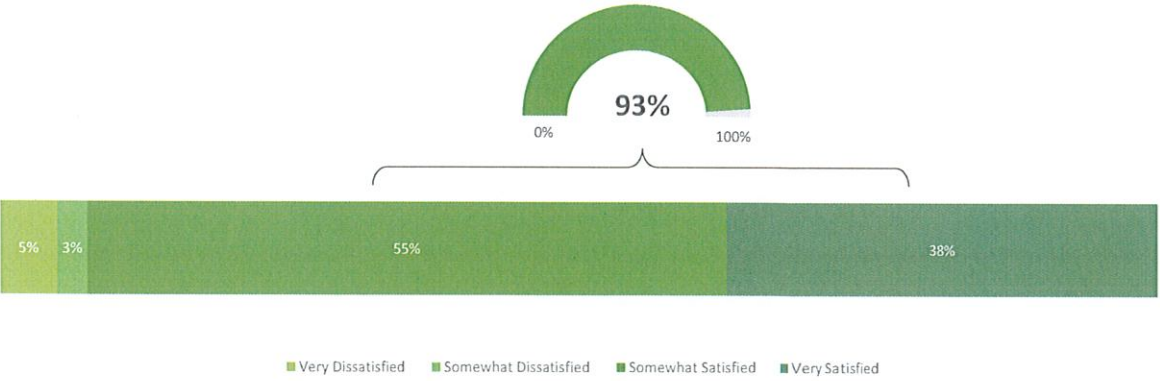
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Key Performance Indicator (KPI)

 Overall, how satisfied are you with the Town of Beaverlodge as a place to own and operate a business? (n=40)

KPI:




Satisfaction Level	Percentage
Very Dissatisfied	5%
Somewhat Dissatisfied	3%
Somewhat Satisfied	55%
Very Satisfied	38%

■ Very Dissatisfied ■ Somewhat Dissatisfied ■ Somewhat Satisfied ■ Very Satisfied

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Satisfaction Levels

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Satisfaction Levels

 How satisfied you are with each of the following factors of doing business in the Town of Beaverlodge (N=40):

Development/building permit process	88%
Zoning application process	87%
Cellular phone service	85%
Relationship with local government for business needs	83%
Availability of lower skill labour	82%
Availability of property for purchase or lease	81%
Affordability of commercial space for rent or lease	78%
Ability of internet service to support current business needs	78%
Availability and affordability of space in local industrial parks	76%
Municipal property taxes	69%
Availability of appropriate work-related training	69%
Availability of funding support programs for your business	69%
Availability of post secondary programming that aligns with...	67%
Availability of childcare	67%
Availability of skilled labour	66%
Availability of health and medical services	63%
Availability of business advisory services	62%
Availability of adequate, affordable housing	57%
Existing road network	57%
Availability of public transportation options for workforce	21%



Top two box:
Very Satisfied &
Somewhat Satisfied
combined.



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Derived Importance & Priority Matrix

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Priority Matrix

Factor	Performance	Importance	Priority Rank
Availability of public transportation options for workforce	21%	6.4	1
Existing road network	57%	6.7	2
Availability of health and medical services	63%	7.6	3
Availability of adequate, affordable housing	57%	6.4	4
Availability of skilled labour	66%	6.7	5
Ability of internet service to support current business needs	78%	9.4	6
Municipal property taxes	69%	6.4	7
Availability of business advisory services	62%	4.6	8
Availability of post secondary programming that aligns with business needs	67%	5.2	9
Availability of childcare	67%	4.9	10
Availability of appropriate work-related training	69%	5.2	11
Availability of funding support programs for your business	69%	4.6	12
Relationship with local government for business needs	83%	7.3	13
Affordability of commercial space for rent or lease	78%	5.2	14
Cellular phone service	85%	7.0	15
Availability of lower skill labour	82%	5.5	16
Availability and affordability of space in local industrial parks	76%	4.0	17
Availability of property for purchase or lease	81%	4.6	18
Development/building permit process	88%	5.5	19
Zoning application process	87%	4.3	20



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Business Community Health Index

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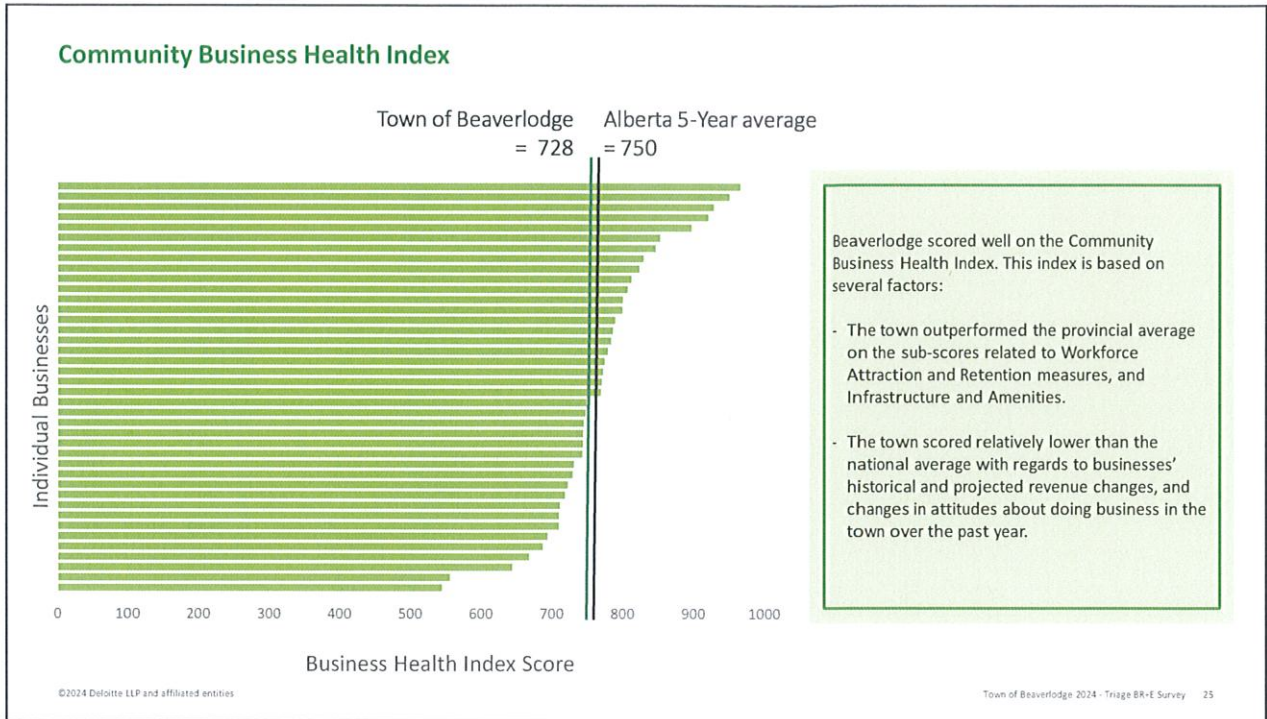
Community Business Health Index



Using the results of this business survey, Deloitte combines the questions into a proprietary Community Business Health Index which is the combination of the following nine sub-scores:



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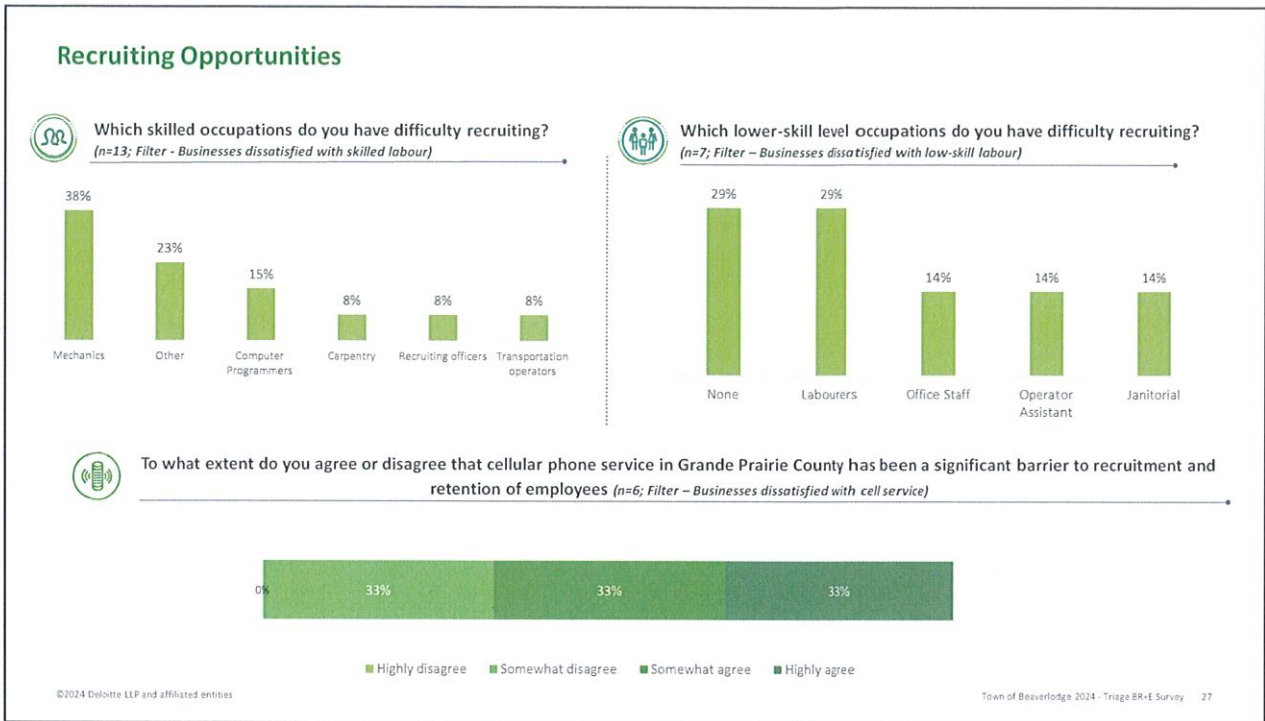


Recruiting Opportunities

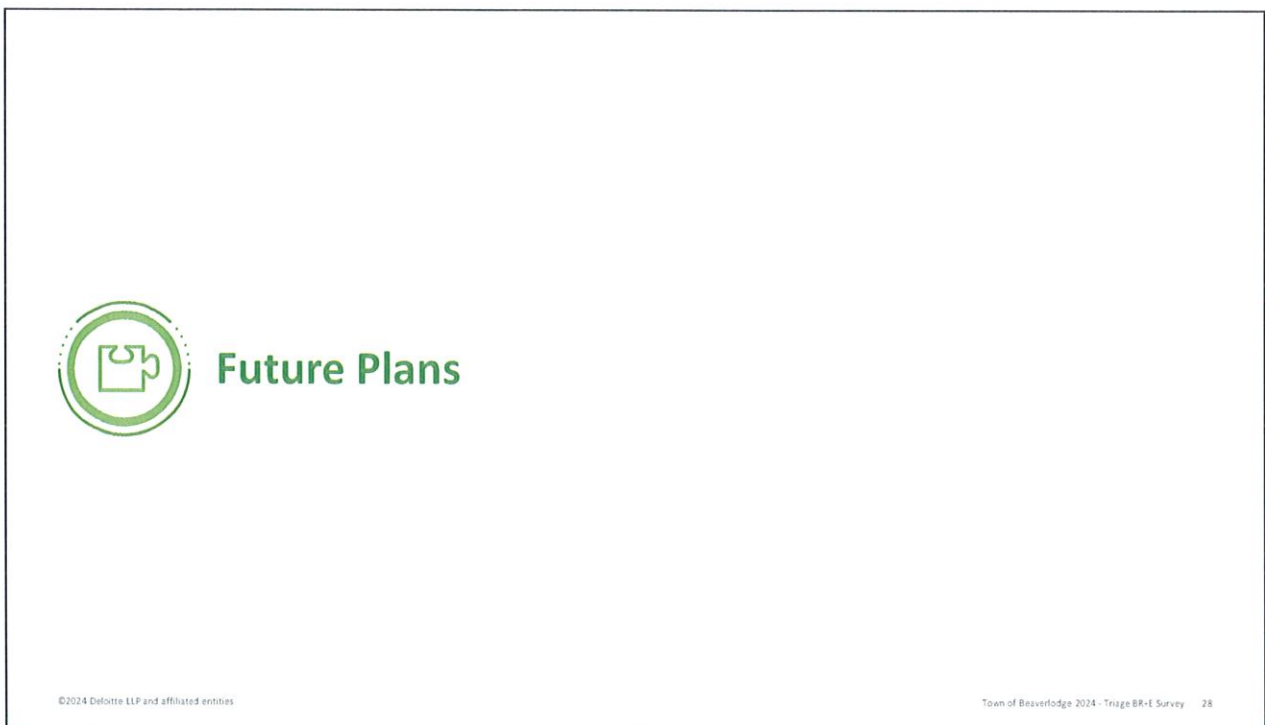
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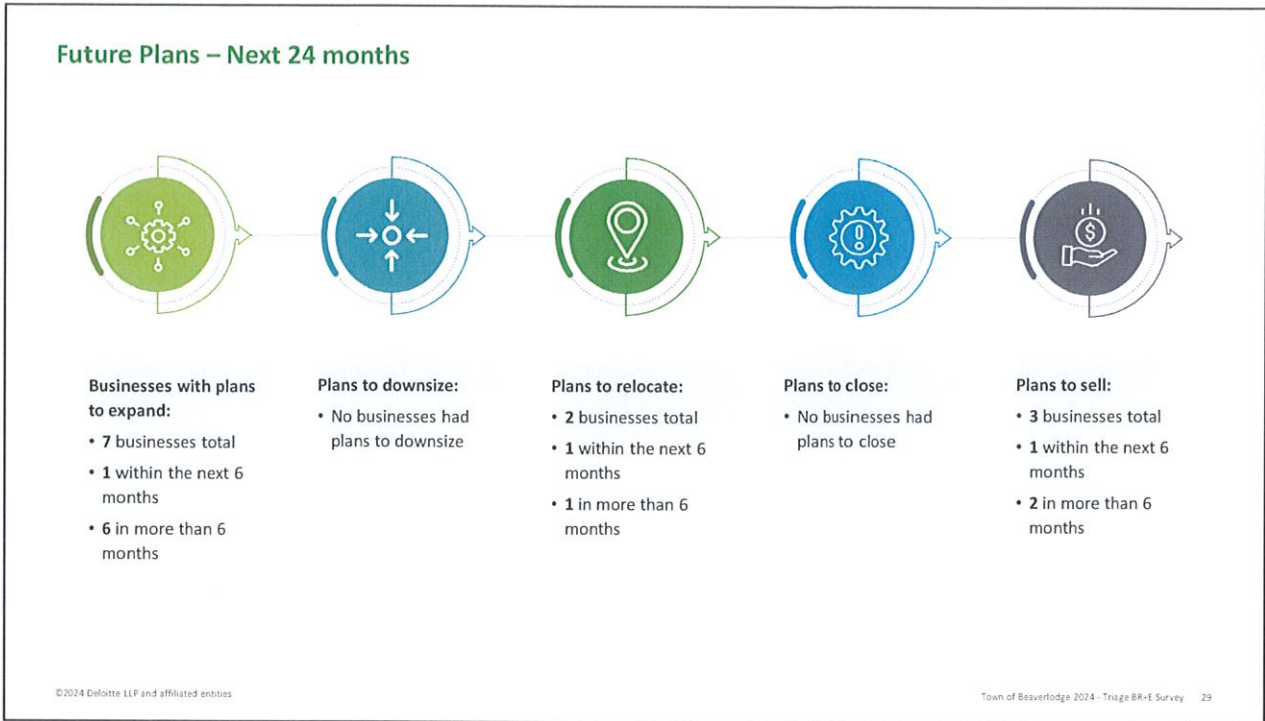
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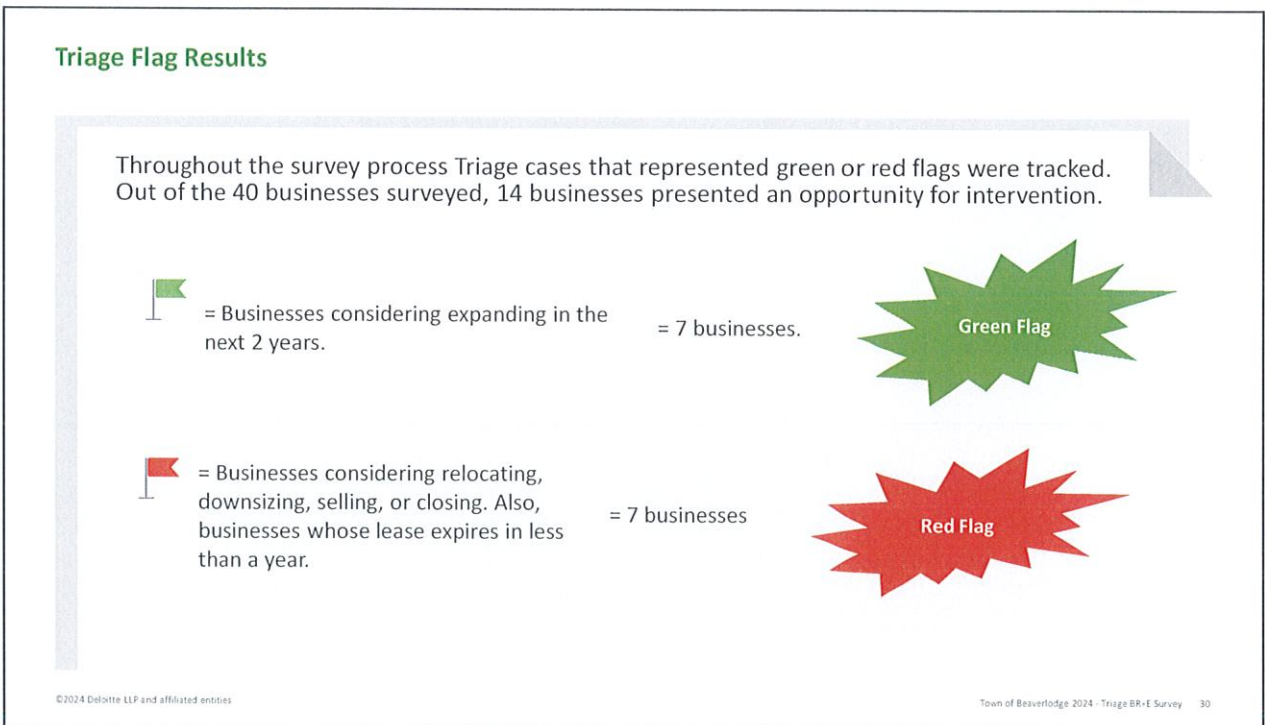
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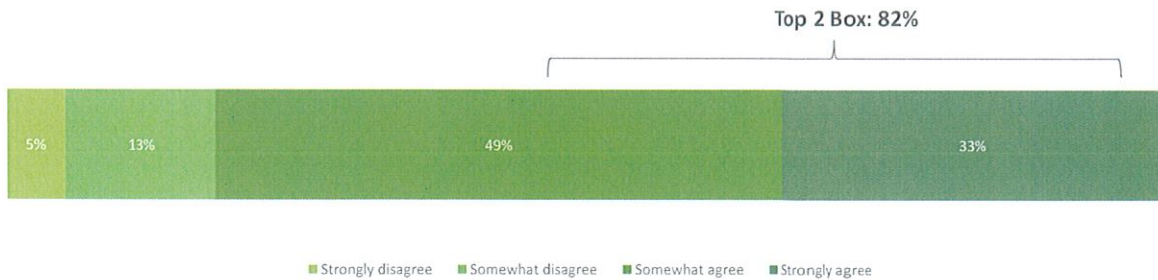
Communications

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Communications



Please indicate the level to which you agree or disagree with the following statement: "I know who I need to talk to at the Town if I have a problem with my business or a business concern I'd like to share". (n=39)

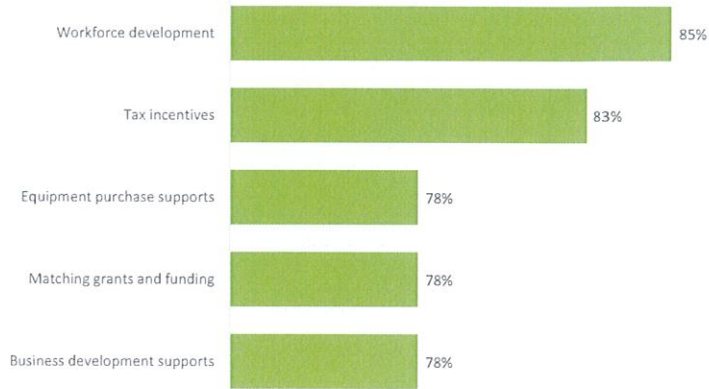


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Communications



To what extent do you agree that the following incentives would have a positive impact on your current business operations (n=40)



Conclusions

Conclusions

Highly Satisfied Business Community: Businesses operating within the Town of Beaverlodge are highly content with the area as a place to conduct their operations, with a 93% satisfaction rate. Businesses were especially satisfied with development/building permit processes (88%), zoning application processes (87%), and cellular phone service (85%). High scores in these metrics have a strong impact on the overall satisfaction scores of the local business community and are excellent indicators of a healthy community economy.

Top Business Priorities in the Town: Using Deloitte's proprietary Derived Importance methodology, it was found that the top priority factors for the business community include the availability of public transportation options for workforce, the existing road network, and the availability of health and medical services.

At the business community-level, Deloitte recommends that the Town examine the top items in the Priority Matrix and assesses where improvements can be made. If the Town is able to make improvements in these areas for the business community, this would be expected to improve overall satisfaction looking forward.

At the individual business-level, Deloitte recommends following up with the businesses who have opted to share their individual responses, to connect and offer any supports available that may benefit them. Some items that are well-suited to prioritize which businesses to follow-up with include:

- Green or red triage flags
- High or low Community Business Health Index scores
- Businesses who are unsure who to reach out to with business concerns

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Contact

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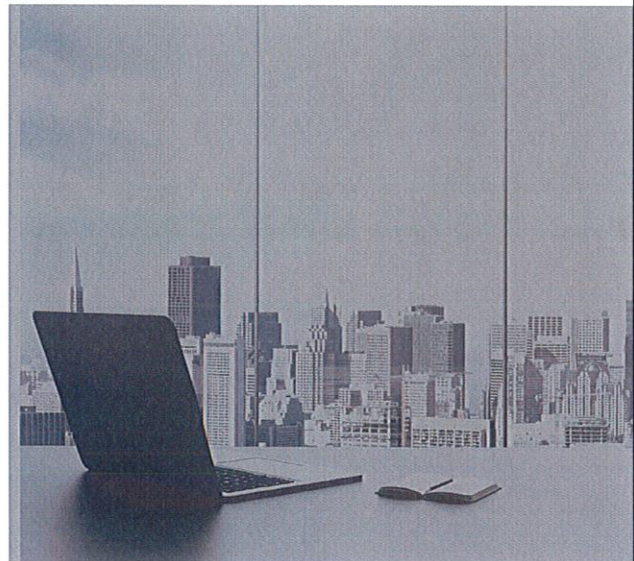
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Deloitte.



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Community Bus Policy

Policy Number: AD2405

Council Resolution #:

Policy Review:

Next Review Date:

Policy Owner (Dept.):

Adopted by Council:

References:

Replaces:

1.0 POLICY STATEMENT:

The Town of Beaverlodge provides a Community Bus for the purpose of providing reliable and safe transportation for community members and/or groups with a focus of facilitating attendance at medical, social, recreational and cultural programs, activities and events.

2.0 PURPOSE:

To ensure the safe operation and appropriate use of the Community Bus, and to clearly define the operation, maintenance, scheduling and user fees.

3.0 DEFINITIONS:

Council: means the Municipal Council of the Town of Beaverlodge

Chief Administrative Officer (CAO): means the Chief Administrative Officer for the Town of Beaverlodge.

Program Coordinator: means the Family and Community Support Services (FCSS) Program Coordinator who is responsible for the Community Bus Program including drivers, bookings & invoicing.

Community Bus Drivers (Driver): means drivers who are authorized to drive the Community Bus

Emergency Response Information Kit: means a pouch or binder that contains all of the contact numbers forms, vehicle insurance, vehicle registration, collision procedures, and Passenger Information Sheet that can be accessed in one location in the event of an incident, collision, and/or emergency.

Public Works Department: means the Town staff responsible for maintenance and storage of the Community Bus.

User Groups: means for-profit and non-profit groups/organizations and community members within the Town of Beaverlodge.

4.0 ROLES & RESPONSIBILITIES:

A. Council shall:

- I. Approve Policy

B. Chief Administrative Officer shall:

- I. Approve Procedures
- II. Ensure the policy and procedures are known and adhered to
- III. Administer the policy
- IV. Approve exceptions to the policy at their discretion or refer to Council

C. Program Coordinator shall:

- I. Administer the Community Bus Program

D. Town of Beaverlodge Public Works Department shall:

- I. Organize maintenance, provide pre-trip/post-trip assistance, and provide storage of the Community Bus

5.0 POLICY DETAILS:

A. This policy specifies the primary use of Community Bus is to be for the transportation and enjoyment of seniors, people with disabilities, and community organizations.

- i. Travel is to points within the Province no further than 300 km, one way, from the Town of Beaverlodge. For any further destinations, a request must be submitted in writing to the Town explaining where and for what event. Approval will be granted at the discretion of the Chief Administrative Officer.
- ii. The Community Bus SHALL Not travel on gravel roads unless an exception is granted, and this will be done on a case-by-case basis in consultation with the CAO.
- iii. Usage and booking of the Community Bus and driver must be arranged through the Program Coordinator. All bookings will be subject to driver availability.
- iv. The driver shall have discretion regarding cancellation of travel due to extreme weather conditions.
- v. For regularly scheduled trips (i.e. weekly to Grande Prairie for Seniors), a minimum of six (6) passengers is required.

B. The Town of Beaverlodge shall establish mileage rates and user fees in accordance with the operational costs of the bus:

- i. Mileage Rates / Current Fees: Shall be charged to the organization using the bus and shall be established at a sufficient rate to recover the cost of fuel and the driver. Bus maintenance, insurance and inspections are the responsibility of the Town (See attached Schedule "A" which shall be reviewed on an annual basis.)
- ii. Driver Wages & Travel Entitlement: Shall be paid by the Town of Beaverlodge, directly to the driver, at rates established by the Town. A list of qualified drivers shall be maintained by the Town. (See attached Schedule "B" regarding bus driver guidelines and requirements.)
- iii. Grants, Fee Reductions or Fee Waivers are available for specific user groups upon written request to and approval from Council, prior to use.

6.0 PROCEDURES / RISK MITIGATION:

- A. Community Bus bookings will take place through the Program Coordinator whose office is located at the Town Office. **Booking form must be signed and submitted with a detailed route description and the deposit at least 48 hours in advance of travel.**
- B. The drivers will be responsible for keeping the Community Bus clean, both inside and out upon completion of the journey.
- C. The driver is responsible for the safe operation of the vehicle and the safety of the passengers. The driver will ensure that the Community Bus is driven and operated in a safe, responsible, and courteous manner at all times.
- D. The driver will not leave the Community Bus unattended at any time while the vehicle is idling.
- E. The Town of Beaverlodge is not responsible for covering food or lodging costs for passengers and/or the driver, should the bus become involved in an incident, collision, emergency or breakdown. These costs will be incurred by the organization/agency/business using the bus.
- F. The maximum number of occupants, including the driver is twenty (20) persons.
- G. All passengers must remain seated while the vehicle is in motion and are only permitted to stand when the bus is parked and stationary. All passengers are required to wear seat belts on the bus.**
- H. Absolutely NO alcohol, illegal and/or recreational drugs, smoking, cannabis, vaping, food consumption, or unruly behavior is permitted on the Community Bus.
- I. The driver will be legally, civilly, and financially responsible for all violations, prosecutions, charges, court appearances and processes, fines and legal and/or civil costs. The Town of Beaverlodge will not be responsible for these costs. All motor vehicle collisions, accidents, incidents, violations, prosecutions, charges, and fines must be reported to the Town of Beaverlodge IMMEDIATELY, and required information will be found in the Emergency Response Information Kit located on the Community Bus.
- J. The Community Bus is not equipped to support the usage of child safety restraints and though equipped with seatbelts, they are not anchored, therefore, the transportation of infants and children requiring child seats is not allowed.
- K. The Community Bus can provide for one (1) wheelchair and has an electric lift installed for bus access. Wheelchair must be in good, safe working order.**
- L. Passengers must be physically capable of getting themselves on and off the bus safely without assistance. Where assistance is required, the passenger must have someone ride with them.**
- M. The Community Bus is not equipped to carry ambulatory equipment that cannot be locked in and secured (motorized scooters, etc.).
- N. All responsibility and liability for all occupants and passengers of any age is entirely the responsibility of the organization, business, parents/guardians of each individual passenger of the Community Bus. The Town of Beaverlodge assumes no responsibility or liability.
- O. The driver is responsible to immediately report any Community Bus defects that may/or may not require repair and to note them on the Inspection sheet and notify the Program Coordinator.
- P. If the Community Bus breaks down or is in an accident, the driver is required to contact the Program Coordinator so the Town of Beaverlodge can make arrangements for towing and other mechanical support. An incident report shall be completed and submitted immediately.
- Q. The driver shall ensure that all windows and doors are locked when there are no passengers including the driver on the bus

Schedule "A"

Town of Beaverlodge

Schedule of Mileage Rates / Current Fees for Community Bus

Bus usage by businesses and for-profit and non-profit organizations will be charged user fees for the Community Bus usage as follows:

Non-Profit Organization:

- \$47.50 per hour for the bus and driver, not to exceed 8 hours per day billing for a total of \$350 per full day rental, plus \$0.20 per kilometer

All Other Organizations:

- \$65 per hour for the bus and driver, not to exceed 8 hours per day billing for a total of \$500 per full day rental plus \$0.40 per kilometer

Any discretion on these rates will need to be pre-approved by the Chief Administrative Officer prior to travel.

- A. User fees for the Community Bus will be invoiced by the Program Coordinator. Invoicing will be determined by the kilometers noted on the Pre-Mid-Post Trip Inspection Report and fee for usage guidelines.
- B. Failure to pay the invoice will result in the user group not being able to access the Community Bus until payment is received.
- C. The number of kilometers determined for invoicing will be at the discretion of the Town of Beaverlodge based upon the information provided by the driver. If there is a discrepancy regarding the number of kilometers, the Town of Beaverlodge will have the final approval for invoicing purposes.
- D. Travel limit is a 300-kilometer radius from Beaverlodge.
- E. A refundable damage deposit of \$500 may be charged at the discretion of the Program Coordinator or the Chief Administrative Officer.
- F. Changes or Cancellation must be communicated to the Program Coordinator or Chief Administrative Officer at least 24 hours prior to the event or there may be a 2-hour minimum charged to the booking group. CAO has discretion to waive or amend this charge.
- G. Driver's time is calculated from pick up of bus, prior to pre-trip inspection, until drop off of the bus, after post trip inspection, refueling and cleaning is complete. The additional hour of time is added to your booking.

Regularly Scheduled Trips to Grande Prairie:

Passengers shall be required to pay a flat rate of \$10.00 per trip per passenger. Must have a minimum of six (6) riders to proceed.

Schedule B

Town of Beaverlodge

Bus Driver / Town Guidelines and Requirements

The Driver (when operating the Town owned Community Bus) is a representative of the Town and should conduct themselves in a manner that is courteous to all parties that choose to utilize the bus.

The Bus driver shall:

- Enter into a contract with the Town of Beaverlodge;
- Operate the bus in a safe and courteous manner;
- Be properly licensed for operating a bus (Class 2);
- Be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of the Act;
- Prior to driving, provide the Town with a driver's abstract from the Motor Vehicles Branch;
- Abstract must be provided to the Town annually;
- Be thoroughly familiar with and adhere to this policy;
- Driver will assist passengers when getting on and off the bus, which will include the security of passengers and wheelchairs (stabilize clients when entering the bus, anchor all wheelchairs, and also discharging passengers in an area that is unobstructed.);
- Ensure safe operation of the electric ramp for wheelchairs;
- Not drive the bus for 24 hours after consuming alcohol, drugs or cannabis. Failure to comply with these guidelines will result in being prohibited from driving the Community Bus;
- Be reviewed by Chief Administrative Officer or Program Coordinator if license has been suspended for any driving infractions;
- Provide the Program Coordinator with a phone number at which the driver can be reached in case of emergency;
- Not smoke on the bus;
- Not take drugs or medications while driving the bus that will affect their driving capabilities;
- Maintain accurate logs for each trip, with the following information:
 - Kilometers travelled (starting odometer reading and trip end reading)
 - Organization / Individual riders and organization/individual's billing information (if applicable)
- Maintain a driving record with no more than 6 demerits;
- Use of cell phones is prohibited when driving the bus;
- Ensure the bus is filled with fuel at the beginning and end of each trip;
- Advise Town Administration of any maintenance or cleaning required for the bus.

The Town shall:

- Ensure the bus and equipment are in safe mechanical condition;
- Provide a fuel card for the Community Bus;
- Maintain the booking of the Community Bus and ensure that the driver is given the schedule of rentals in a timely manner.

THIS AGREEMENT made in duplicate this ____ day of _____(month), 20__.

BETWEEN:

THE TOWN OF BEAVERLODGE a Municipal Corporation
(hereinafter called the "Town")

AND:

Name of Driver _____

(hereinafter called the "Driver")

PO Box ____

Beaverlodge, AB T0H 0C0

WHEREAS, *Driver's Name* agrees to drive the Town owned Community Bus for the Town of Beaverlodge, on a contractual basis for an hourly fee.

NOW THEREFORE THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS:

- The driver will adhere to Schedule "B" of the Town of Beaverlodge Community Bus Policy AD2405 and any amendments thereto.
- The Town agrees to pay the driver an agreed upon hourly wage.

Failure to adhere to these duties will result in immediate termination.

I agree to the above terms and conditions.

(Print Name)

(Signature)

(Date)

(Town of Beaverlodge Representative)

(Date)

Subject: Grande Prairie Regional Public Transportation Study

Dear Council Members,

The purpose of this email is to share the information on the Grande Prairie Regional Public Transportation Study presented during the Intermunicipal Meeting on April 23, 2024, and to seek feedback from each community's Council on the preliminary recommendations and their desire to proceed to the next stage of the study.

Background:

Insights and preliminary recommendations were shared during the presentation to provide all Councils with the necessary information to decide on whether to move forward to the next study phase. The next phase of the study consists of a detailed analysis to refine the options based on feedback, including more detailed costing, operational plan, and potential cost-sharing models. Confirmation of your Community's interest in participating in this next phase is crucial as the degree of participation from each community will significantly affect both the cost analysis and the feasibility of service delivery.

As outlined during the presentation, the options developed are preliminary and provide a high-level, conservative overview of the costs associated with delivering the services as presented.

Below is a summary of the preliminary anticipated cost ranges for service provision as presented, with the current cost-sharing assumption based on an even split. It is anticipated that the proposed cost-sharing model will be developed based on the refined service proposal and factors such as population, number of trips, and actual participation. **The staff-level Steering Committee would continue to guide this next phase and the results would be brought back to Councils for further deliberations before proceeding to implementation.**

Service Option Summary:

All routes connect to key destinations within the City of Grande Prairie.

- **Option A - North Route (5 days, 4 trip windows/day) serving Clairmont and Sexsmith:**
 - Estimated Annual Operating Cost Range: \$170,000 - \$183,400
 - Cost per community (even split): \$85,000 - \$91,700
- **Option A - West Route (3 days, 3 trip windows/day) serving Wembley, Beaverlodge and Hythe:**
 - Estimated Annual Operating Cost Range: \$212,000 - \$228,600
 - Cost per community (even split): \$70,667 - \$76,200
- **Option B - North Route (6 days, 4 trip windows/day) serving Clairmont and Sexsmith:**
 - Estimated Annual Operating Cost Range: \$200,508 - \$215,600
 - Cost per community (even split): \$100,254 - \$107,800
- **Option B - West Route (5 days, 3 trip windows/day) serving Wembley, Beaverlodge and Hythe:**
 - Estimated Annual Operating Cost Range: \$331,080 - \$356,000
 - Cost per community (even split): \$110,360 - \$118,667

6/5

Key Next Steps:

Each community's Council is requested to:

- Provide any further feedback or immediate preferences regarding the options presented.
- Confirm by the end of June 2024 whether their community wishes to advance to the next phase of the study.

Subsequent Tasks That Would Then Take Place:

- Consultants will conduct a more detailed analysis in collaboration with staff from partner communities. This will include refining the options based on the feedback provided and detailing more precise costing, operational plans, and potential cost-sharing models.
- The final refined options will be presented to the participating Councils for consideration.
- Should the final option be approved, the study will move forward with service implementation, including contract development, marketing strategies, and other necessary preparations.

To ensure we are fully prepared to address any inquiries you may have, you are welcome to send us your questions prior to your Council meeting. This preparation will enable us to provide comprehensive answers during the session. Additionally, at least one Steering Committee member is available to be present at the Council meeting to respond to these and any other questions that may arise. Please contact Reanna Stockman @ 780-354-4057 for scheduling.

We kindly request your decision by the end of June 2024.

Best regards,

Reanna Stockman



Council Term Priorities for 2021-2025

Health Complex

Infrastructure Renewal

Residential Development

Master Plans

Community Engagement & Enhanced Communication

IDP / Annexation

Economic Development Plan

Walkability - Walking Trails & Sidewalks

Splash Park

New Arena Plan

Disclaimer - Items are subject to change

Nichole Young

Subject: FW: {External}Meeting request with Minister McIver – ABmunis Fall 2024 Convention

Sent: Friday, June 14, 2024 11:36:55 AM

To: MA Engagement Team <ma.engagement@gov.ab.ca>

Subject: {External}Meeting request with Minister McIver – ABmunis Fall 2024 Convention

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the Alberta Municipalities (ABmunis) Fall 2024 Convention, scheduled to take place at the Westerner Park (4847A 19 Street Red Deer, AB, T4R 2N7) from September 25-27, 2024.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email with potential topics for discussion to ma.engagement@gov.ab.ca no later than **July 12, 2024**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. Requests which meet the following criteria will be given priority for meetings during the convention:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the convention.

Engagement Team
Municipal Services Division
Municipal Affairs

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square icon to the right.

Date: June 20, 2024

From: Tina Letendre

Department: Administration

RE: Amendment to the Fees & Charges Policy

Administration will be doing an overall amendment to the Fees & Charges Policy to bring back to council by the end of November for a January 1, 2025 implementation.

This amendment is to increase the Arena user fees, with an implementation date of September 1, 2024. We have also added a couple of fees that were missing from the policy and deleted some fees that no longer pertain to our Land Use Bylaw.

Administration is recommending increasing the Arena user fees to align with market rates, so that they are competitive with similar facilities within our region.

Prime time Ice is September through March, weekdays from 4:00pm-11:00pm and weekends from 8:00pm-10:00pm.

Minor Hockey's last increase was 2020 (previous fee \$98.00)

Junior Hockey's last increase was 2022 (previous fee \$110.00)

Adult Hockey's last increase was 2017 (previous fee \$130.00)

Skating Club's last increase was 2017 (previous fee was \$89.50)

School last increase was 2020 (previous fee \$41.40)

Recommendation:

1. That Council approves the amendments to the Fees & Charges Policy.
2. That Council deny the amendments to the Fees & Charges Policy.
3. Other decision as provided by council.

FEES & CHARGES POLICY

Policy Number: C-3-2 (Amended)

Resolution:

Policy Review: Yearly

Policy Owner (Dept.): Administration

Effective Date: September 1, 2024

POLICY STATEMENT: To establish the rate of fees and charges for programs, services and facilities where fees are not previously established by or attached to a bylaw.

Recreation:

1. Fairness:

a) The Town strives to reduce barriers for youth, seniors, families, low income users, and non-profit organizations in setting specific fees and charges for participation while reducing the tax burden to residents.

b) Rates and charges may be set for general admission, hourly rental, special events and equipment, as well as group rates. Rates may vary according to age, type of group, type of event, type of facility, day or time of the year.

2. Cost of Recovery: Where reasonable to do so, the Town will attempt to set fees on a cost recovery basis while recognizing that recreation facilities may require additional support through taxation.

3. Public Awareness: The Town will endeavor to keep area residents advised of the facilities and services available in and around Town and encourage full use of the facilities and programs. The Town will occasionally review and evaluate services and programming available and will try to facilitate access to new programs whether these are provided through the Town, by a private business or non-profit organization, or a partnership formed in combination of the above.

4. Funding Responsibilities: The Town recognizes its responsibility as the primary funding source for town-operated public recreation facilities through municipal taxes and user fees, supplemented where possible by grants, commercial sponsorship, voluntary fund raising, etc. The Town is committed to exploring funding partnerships in order to provide the best variety of programs possible.

Waiver or reduction of Fees

Council may consider the waiver or reduction of facility fees for non-profit organizations or charities according to approved policies, procedures and budgetary considerations.

Council will set the amount for waiver or reduction of fees as part of the annual budget process and a separate GL code will be established for that purpose.

Waiver or Reduction of Fee Applications will be reviewed bi-annually for spring/summer or fall/winter functions and decisions will be based on an established set of criteria including, but not limited to:

- a) The number of members residing in and around the Town of Beaverlodge;
- b) The primary purpose of the organization is the promotion of balanced, healthy, and active lifestyle including cultural, recreational and learning opportunities;
- c) The purpose of the fundraiser or event; and
- d) Additional sources of revenue including grant sources.

Other Services

1. Planning, development and subdivision rates shall be set so that associated staff costs are covered by the developer and are not a cost to the residents of the Town.

2. Public Works services such as sewer flusher truck or street sweeper shall be offered to neighboring municipalities but shall not be offered to private business.

Reviewed/Amended	Date:
Gary Rycroft, Mayor	Jeff Johnston, Chief Administrative Officer

<i>Department</i>	<i>Service</i>	<i>Fees</i>	
Administration			
	Tax Certificate	\$35.00	Per Certificate
	Compliance Certification	\$35.00	Per Compliance
	Rush Compliance Certification	\$50.00	Per Compliance
	Property Search - Environmental	\$35.00	Per Property
	Sign Leases on Town Property		
	Temporary Signs	\$50.00	Per Application
	Magnetic Signs	\$500.00	Per Year/Per Sign
	Free Standing Signs up to max 4x8	\$500.00	Per Year/Per Sign
	Free Standing Signs over 4x8	\$1,000.00	Per Year/Per Sign/Per Side
	Photocopying		
	Color	\$0.50	Per Page
	Black & White	\$0.25	Per Page
	Bulk Orders	20% off	Per Total Count
	Road Use Agreement	\$100.00	Per Year
Camp Site			
	Full Service Sites (Power/Water/Sewer)		
	Daily Rate	\$45.00	Per Unit/Day
	Weekly Prepaid Rate	\$260.00	Per Unit/Week
	Monthly Prepaid Rate	\$900.00	Per Unit/Month
	Power Only Sites (30 Amp)		
	Daily Rate	\$32.50	Per Unit/Day
	Weekly Prepaid Rate	\$175.00	Per Unit/Week
	Monthly Prepaid Rate	\$625.00	Per Unit/Month
	Power Only Sites (15 Amp)		
	Daily Rate	\$22.50	Per Unit/Day
	Weekly Prepaid Rate	\$120.00	Per Unit/Week
	Monthly Prepaid Rate	\$450.00	Per Unit/Month
	Tent on Grass/No Services		
	Daily Rate	\$17.50	Per Unit/Day
	Weekly Prepaid Rate	\$100.00	Per Unit/Week
	Monthly Prepaid Rate	\$375.00	Per Unit/Month
	Sewer Dumping Fees	\$5.00	Per Unit/Each
	Split Firewood	\$5.00	Per Wheelbarrel

Planning & Development	Subdivision Application (per application)	\$300.00	/application
	Plus: i) Each Residential Parcel	\$200.00	/parcel
	ii) Each Non-Residential Parcel	\$250.00	/parcel
	Subdivision Endorsement Fees		
	i) Residential	\$225.00	/parcel
	ii) Industrial or Commercial	\$225.00	/parcel
	iii) Each parcel except above	\$225.00	/parcel
	iv) Time Extension	\$125.00	/application
	Condominium Fees		
	i) Application	\$225.00	/unit
	ii) Endorsement of Plan	\$175.00	/unit
Department	Service	Fees	
	Appeals		
	i) ISDB	\$500.00	/appeal
	Development Permits		
	i) Single Family Residential	\$200.00	/permit
	ii) Multi-family Residential	\$400.00	/unit
	iii) Minor Home Occupation	\$200.00	/permit
	iv) Major Home Occupation	\$500.00	/permit
	v) Commercial	\$500.00	/permit
	vi) Industrial	\$1,000.00	/permit
	vii) Signs	\$200.00	/permit
	viii) Fences	\$375.00	/permit
	ix) Variances	\$700.00	/permit
	x) Decks	\$125.00	/permit
	xiv) Communication Tower and Utilities	\$300.00	/permit
	xv) Surveyor's Certificate (Real Property Report/Compliance Certificate)	\$35.00	/review
Demolition Permit	Fee set out as per County of Grande Prairie Safety Code Inspections		
Development Permit Penalty	If building commences before obtaining a development permit:	DOUBLE THE BUILDING PERMIT FEE	

Land Use Bylaw Amendment			
	i) Land Use Bylaw Amendment	\$800.00	/application
	ii) Municipal Development Plan (new or amended)	\$1,250.00	/application
	iii) Area Structure Plan (new or amended)	\$1,500.00	/application
Building Permits	All Permits, including Electrical, Plumbing & Gas		
	Fees set out as per County of Grande Prairie Safety Code Inspections		
Department	Service	Fees	
Public Works	Sweeper with Operator	\$300.00	Per Hour
	Vac Truck with Operator	\$300.00	Per Hour
	Mini-Sweeper with Operator	\$100.00	Per Hour
	Labour	\$50.00	Per Hr/Per Labourer
Community Centre Rental			
	Fitness Groups	\$25/per hour	Banquet Room Only
	Fitness Group Damage Deposit	\$125.00	Per Booking
	Kitchen Rental	\$30/per hour	Kitchen Only
	Event - Half Day (4 hours or less)	\$200.00	Banquet Room Only
	Event - Full Day (more than 4 hours)	\$300.00	Banquet Room Only
	Event - Half Day	\$250.00	Banquet Room Only
	Event - Full Day	\$500.00	Kitchen/Bar Included
	Event - Day Prior (starting at noon)	\$200.00	Kitchen/Bar Included
	Event - Day After (ending at noon)	\$200.00	Kitchen/Bar Included
	Event Package (includes Day Prior, Day After, w/PA & Projector)	\$950.00	Kitchen/Bar Included
	Damage Deposit (50% of Total Booking Fee) (Due at time of Booking)	\$250.00	Per Event
ANY EVENT	PA/Projector/Microphones/Cables	\$100.00	Per Event
	Kitchen/Bar	\$150.00	Per Event
	Setup/Take Down (tables/chairs/stage)	\$200.00	Per Event
	Damage Deposit (CC Only/Refundable)	\$250.00	Per Event
	Booking Deposit (Due at time of booking)	50% of booking fee	Per Event

	Key/Fob Replacement (\$50 from Damage Deposit)	\$50.00	Per Event
	Cleaning Fee - Event Clean Up by Town Staff	\$50.00	Per Hour
St. Mary Gym/Kitchen	Fitness Groups	\$50/per hour	Gym Only
	Non-Profit Groups	\$25/per hour	Gym Only
	Kitchen Rental	\$40/per hour	Kitchen Only
	Event - Half Day (4 hours or less)	\$300.00	Gym Only
	Event - Full Day (more than 4 hours)	\$500.00	Gym Only
	Event - Half Day	\$350.00	Gym & Kitchen
	Event - Full Day	\$600.00	Gym & Kitchen
	Event - Day Prior (starting at noon)	\$300.00	
	Event - Day After (ending at noon)	\$300.00	
	Event Package (includes from 12(noon) Day Prior & 12(noon) Day After)	\$1,250.00	Gym & Kitchen
	Damage Deposit (50% of Total Booking Fee) (Due at time of Booking)	\$300.00	Per Event
	Key/Key Fob Replacement	\$50.00	
	Cleaning Fee	\$50/per hour	
	PA/Projector/Micorphone/Cables	\$100.00	
	Pipe & Drape	\$10.00	Per Section
	Bar & Rolling Cooler	\$100.00	Per Event
Department	Service	Fees	
Multi-Purpose Room	Full Room - Hourly	\$25.00	Per Hour
	Full Room - Full Day (more than 4 hours)	\$180.00	Per time block
	Half Room - Hourly	\$20.00	Per Hour
	Half Room - Full Day (more than 4 hours)	\$140.00	Per time block
	MPR Damage Deposit (Refundable)	\$50.00	Per Event
	MPR Full Room for Fitness & Other Classes	\$25.00	Per Hour
	Projector (portable) w/\$50.00 Damage Deposit (If available)	\$75.00	Per Event

	Booking Deposit (Due at time of booking)	50% of Total booking fee	Per Event
Pool	Private Group (max 40 people)	\$150.00	Per Hour
	School Group	\$75.00	Per Hour
	Wibit Rental (max. 40 people)	\$210.00	Per Hour
	Per Lane Rental	\$30.00	Per Hour/Per Lane
	Extra Lifeguard Fee	\$50.00	Per Extra Lifeguard
Equipment Rental	Paddle Boards	\$10.00	Each
	Kayaks	\$10.00	Each
	Water Polo Nets and Ball	\$10.00	Each
	Large Tub	\$5.00	Each
Certified Instructors	Aqua-fit Class with Certified Instructor	\$25.00	Plus Pool Rental
	Float-fit Class with Instructor	\$25.00	Plus Pool Rental
Damage Deposit	Pool Damage Deposit (Refundable)	\$50.00	Per Event
	Pool Booking Deposit (Due at time of booking)	50% of Total booking fee	Per Event
Pool Party Rental	1 hr Public Swim/1 hr MPR	10 kids and 3 adults. For every child 7 & under 1 adult is required to be within arms reach during public swim	
	Pool Party with Full Room	\$115.00	Per Party
	Pool Party with Half Room	\$85.00	Per Party
Arena – Ice Rentals	Minor Hockey	\$110.00	Per Hour
	Minor Hockey - Prime Time	\$125.00	Per Hour
	Minor Hockey - Non-Prime Time	\$110.00	Per Hour
	Beaverlodge Junior Blades	\$130.00	Per Hour
	Beaverlodge Junior Blades	\$150.00	Per Hour
	Adult Hockey	\$140.00	Per Hour
	Adult Hockey	\$175.00	Per Hour
	Skating Club	\$98.00	Per Hour
	Skating Club	\$125.00	Per Hour
	Private Rental (any season)	\$102.00	Per Hour
Private Rental - Prime Time	\$140.00	Per Hour	
Private Rental - Non-Prime Time	\$110.00	Per Hour	

	Schools	\$44.00	Per Hour
	Schools	\$65.00	Per Hour
	Refundable Booking Fee	\$50.00	Per Booking

Prime Time Ice is September through March

Weekdays 4:00pm - 11:00pm

Weekends 8:00am - 10:00pm

Background:

June 24, 2024

A resident came to Council on April 8, 2024 requesting permission to have 6 hens on their property for food purposes.

If this is something that Council would like to consider, we would need to create an Urban Hen Bylaw to set out certain requirements:

- a. Number of hens allowed
- b. Applicants must have a fenced yard
- c. Applicant must be the property owner
- d. Permits and application process required for the chicken coop, with minimum size requirements, setbacks, run size and coop location stipulated
- e. Applicant must obtain a Premises Identification Number (PID) from the Province
- f. Create a process and forms for screening applicants
- g. Create a neighbor notification form and process
- h. Train municipal staff to process applications, licenses, permits, building and development permits, provide coop inspections, animal welfare inspections, answer questions and deal with concerns and violations
- i. Provide a designated area for disposal of manure, bedding and mortalities
- j. Notification of any mortalities, disease or changes to flock size

Our Animal Control Bylaw currently defines Poultry as a Prohibited Animal and does not carry any exceptions for Urban Hens.

In our Land Use Bylaw, the only district that currently carries any designation related to this would be Urban Reserve District (UR) which allows under Permitted Uses – Minor Agricultural pursuits. There is no mention of poultry for any districts.

Administration is requesting Council review this information and provide direction.

In Alberta, there are many communities that have allowed the keeping of chickens in their backyard with associated regulations. There are benefits to raising chickens in urban areas. Raising chickens within the comforts of one's home allows residents to provide food (eggs) for the family and know where the food comes from. This also helps reduce one's environmental footprint as the food does not have to travel over any distance.

Keeping chickens within the confines of an urban community allows its residents to teach younger generations about how to take care of chickens. Children are then able to better appreciate and participate in food production. Some breeds of chickens are considered pets which also helps teach children how to responsibly care for animals.

However, without proper regulations surrounding urban chickens, residents and neighboring properties may be negatively affected. Typical nuisances such as odor and noise are to be expected. In order to mitigate these nuisances, regulations will need to be in place before the construction/establishment of chicken coop.

There is an option of allowing the keeping of chickens as a Pilot Project. Many communities in Alberta have or are currently running these pilots to see if this program is a good fit for their communities. A set number of approvals for the pilot is decided and then at the end of the term, an evaluation would occur and then a decision to adopt the program permanently or discard it.

Administrative actions required if directed by Council to proceed with allowing the keeping of chickens within town Limits:

- Amend the Land Use Bylaw to allow the keeping of chickens/hens in residential districts, and to include regulations on keeping chickens – coops, runs, setbacks, minimum and maximum sizes and locations
- Amend Animal Control Bylaw to remove poultry as a Prohibited Animals and provide regulations around their care and establish penalties.
- Create Urban Hen/Chicken Bylaw – solely regulates the keeping of Urban hens/chickens within the Town.
- Hire and train an employee to be able to administer the program including application, inspection and compliance.

Included for your information:

Urban Chicken Community Package – Alberta Farm Animal Care Association

Urban Hen Pilot Program – Sample Agreement (Town of Bowden)

Urban Hen – Sample Bylaw (Town of Sexsmith)

Urban Chickens

Community Package



URBAN CHICKENS

In recent years, there has been increased interest from individuals and communities on keeping backyard chickens. Several communities across Alberta currently allow residents to raise backyard chickens or are considering amending their bylaws to allow it. Residents may be interested in keeping chickens for various reasons including for fresh eggs, as an educational opportunity for children, compost, pest control, or the desire to know more about how their food is produced.

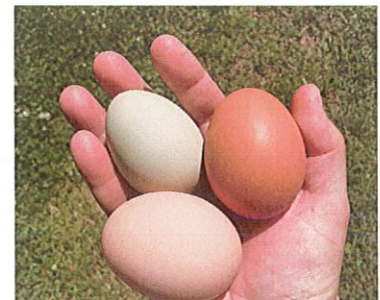
Alberta Farm Animal Care (AFAC) is a multi-species livestock welfare organization and aims to ensure continuous improvement in animal care and welfare. In 2017, AFAC created an Urban Chicken/Small Flock Care Manual and resources for current and potential chicken owners. This suite of learning materials includes a comprehensive, user-friendly manual that focuses on urban chicken care, training video resources, and workshops that include hands-on training. These resources are available to interested residents and communities by contacting us at info@afac.ab.ca or 403-652-5111. You can find more information on our website: www.afac.ab.ca.



CONSIDERATIONS

If a community is considering permitting residents to keep urban chickens, the following should be taken into consideration:

- Is there a local veterinarian who can provide support and treat poultry?
- Are there trained municipal representatives who can process applications and licenses, deal with concerns that may arise, conduct coop inspections, etc.?
- Does the area have a high number of wildlife and predators?
- Does the municipality have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
- Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support? (*Highly recommended*)



RESPONSIBILITIES

Backyard chickens can be successful in an urban municipality, provided chicken owners fulfill the following responsibilities:

- Provide basic needs such as food, water, shelter, light, and ventilation
- Keep the coop in sanitary condition, with regular disposal of manure and bedding material, and in good repair
- Ensure the coop provides adequate protection from vermin, wild animals, and predators
- Provide the chickens with opportunities to perform essential behaviors such as dust-bathing, roosting, and scratching
- Follow basic biosecurity procedures to keep the chickens and themselves safe
- Be knowledgeable about proper food safety practices
- Know how to act accordingly if one of their chickens gets sick or if there is a disease outbreak
- Be cognizant of the time and financial commitment required to care for the chickens
- Have a plan for what to do with the chickens once they quit laying; it is not uncommon for backyard chickens to live 8-10 years
- Have an emergency contact who can provide care for the chickens in case of an emergency.



SAMPLE BYLAWS

The following are examples of bylaws from communities across Alberta that permit residents to raise backyard chickens:

- Any person wanting to keep urban chickens must obtain a Premises Identification (PID) under the Alberta Animal Health Act
- An application must be submitted and approved
- An approved license is required to be renewed annually
- In order to be approved for a license, each urban chicken keeper must take urban chicken training or equivalent, designed to provide adequate information regarding the successful keeping of chickens in an urban area.
- Only hens will be allowed to be kept; no person shall keep a rooster
- Maximum number of hens is 3 to 8 per household.
- Hens must be a minimum of 16 weeks of age
- Provide each Hen with at least 0.37m² of interior floor area, and at least 0.92m² of outdoor enclosure, within the coop
- Provide at least one nest box per every 4 birds
- Locate the coop in a place that is mindful and considerate of neighbours
- Have a town representative inspect the coop prior to approval
- No hen shall be slaughtered on the property
- Residents cannot sell eggs, manure, meat or other hen related products
- Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.

AFAC ALERT LINE

The ALERT Line is an anonymous help line. If residents or town representatives see backyard chickens that are in distress or neglected, or have a question about backyard chicken care, they can call 1-800-506-2273. The ALERT Line will send out an individual knowledgeable in the keeping of chickens who can offer solutions to improve care and provide knowledgeable counsel.

Urban Hen Pilot Program

Agreement between:

The Town of

(Hereinafter referred to as the "Town")

- and -

A N Other
(Civic Address)

(Hereinafter referred to as the "Licence Holder")

Whereas, the Town of agrees to adopt and implement an Urban Hen Pilot Program,

Now therefore, the parties hereto agree to uphold all of the licencing requirements and restrictions as laid out within this agreement.

1 Purpose

The purpose of the Urban Hen Pilot Program is to regulate and appraise the keeping of urban hens in the Town of

The program will be implemented for a one-year term commencing within 2024 for a period as determined by the CAO and as approved by Council resolution.

2 Definitions (applicable to this agreement)

Adjoining Neighbour

Means an owner or occupant of a property that is contiguous to a subject property along a common property line (and may include any property close by or across a street). Where the subject property is located on a corner lot, an adjoining neighbour includes an owner or occupant of property that is adjacent to the subject property across a lane or alleyway.

Animal Health Act

Means the Province of Alberta Animal Health Act, Statutes of Alberta 2007, Chapter A40.2 (and regulations made under that enactment).

The Animal Health Act enables the province to respond to animal diseases affecting animal health, public health, and food safety. The Act and its regulations are designed to control the spread of disease through inspections and surveillance, treatments, biosecurity measures, and control zones. The roles and duties of the Chief Provincial Veterinarian (CPV) of Alberta and inspectors are outlined. The Act requires an owner of an animal or authorized person to advise the CPV of suspected or confirmed reportable and notifiable diseases.

Animal Waste

Means excrement, urine, and includes any other waste material accumulated as a result of animal ownership.

Biosecurity

Refers to practices designed to prevent, reduce, and eliminate the introduction and spread of disease.

Coop

Means a fully enclosed waterproof structure (either permanent or mobile) with an attached outdoor enclosure (run).

Licence Holder

Means the person:

- a) to whom a license has been issued as named in this agreement,
- b) who harbours or has possession, control, care, or custody over an urban hen.

Noise

Means sound, which in the opinion of the CAO with regard to all contributing factors and circumstances including the time of day and the nature of the activity generating the sound, is likely to unreasonably annoy or disturb a person(s) or to injure, endanger or detract from the comfort, health, peace, or safety of other persons within the Town.

Notifiable diseases

Notifiable diseases are those which require monitoring for trade purposes or to understand their presence in Alberta, but for which no immediate action is required.

Nuisance (animal nuisance)

Means any activity that is either unacceptable or excessive with respect to the keeping of a hen or anything as a by-product of keeping a hen that has, or might be, detrimental to another person or property, including but not limited to:

- a) noise or smell,
- b) trespass,
- c) damage,
- d) threat to public health and safety,
- e) accumulation of animal waste,
- f) accumulation of material contaminated by animal waste,
- g) disposal of animal waste,
- h) disposal of material contaminated by animal waste,
- i) disposal of carrion, carcasses, or offal,
- j) lack of adequate containment or shelter.

Outdoor Enclosure

Means a securely enclosed, roofed outdoor area attached to and forming part of a coop providing an area for hens to roam.

Premises Identification (PID) Number

Is the registration number required by all poultry owners under the Alberta Animal Health Act. This number helps trace animals, manage disease outbreaks, and notify animal owners in emergencies.

Provincially reportable diseases

Reportable diseases are those which require action to control or eradicate because they are a threat to animal or human health, food safety or the economy.

Reasonable

Means to satisfy a tolerable, satisfactory, or agreeable requirement or standard or to satisfy the time by which an action must be carried out.

Rooster (including Cockerels and Capons)

Means a male member of the G. gallus species.

Urban Hen (Hen)

Means a domesticated female member of the G. gallus species (including pullets). This does **not** include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3 General Guidelines

General terms and conditions of the Urban Hen Pilot Program are as follows:

3.1

The licence holder having been issued an Urban Hen Licence under the terms of this pilot program is not deemed to be in contravention of _____, Animal Bylaw (prohibited animals).

Section _____ of the Animal Bylaw applies (CAO's discretion to licence animals other than Domestic Household Pets).

3.2

This agreement is for a pilot program only.

If the pilot program does not result in a permanent program the licence holder will be given 90 days to re-home the urban hens from notification by the CAO that the pilot program has ended.

3.3

The pilot program is limited to a maximum of four (4) applicants.

3.4

The maximum number of hens permitted per Urban Hen Licence is four (4).

Note: Section 10.3 of the Animal Bylaw states, "No person or owner or occupant may have more than 6 allowed animals (as defined in Schedule B of this Bylaw) within a property or premise unless licensed or authorized in writing by the CAO".

3.5

This agreement is for the keeping of urban hens defined as a domesticated female member of the G. gallus species (including pullets). This will not include other fowl types, including but not limited to, turkeys, ducks, geese, waterfowl, or guinea fowl.

3.6

A male member of the G. gallus species (cockerel, rooster, capon) cannot be kept within the Town.

3.7

Urban hens cannot be kept for the purpose of a commercial business or for farming purposes.

Note: A Business Licence will not be issued by the Town for the commercial sale of meat products, the commercial sale of eggs, the breeding of urban hens for resale or for the sale of hen manure.

3.7

No person is permitted to slaughter hens within the Town limits.

3.8

The carcass of a dead hen must be disposed of at an approved veterinarian clinic, farm, or abattoir.

Dead hens must not be put into the Town's garbage collection service, buried within the Licence Holder's property, or disposed of in any other way.

3.9

Licence holders will be required to notify the Town of changes in circumstances that may affect the keeping of urban hens under the terms of the pilot program and this agreement.

3.10

Licence holders will be required to notify the Town of changes in the number of hens kept within the property.

4 Hen Licencing Requirements

The licencing terms for this pilot program are as follows:

4.1

An Urban Hen Licence will be issued in accordance the provisions of this agreement and any other specific licensing conditions that may be imposed by the CAO for the keeping of urban hens within the Town.

4.2

Notwithstanding the terms contained within this agreement the CAO may at any time implement additional (site specific) conditions, procedures, or processes where necessary to ensure that the pilot program is conducted in accordance with the overall intentions of the pilot program and in response to any matters that may arise with regard to nuisance, noise, animal welfare and animal husbandry.

4.3

The applicant for an Urban Hen Licence cannot own or keep an urban hen within the Town until the applicant obtains (in advance of ownership) an Urban Hen Licence from the Town.

4.4

Urban Hen Licences are only valid for the term of the pilot program. If the pilot program is suspended or cancelled, the licence will no longer be valid.

The CAO will provide adequate notice to participants regarding the suspension or cancellation of a licence in order for the urban hens to be re-homed.

4.5

Urban Hen Licences are non-transferable from one person to another or from one property to another.

4.6

Urban Hen Licences shall only be issued to properties that are single-family dwellings.

4.7

The occupant of a property cannot apply for an Urban Hen Licence without the written consent of the owner of the property / premise. This must be provided to the Town as part of the licence application process.

4.8

An Urban Hen Licence will only be issued subject to a notice of intent being made to all adjoining neighbours and that any such notice is made in accordance with any policies, orders or direction given by the CAO with regard to the procedures for notification.

4.9

The CAO will not issue an Urban Hen Licence until:

- i. all the necessary pre licencing requirements have been met,
- ii. the applicant has complied with all Federal and Provincial regulations for the keeping of domestic livestock / urban hens,
- iii. until the appeal period has expired,
- iv. until all of the procedures for an appeal hearing have been followed and completed where an application is subject to an appeal hearing.

4.10

The licence holder will be responsible for complying with any:

- i. relevant or required federal or provincial enactment,
- ii. requirement of any lawful permit, order, or licence,
- iii. other relevant or required veterinary requirement,
- iv. recommended or enacted training requirement,

including but not limited to:

- registration in the provincial database and obtaining a premise identification number (PID),
- Canadian Food Inspection procedures,
- recording notifiable diseases,
- reporting provincially notifiable diseases.

4.11

The licence holder must not obstruct, hinder, or interfere with any Town employee or Designated Officer with respect to inspections or while exercising or performing their duties or powers pursuant to the provisions of the MGA, this agreement, any Town bylaw, or any other legal or statutory enactment.

5 Property Standards

The property requirement terms for this pilot program are as follows:

5.1

An urban hen must be kept within a hen coop. Free range urban hens are not permitted.

5.2

An urban hen coop as a structure must:

- i. not be indoors within a residential dwelling unit,
- ii. be securely fixed or embedded into the ground,
- iii. be located at the rear of a fenced property and must not be within 2 meters of a neighbouring residential dwelling (or any other minimum setback requirement as set out in the Town's Land Use Bylaw).

The maximum lot coverage of all structures on a property, including the hen coop must comply with the
Land Use Bylaw.

5.3

Hens must be kept within a fenced property, and the fence must be constructed in a way to ensure the hens cannot escape from the property.

5.4

The coop must provide each hen with at least 0.37 m² (4 square feet) of floor area inside the coop and at least 0.92 m² (10 square feet) of outdoor enclosure.

5.5

The licence holder must minimize any nuisances particularly with regard to the location of the coop – consideration must be given to neighbouring property windows, decks and play areas.

5.6

The licence holder must minimize animal nuisance and animal waste (as defined within this document) including but not limited to:

- i. attracting predator animals,
- ii. spreading food and animal waste over the property,
- iii. excessive smells,
- iv. excessive noise.

5.7

The licence holder must maintain reasonable housekeeping and animal husbandry practices, including but not limited to:

- i. securing each hen within the coop from sunset to sunrise each day,
- ii. providing each hen with food, water, shelter, light, ventilation, care, warmth, and opportunities for essential behaviours such as scratching, dustbathing, and roosting, to maintain the hen in good health,
- iii. constructing and maintaining the coop to prevent any predator or pest animal from harbouring within and / or underneath it,
- iv. maintaining the coop in good repair and sanitary condition,
- v. storing feed within fully enclosed containers,
- vi. removing leftover feed, trash, and manure in a timely manner,
- vii. having a plan for how to manage organic waste that will not result in odour issues or an unsightly property,
- viii. following strict biosecurity procedures as recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.

5.8

The CAO at his / her own discretion, may impose additional property specific conditions of ownership as deemed necessary or appropriate.

6 Appeals

6.1

A neighbouring property owner / occupant has 14 days in which to submit an appeal after receiving notification of the application for an Urban Hen Licence.

6.2

An Urban Hen Licence will not be issued until a decision is made on any appeal notice received.

6.3

An appeal hearing must be held as soon as practically possible (within a maximum of 14 days).

6.4

The Appeal Committee shall consist of the Mayor, one Councillor and the CAO.

6.5

The Appeal Committee will determine and provide in writing the reasons why an Urban Hen Licence,

- i. may be issued,
- ii. may be issued with conditions,
- iii. may not be issued.

6.6

The decision of the Appeal Committee to grant or deny the issue of an Urban Hen Licence is final and binding with or without any special conditions attached.

7 Resources

Licence holders / Licence Applicants should ensure that they receive adequate training in order to have the required knowledge for keeping urban hens. The following are examples of resources available to Licence holders / Licence Applicants.

7.1

On line advice provided by the Government of Alberta.

Alberta Government web site: <https://www.alberta.ca/keeping-your-flock-healthy>

7.2

Information contained within the Alberta Government Publication titled,

“Raising Chickens in Alberta – A Guide for Small Flock Owners”.

(available as a digital copy from the CAO).

8 Relevant Enactments

Licence holders / Licence Applicants must make themselves familiar with all relevant or applicable Provincial Acts (and all regulations part of), and any relevant or applicable bylaw or policy, including but not limited to the:

- i. Municipal Government Act, RSA2000, Chapter M-26,
- ii. Bylaw Enforcement Policy 05 / 2023
- iii. The Animal Health Act, Statutes of Alberta 2007, Chapter A40.2
- iv. All regulations made under the Animal Health Act that are filed as Alberta Regulations under the Regulations Act including but not limited to:

Animal Health (General)	130/2014
Biosecurity	185/2019
Disposal of Dead Animals	132/2014
Premises Identification	200/2008
Reportable and Notifiable Diseases	129/2014

(as amended over time).

9 Termination (of Licence)

9.1

A licence holder that does not continuously and consistently follow the requirements of the program (or any ongoing instructions issued by the CAO) may have their licence revoked at any time.

The CAO shall provide adequate notice to participants regarding the suspension or cancellation of a licence in order for the urban hens to be re homed.

9.2

An Urban Hen Licence may be revoked by the CAO if:

- i. the licence holder fails to meet the requirement of any federal or provincial enactment or order,
- ii. the licence holder fails to meet the provisions of any other Town bylaw, policy, or remedial order,
- iii. the terms and conditions for the issue of an Urban Hen Licence under the pilot program are not adhered to,
- iv. an individual hen or number of hens collectively are deemed to be a nuisance animal(s),
- v. the licence holder is negligent in the humane treatment of an animal.

10 Agreement & Signatures

10.1

Licence holders acknowledge by signing this agreement that the Urban Hen Pilot Program is a trial for a set / determined period of time.

10.2

The actual dates for the one-year Urban Hen Pilot Program will be notified separately by the CAO.

This trial period will commence upon all pre licencing requirements being satisfied and is dependent upon the Town having completed all pre licencing inspections and administration work.

10.3

This agreement shall come into effect upon signing.

10.4

In witness thereof the parties have executed this agreement on the ____ day of _____ 2024.

**Town of I
CAO I**

Signature: _____

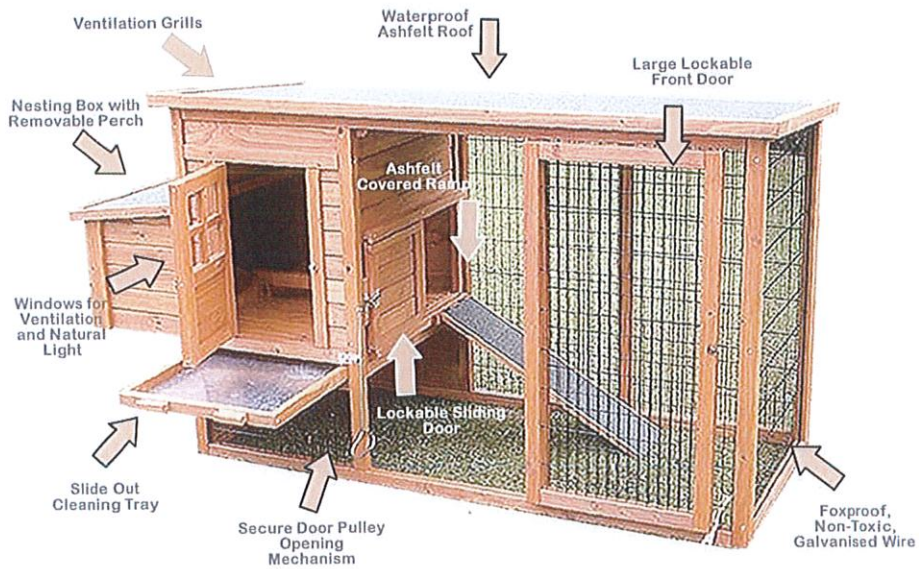
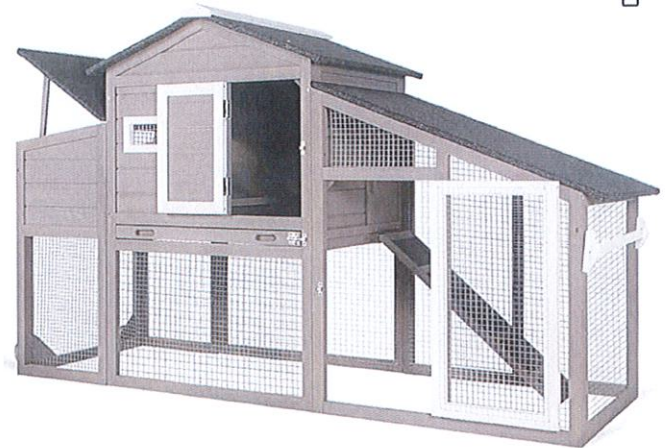
**Licence Holder
A N Other**

Signature: _____

Witness as to the signature of the Licence Holder:

Name: _____ Signature: _____

Schedule A - Example Images of Coops & Outdoor Enclosures



**BYLAW NO. 970-2019, ANIMAL CONTROL BYLAW
TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

15. URBAN HENS

1. General Guidelines

- a) Urban Hens will be a two year pilot project with a review after one year.
- b) Coops shall be permitted in fenced, secure backyards **only**. There is no minimum fence height requirement but should protect against predation.
- c) Chickens cannot be slaughtered or disposed of on a residential property.
- d) The sale of eggs, meat & manure is prohibited. Urban hens are to be kept as pets and/or for personal egg consumption. They are not intended to be used for commercial purposes.
- e) Participants will be warned once of any infraction. Any repeat infraction will be cause for fines in accordance with the Bylaw and may include revocation of license.
- f) Anyone keeping Urban Hens must comply with all Provincial regulations around the keeping of hens. The Province of Alberta requires all owners of poultry (including small urban flocks) to register their flocks into the provincial database and obtain a Premise Identification (PID) Number.

2. Application Process

A person seeking an Urban Hen License must complete the following process:

- a) A pre-inspection must be completed by submitting a site plan to the Development Officer for review indicating the actual dimensions of the rear yard of the property and the proposed location and dimensions of the coop.
- b) Comments from adjacent landowners will be sought by the Development Officer prior to approval of Urban Hen License. Adjacent landowners must have a valid reason for their objections.
- c) Upon approval, the applicant must complete the Urban Hen License application attached hereto as Schedule "E". Participants may then set up the Coop and notify the Development Officer who will arrange for a post-site inspection to ensure compliance. Cost of the license fee is \$25.00.

3. Site Requirements and Coop Standards

- a) Coops may only be located in backyards of properties that are completely fenced and secured. Chain link fencing may be required to have privacy slats installed on one or more sides of the fencing based on consultation with neighboring properties desires. Coop sites should take into consideration backyard locations that would minimize impact on adjacent landowners (away from any windows, furthest point from the building, etc.).
- b) The henhouse is made of both a Coop (indoor space) and a run (enclosed outdoor space). An approved site may house only one Coop and Outdoor Enclosure and they must be located:
 - i. a minimum of 10 feet from a dwelling;
 - ii. a minimum of 3 feet from side or rear property line, and

**BYLAW NO. 970-2019, ANIMAL CONTROL BYLAW
TOWN OF SEXSMITH
Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)**

- iii. a minimum of 2.5 feet from any other buildings on the site;
 - iv. a minimum of 10 ft from any window;
- c) The maximum Coop size cannot exceed 100 ft² without a building permit for an accessory building. Minimum indoor Coop floor size is 4 ft² per hen and 10 ft² per hen of outdoor enclosure;
 - d) Height of Coop should not exceed rear fence height, excepting the peak portion of the Coop roof;
 - e) All Coops must contain sufficient perch locations, nest boxes, have adequate ventilation and be weather & predator proof. Coops do not need to be insulated unless over-wintering and then should have an adequate, approved heat source;
 - f) The Coop and Outdoor Enclosure must be fully enclosed (i.e. Fencing, chicken wire, roof covering) to provide hens secure access to exercise, sunlight, earth and vegetation. It is to be constructed to prevent escape and prevent entry by intruders/predators;
 - g) All hens must remain in the Coop or in the Outdoor Enclosure unless directly supervised by a person at least 14 years of age and they must stay on the permitted property;

4. Number of Hens

- a) The maximum number of Hens per residential property shall be four (4); The minimum number of Hens per residential property shall be two (2);
- b) Roosters and chicks are not permitted;

5. Care of Hens

- a) Consideration shall be given to which breeds of Hens are best suited for Sexsmith climate;
- b) Hen waste can be bagged and disposed of along with your weekly household garbage;
- c) Manure that is intended for backyard composting or fertilizing must be kept within a fully enclosed structure or compost bin and no more than three cubic feet (0.085m³) of manure can be stored at a time;
- d) Proper care and feeding practices must be followed to ensure the well-being of the Hens. This includes providing each Hen with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviors such as scratching, dust-bathing and roosting;
- e) Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year to reduce presence of unwanted pests;
- f) All feed is to be kept in airtight, rodent-proof containers and any spilled/uneaten food should be removed; Hens should be kept in their Coop between 10 p.m. and 7 a.m. as this helps with both noise mitigation and keeping the hens safe;

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Municipal Government Act RSA 2000 Chapter M-26
Part 2, Section 7(a) and 7(h) and 8(a)

SCHEDULE "E"

Urban Hen License Application

Applicants must be 18 years of age or older

****Recommended that owners complete a chicken education course**

Applicant(s): _____

Mailing Address: _____

Civic Address: _____

Phone: _____ Cell: _____ Work: _____

E-Mail: _____

Do you own the home: Yes No *If no, a signed permission letter from Landlord is required (Attach)*

Number of Hens? _____ (Maximum is 4)

PID included? Yes No Submitted to Alberta Agriculture? Yes No

Lot Size: _____ ft² Fenced Yard? Yes No Fence Height: _____

Have privacy slats been requested in chain link fence by neighbor? Yes / No

If yes, which side(s)

Provide a site plan of intended Coop location and description/photo of intended Coop including size of Coop and Outdoor Enclosure

Coop Size: _____ Outdoor Enclosure Size: _____ Total Square Footage: _____

Registration Fee (\$25.00) paid by _____

Any personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of participation in the Backyard Hen Pilot Project and determining the success of the Project. If you have any questions about the collection, use and protection of this information, please call the FOIP Coordinator at 780-568-7246.

I have read this bylaw and agree with its contents.

Signature of Applicant/Landowner